



Berthing Rules, Regulations and Byelaws¹

Summary

This document outlines the rules, regulations and byelaws governing vessel berthing at the Swansea Yacht and Sub Aqua Club marina.

It specifies eligibility criteria, emphasises that all property is stored at the owner's risk, and details responsibilities for vessel condition, mooring security, and safe operations.

Members must ensure competent and insured individuals work on their property, follow relevant local authority and port rules, and give commercial shipping priority.

Annual declarations and valid insurance are mandatory, with strict procedures for berth transfers and vessel sales.

Background

The Objects of the Club

(1) Promotion of Yachting, Boating, and Sub Aqua Diving

The Swansea Yacht and Sub Aqua Club is dedicated to advancing and encouraging yachting, boating, and sub aqua diving. The Club supports associated activities that are non-political and include sporting, recreational, and social elements, thereby providing a welcoming environment for enthusiasts of these pursuits.

(2) Training, Confidence, and Safety at Sea

The Club aims to equip individuals of all ages with the necessary training, confidence, knowledge, and skills required to enjoy the sea and to safely confront its challenges.

¹ Updated March 2026

Through education and practical experience, Members are supported in developing the competence needed for safe and enjoyable maritime activities.

(3) Facilities and Locations

To facilitate its objectives, the Club provides and maintains a suitable clubhouse and a Sub Aqua base at Pockett's Wharf, located on East Burrows Road, South Dock, Swansea. Additionally, the Club operates the Marina on the River Tawe in Swansea, ensuring Members have access to high-quality facilities for their activities.

Marina Use and Vessel Eligibility

The Club provides moorings to full members for sea going craft and the Berth Holder accepts full responsibility for the condition of their vessel, for the security of their vessel, and for its safe operation at all times.

The marina is designated for the mooring of eligible members boats used for recreational purposes, including sailing, diving, recreational sea angling, and motor cruising. However, the mooring of commercial fishing boats is strictly prohibited. Commercial fishing boats are defined as any vessel used to catch fish or shellfish, whether by trawling, gill netting, potting, or rod and line, if the catch is sold to the trade or general public.

Similarly, commercial work boats are not permitted to be moored in the marina. These are defined as vessels used as support for commercial diving, for recovery of sunken boats, or as support for any substantial marine construction.

Residential Restrictions

The marina does not serve as a residential marina. Berth Holders must maintain their main residence within a 25-mile radius of the Clubhouse, ensuring the marina remains for recreational use only.

Permissions for Specific Vessel Types

The Club may grant permission for the mooring of motor vessels and sailing vessels used for training purposes, as well as recreational sea angling boats intended for recreational trips. These boats must not display advertising or contact details, shall have current coding, and must carry all necessary safety equipment. All passengers and trainees must embark from a designated pickup point outside SYSAC marina, slipway and quayside steps.

Member Responsibilities and Dispute Resolution

Members are solely responsible for ensuring that anyone carrying out work on their property or using their equipment within Club premises are competent, possesses appropriate insurance, and are provided with adequate and safe working conditions. In

the event of any dispute or concern regarding safety or operational procedures within the yard, moorings, slipway, or workshop, the matter shall be referred to the Berth Holders Section Committee for resolution.

Berth Possession and Transferability

The Club retains possession rights over each berth in the marina, with all berths subject to SYSAC Rules and the terms outlined herein. The transfer of a berth to a new or replacement vessel is not automatic and must be agreed upon prior to the new vessel's arrival. If a vessel is sold to an individual whose main residence is outside the 25-mile limit, or who has not been accepted as a Club Member, the sale proceeds must be held in escrow until the vessel is removed from Club premises.

Berthing Rules and Regulations²

1. Owners and Berth Holders, their guests and crew shall observe and follow the rules and regulations of the Associated British Ports authority (ABP) and Swansea Council affecting the impounded river, the Tawe barrage and the approaches to Swansea Docks. The owner's guest and crew agree to indemnify the Club against all actions, suits, losses, damages, claims or demands which may arise as the consequences of the breach or failure to observe, perform and abide by such byelaws, rules and regulations.
2. All owners' vessels must obey the signals and instructions of ABP to ensure the safe movement of commercial shipping using the docks entrance and shipping fairways. Traffic using the commercial docks shall have priority at all times. In addition, all Berth Holders are expected to abide by the environmental conditions pertaining to the River.
3. Each Berth Holder shall complete the required Annual Declaration in respect of their vessel and must ensure that it is returned no later than the deadline given on the form. The Annual Declaration requires the Berth Holder to provide up to date address and contact details, to declare that they will abide with all rules, regulations, byelaws and other conditions of the Club, that they hold valid and current boat insurance and that they give permission for the Club to contact their insurers if necessary.

² A rule is a specific guideline or directive established by an organisation (club) to regulate conduct, while a regulation is a binding legal directive issued by a government or regulatory body.

4. The berthing and mooring of vessels is under the direction and control of the Club Berthing Master and their directions concerning berths, and the berthing and mooring of vessels must be obeyed at all times.
5. For dredging, vessels in SYSAC marina will be relocated in advance to appropriate spaces made available within Swansea Council Marina (where careful account is taken as to each vessel's beam and draft); those vessels remaining within the SYSAC marina during the dredging period shall when requested move around within SYSAC marina in a timely manner when requested to facilitate the dredging and ensure the best dredging outcome for the Club. Please take note that that if Berth Holders themselves (or their Agents) are not available to move vessels before, during and after dredging, the Club will have to do so on their behalf; this is a chargeable service.
6. All Berth Holders shall note the established convention that Club members are only allowed one berth each in SYSAC Marina, the founding principle of the Club and the basis of the agreement with Swansea Council being to provide the facility of low-cost moorings to local people who comprise the Club's membership³. The dimensions and draft of all vessels are taken into careful consideration when allocating available berths. The Club has a waiting list of members who wish to berth vessels.
7. Vessels, whether moored or ashore, and all other property are stored at the sole risk of the owner. Members leaving cars or other vehicles on the Club premises do so at their own risk.
8. The Berth Holder shall at all times be responsible for the proper upkeep and safe condition /maintenance of their vessel its gear and equipment (whether afloat or on shore) and shall maintain it in good, clean, condition and take all reasonable steps to ensure that the vessel is seaworthy and able to navigate under its own power when required to do so.
9. All necessary warps and fenders shall be provided by the Berth Holder, and the Berth Holder expressly undertakes and agrees to ensure that the vessel is properly and safely secured and attached to the pontoon or mooring and secured so as to prevent damage to adjacent vessels. No part of the vessel is permitted to overhang the pontoons or walkways.
10. The Berth Holder shall undertake that they themselves, and any of their party, behave in a considerate manner while using their vessel in the marina, the yard, the impounded River or the fairway. The Berth Holder understands and agrees that if they, or if any member of their party acts recklessly or antisocially, or fails to observe these or any other applicable rules and regulations, then the Club has

³ The following Clause is contained within the Club's marina lease:

"To use the pontoons installed within the Demised Premises for the mooring of vessels belonging to bona fide members of Swansea Yacht and Sub Aqua Club whose main residence is within a radius of 25 miles of the Club's headquarters at Swansea Marina."

the right to require the person concerned to leave the Club confines immediately and accepts that such behaviors may result in disciplinary action for the responsible member.

11. The Club Berthing Master may direct the Berth Holder to replace, within a reasonable time frame, any item of which the condition gives concern. If the Berth Holder fails to replace particular equipment within the agreed timeframe, then they accept that the Club may do so and charge the member accordingly.
12. Berth Holders may nominate another member as Agent, one who has keys and the necessary knowledge and insurance cover to gain access, operate the engine, pumps, stopcocks etc. and move the vessel in an emergency. A record of any such event shall be kept in the Club Office by the Berthing Master.
13. No sewage, oil, petrol or contaminated bilge water or other pollution is allowed to be released or to escape into the Club marina, river or dock.
14. Bathing within the marina is prohibited.
15. The Club year for berthing shall run from the 1st March to the last day of February the following year.
16. Catamarans will be charged at one and half times their length (i.e. for a catamaran with a beam over 14'). The standard charge for private users is by length of boat inclusive of VAT. Minimum length applies.
17. Berthing licences will be issued at the start of occupation and provided the member remains in good standing will last until the member resigns their berth.
18. Vessels may not be used as living accommodation during the month of February; Berth Holders are reminded that their main residence must be within a 25-mile radius of SYSAC Clubhouse in order to comply with the terms of the lease.
19. Berthing licence agreements duly entered into and paid for will be given the berthing facilities to keep a vessel of the agreed dimensions in the Club berth.
20. The vessels name or that of its owner must be exhibited so as to be visible from the pontoon to which it is moored.
21. The Club provides moorings for sea going craft only. The owner accepts full responsibility for the safe and seaworthy condition of the vessel and maintaining the vessel in such condition.
22. Harbour/Tawe lock dues payable to ABP and Swansea Council on all vessels will be collected by the Club and shown separately in the Club accounts and payable to the authorities on the owner's behalf.

23. All persons, sub-contractors or companies carrying out work on any vessel at the Club marina premises or hard standing area shall maintain third party insurance in respect of themselves and their employees for an appropriate sum of money.
24. Electricity is supplied for leisure (non-domestic) use only.
25. Barbecues or any other form of cooking on pontoons is strictly forbidden.
26. Berth holders cannot under any circumstances sub-let berths. All vessels shall be berthed strictly in accordance with the instructions of the Berthing Master.
27. All vessels and equipment in or on the Clubs pontoons or in any other area may be moved by the Club.
28. The Club shall not be liable whether in contract, tort or otherwise for any loss, theft to any other damage of whatsoever nature or other property of the owner or others claiming through the owner except to the extent that such loss, theft or damage may be caused by the negligence or wilful act or those for whom the Club is responsible.
29. The owner shall indemnify the Club against all loss, damage, costs, claim or proceedings incurred by or instituted against the Club or its servants or agents which may be caused by the owners vessel or vehicle or by the owner his servants, agents crew, guests or sub-contractors except to the extent that such loss, damage, cost, claims or proceedings may be caused by the negligence or wilful act of the Club or those whom it is responsible.
30. The owner shall maintain at all times valid third-party insurance in respect of himself and each of his vehicles or vessels, his crew for the time being and his agent's visitors, guests and sub-contractors in a sum not less than £5,000,000 in respect of each accident or damage, and adequate salvage insurance in respect of their vessel. The owner shall produce the policy or policies relating to the Club on demand.
31. No part of the marina or of any vessel or vehicle while situated therein or thereon shall be used by the owner for any full-time commercial purposes.
32. The owner shall notify the Office and/or Berthing Master of their intention to sell their vessel.
33. Under the terms of the Club's Marina Lease, vessels *may not* be sold or transferred to a purchaser residing outside a 25-mile radius unless the vessel is removed from the marina and/or the yard prior to completion of the sale. Additionally, berths are non-transferable and the Club must maintain control over all vessel movements and berth allocations. Prospective purchasers who are eligible can apply for SYSAC Club membership, however, to be considered as a berth holder the applicant's main residence must be within the 25-mile radius of SYSAC Clubhouse and the applicant must fulfil all relevant conditions

to be eligible for a berth. To ensure compliance with these requirements if a berth holder sells their vessel to anyone whose main residence is outside the 25-mile radius, the seller and any acting broker must place the sale in escrow until the vessel has been removed from SYSAC marina or yard. These steps protect the Club's legal obligations under the Marina Lease and ensure the proper administration of berths.

34. Within 7 days of any sale, transfer or mortgage of the vessel, the Berth Holder shall inform the Office Manager of the name and address of the purchaser, transferee or mortgagor, the date of sale, and provide proof of continuing and valid insurance. Where the new owner resides outside the 25-mile radius, or is not a member of SYSAC, then vessel must then be removed from SYSAC marina within 14 days.
35. Berths are not transferable.
36. The Club has the right to exercise a general lien upon any vessel and /or the property of the vessels owner whilst it is on the marina or yard premises until such time as any money due to the Club in respect of the vessel and /or other such property whether on account of rental, storage, commission, access or berthing charges, work done or otherwise shall be paid.
37. The Club shall have the right without prejudice to the other rights to these conditions by the owner:
 - a) To terminate the licence granted to the owner in the following manner in the event of any breach by the owner of the conditions or any failure by the owner to provide the required Annual Declaration and/or make any payment due to the Club. If the breach is capable of remedy or the owner has failed to make any such payment the Club may serve notice on the owner specifying the breach or the failure to pay and requiring him to remedy the breach or pay the amount within 14 days or if the breach is not capable of remedy the Club may serve notice on the owner specifying the breach or failure to pay (when not already specified) and requiring him to move the vessel within 28 days. At the expiration of which the owner shall remove the vessel and any other property of his from the Clubs marine, property or premises. The Club shall refund to the owner the unexpired portion of the annual fee (disregarding any discount given) subject to a right of sale off in respect of any damage suffered by it and/or other monies owing as a result of any of the matters giving the Club the right to terminate the licence.
 - b) When no date of termination has been agreed between the parties the Club or the owner may terminate the licence granted to the owner by giving the other 28 days' notice of such termination at the expiration of which the owner shall remove the vessel from the Clubs marina and premises or property.

- c) If the owner fails to remove the vessel on termination of the licence (whether under this condition or otherwise) the vessel shall be deemed to be unauthorised, and the Club shall be entitled:
- (i) To charge the owner twice the equivalent commercial rate if the licence had not been terminated for the period between termination of the licence and the removal of the vessel from its marina and premises and property and/or
 - (ii) At the owner's risk (save in respect of the loss or damage caused by the Clubs negligence during such removal) to remove the vessel from its marina and premises and there upon secure it elsewhere and charge the owner with all costs arising out of such removal including the alternative berthing and yard fees applicable for unauthorised vessels.
38. In all cases where contract of hire or licence to occupy any mooring, berth, storage space, property or facilities may be lawfully terminated by notice, the same shall be deemed to be lawfully served if served personal on the owner or sent by registered delivery service to the last known address in the United Kingdom of the owner or to the principal place of business of the Club.
39. a) Vessels in the Yard will be launched or put afloat in accordance with the Clubs opinion as to tide, weather conditions and available facilities permit and in such sequences as to avoid moving other vessels for the purposes and also so as to make the most economical use of the facilities at the Clubs disposal.
- b) At the owner's request the Club will, if possible, launch his/her vessel at any suitable tide and weather conditions.
40. Any vessels or other goods left at the Clubs marina or premises are subject to the provisions of Torts (Interference with Goods) Act 1977, which confers on the Club as bailee a right of sale exercisable in certain conditions. Such sale will not take place until the Club has given notice to the owner or has taken reasonable steps to trace him in accordance with the Act. A similar right of sale shall also arise when any vessel or other goods of which the Club is not a bailee are left at the Clubs marina or premises.
41. Any obligation of the Club towards vessels or goods left at its marina or premises and upon the expiry or lawful termination of the grant to the owner of facilities in respect of such vessels or goods and the Club accepts no responsibility for the loss or damage to any vessel or goods insofar as such loss or damage is caused by the negligence of the Club or those whom the Club is responsible.
42. Unauthorised Vessels remaining within SYSAC Marina and Yard are subject to fees to be applied at the rate of twice the equivalent commercial rate.

43. If in the Club's opinion such be necessary for the safety of the vessel or for the safety of other users of the marina or premises or for their vessels or for the safety of the Club's marina, premises, paint or equipment the Club shall have the right to moor, re-berth, move, board enter or carry out any emergency work on the vessel and except to the extent that such mooring, re-berthing, movement, boarding, entering or emergency work arises from the negligence of the Club or those for whom the Club is responsible, the Club's reasonable charges therefore shall be paid by the Owner.
44. Unless the Berth Holder has the Club's prior consent the owner shall not lend or transfer the berth to another Berth Holder (this licence being personal to the Owner relating to a particular vessel and non-assignable) nor shall the Berth Holder use the berth for any other vessel.
45. Vessels shall be berthed or moored by the Owner in such a manner and position as the Club may require, and unless otherwise agreed the necessary warps and fenders shall be provided by the Owner. For the safety of all, no part of any vessel shall overhand the walkways or pontoons.
46. Nothing in the licence shall entitle the Owner to the exclusive use of a particular berth.
47. Any persons using any part of the Club's marina premises or facilities for whatever purposes and whether by invitation or otherwise do so at their own risk, unless any injury or damage to person or property sustained within the Club's marina premises or facilities was caused by or resulted from the Club's negligence or deliberate act or that of those for whom the Club is responsible.
48. When leaving the marina take great care and give way to vessels leaving Swansea Yacht Haven lock. Check their movements on channels 18 and 80.
49. No vessel when entering or leaving or manoeuvring in the harbour shall navigate at such a speed or in such a manner as to endanger or inconvenience other vessels in the harbour. Vessels are at all times subject to the speed restrictions and by-laws of the marina, navigation or other authorities. Maximum speed for all craft is 4 knots.
50. No noisy, noxious objectionable engines, radio or other apparatus or machinery shall be operated within the marina or premises so as to cause any nuisance or annoyance to the Club or to any other users of the marina or premises or to any person residing in the vicinity, and the owner undertakes for himself, his guests and all using the vessel that they shall not behave in such a way as to offend the aforesaid. Halyards shall be secured so as not to cause nuisance or annoyance.
51. No refuse shall be thrown overboard or left on the pontoons, jetties or car parks or disposed of in any other way than in the receptacle provided by the Club or by removal from the Club's marina or premises.
52. Dinghies, tenders and rafts shall be stowed aboard the vessel.

53. Owners and their crew are required to park their motor vehicles in such a manner as shall from time to time be directed by the Club.
54. No unauthorised or unapproved work or modifications to be made to pontoons or walkways.
55. No items of boats, gear, fittings or equipment supplies, stores or the like shall be left upon the pontoons, jetties or car parks, or obstruct the waterways.
56. Berth Holders should be aware of the advisability of installing galvanic isolators on any craft moored in the marina; further advice on this can be obtained from the Bosun.
57. The owner shall take all necessary precautions against the outbreak of fire in or upon his vessel and the owner shall observe all statutory and local regulations relevant to fire prevention (if any) which shall be exhibited at the offices of the Club. The owner shall provide and maintain at least one fire extinguisher of a governmentally approved or BSU1 standard type and size in or on the vessel fit for immediate use in case of fire.
58. The Berth Holder may only refuel the vessel, its tenders and equipment in a safe and responsible manner and wherever possible in a designated refueling area and shall comply with any related directions by the Bosun or Yard Manager.
59. The Club reserves the right to introduce regulations which relate solely to the administration of the Clubs marina and premises, and which are not inconsistent with those conditions, and to amend such regulations from time to time. Such regulations and any amendments to them shall become effective on being displayed on the Clubs notice board or other prominent place at the Clubs premises, and the Club shall have the same rights against the owner for a breach of the regulations as for a breach of these conditions.
60. Notwithstanding any other provisions of these regulations concerning the control and management of any person working in the Marina, Workshop or Yard, it is the Member's strict responsibility to ensure the competence, satisfactory insurance status as appropriate, and adequate and safe working conditions and equipment for all persons that may be carrying out any work on their property or using their equipment while on any part the Club premises.
61. If there is a dispute or concern regarding safety of berthing or any operational procedure within the yard, moorings, slipway, or workshop the matter shall be referred to the Berth Holders Section Committee for resolution.
62. In the event of a breach of the rules and regulations, if the breach is capable of remedy, then the Club may serve notice on the Berth Holder requiring that the breach is remedied within a period of fourteen days or such other period as the Executive Committee shall deem reasonable. If the Berth Holder remedies the

breach within that timeframe, then the matter will be closed. If the breach is not capable of remedy, then the Berthing Agreement shall be terminated, and the Berth Holder will be given 28 days to remove the vessel from the Marina.

63. In addition to their annual membership subscription all Berth Holders shall spend an additional sum as defined annually by the Executive Committee at the bar or galley, such sum will be added to the invoice in respect of the member's subscription fee and such sum will be added to the Berth Holder's card. Any additional sum not spent at the end of the Club year will be forfeited.

Byelaws

These byelaws are in addition to and shall be used in conjunction with the Club Rules together with the Berthing Rules and Regulations and the marina and boat yard guide etc. which shall form part of these byelaws except that any items marked with an Asterix (*) therein are advisory only. The Byelaws may be amended or added to from time to time. Updated Byelaws will be permanently attached to the Official Notice board.

General

1. Berth holders are entitled to use the yard and slipway according to the advertised conditions. A copy is available on request.
2. Commercial contractors crane hire operators etc. are not allowed in the yard except with the prior consent of the Yard Manager Bosun or Berth Holders Section Committee. Commercial fees are by prior agreement.
3. All invoices must be paid by the due date. The Executive Committee may at its discretion add 10% to any outstanding account after due notice has been given.
4. The Committee reserve the right to fine any member in serious default of these bylaws to any amount up to a maximum of £50 for each offence, and or suspension of mooring rights.
5. The maximum stay for vessels in the Yard is 8 weeks; any stay over 8 weeks will require the prior consent of the Berth Holders Section Committee, and from week 8 the owner be charged fees at a higher rate. After 3 months, at the Committee's discretion, a member may be asked to remove his/her boat from the yard. SYSAC does not offer boat storage due to the constraints of the yard, the logistics of managing unattended vessels and the obligation to accommodate the rest of the berthing membership. The maximum duration for all vessels in the yard is 3 months, unless there are extraordinary circumstances that the Berth Holder can ask to be taken into account.

Should any Berth Holder wish to extend their stay in the Yard beyond 3 months, then this request must be put to the Berth Holders Section Committee via the Yard Manager. The Berth Holders Section Committee will convey their decision after due consideration of the details provided together with the recommendation of the Yard Manager. In circumstances where stays exceed the 3-month limit, the Berth Holder must provide monthly reports setting out progress, issues, reasons for delay etc. together with evidence of their progress in resolving issues, an account of the work completed in the last period and also provide a projected completion/launch date. The Bosun will verify attendance at the vessel, and on-going work. Berth Holders who do not comply with these Byelaws will be subject to a daily financial penalty after the 3 months has elapsed, the level of that penalty as determined by the Executive Committee.

6. Charges must be paid in advance or immediately on request
7. Non-Berth Holders (Club members) are allowed to use the boatyard or slipway according to the advertised charges and conditions; however, it must be noted that Berth Holders shall always have priority in terms of this facility, other than when the Emergency Services are in attendance.
8. Launching and recovery of boats has priority – no other use is allowed whilst in progress.
9. Berths are supplied subject to conditions as shown on the Berthing agreement, and Marina and boatyard guide and regulations.
10. Berths may not be loaned or sublet.
11. Berth Holders are required to provide the club office with their current addresses, and home and mobile telephone number(s) so that the club may contact them in an emergency and are advised to notify the office of their Emergency Contact so a note can be kept on file.
12. Berth holders may nominate another member as an Agent, one who has keys and the necessary knowledge to gain access, operate the engine, pumps, stopcocks etc., and move the vessel if necessary, in an emergency.
13. The Club reserves the right to move a vessel and/or gain entry to a boat in the case of an emergency, to carry out emergency work on a vessel and recover any reasonable costs from the owner(s).
14. All vessels must be sufficiently insured, including Third Party Insurance of not less than £5,000,000 and Fire and Theft up to the value of the vessel, taking into account contingencies for sinking, wreck removal, environmental protection, etc. The vessel must be kept secure, whether afloat or stored ashore.

15. The Club accepts no responsibility for any loss or damage to any vessel and all use of the Club's facilities shall be at the owner's risk.
16. Berth holders shall not operate noisy engines, radios, or other equipment so as to cause nuisance. Berth holders are responsible for the good behaviour of all persons aboard the vessel or within the marina and boatyard.
17. The disposal of out-of-date flares or other pyrotechnics is the sole responsibility of the owner and will not be disposed of by the Club.
18. Halyards shall be secured so as not to cause annoyance or nuisance.
19. The Berth holders and skipper shall comply with all reasonable directions given by the Berthing Master, Boatyard Manager or Bosun.
20. All vessels must observe a 4-knot speed limit within the Club marina, river, lock and fairway, and such rules for the prevention of collisions as may be required by any competent authority having jurisdiction over these waters. This includes inflatables and tenders.
21. Notwithstanding the 4-knot speed limit all vessels must travel at a speed that does not cause excessive wash.
22. Members are entitled to use the yard, facilities and slipway in accordance with these rules and subject to the advertised charges and conditions: charges must be paid in advance, or immediately on request.
23. Berths are supplied subject to conditions as shown on the Annual Berthing Agreement and the Byelaws.
24. Berths may not be loaned or sub-let. The Committee reserves the right to fine any member in serious default of these Byelaws to any amount up to a maximum of £50 for each offence, and/or suspend the use of the mooring.
25. The Club may set a scale of charges for access to Commercial Contractors to the boatyard and marina.
26. Anyone operating drones flying within the confines of the marina must comply with CAA regulations.

Electrical Safety – Compliance with Legislation⁴

27. To ensure the safe management of electrical supply equipment (electrical cabinets, circuit breakers, RCDs and electrical meters) no person may work on or near electrical systems unless they are competent or under suitable supervision. Only members of Staff who have completed Electrical Safety

⁴ The Electricity at Work Regulations 1989.

Awareness Training and who have been formally authorised by the Club in writing may access electrical cabinets.

Boatyard Usage

28. Any vessel placed in the Yard is placed solely at the owner's risk, must be supported by a suitable and safe cradle (or supports) and the owner or their agent must check all cradles and/or supports at the time of emplacement and sign a declaration that they have done so.
29. All boatyard movements (other than trailed vessels) and space allocations must be authorised by the Boatyard Manager or Bosun.
30. Non-members may use the Yard, the Wedge, Workshop and Slipway by prior agreement with the Bosun or Yard Manager. Anyone who uses the slipway to go into the River Tawe must understand that they are required to pay the requisite fees to Swansea Marina.
31. Permission must be obtained before vessels, other than trailed vessels are taken into or removed from the yard.
32. Members working in the boatyard must adopt safe working practices.
33. Electric equipment and leads must be maintained in a safe condition.
34. Any equipment which is not stored on the vessel must also be clearly marked with the name of the vessel.
35. The owner must remove and secure all sails, covers and awnings to reduce windage, ensure that the vessel is watertight and safe to be lifted, that speed log blanks are in place, and tell the staff whether the vessel is non-production or has been altered. A minimum of two, but preferably three people should be on board the vessel during movements, and fenders and mooring lines must be ready.
36. Excessive hull fouling will incur additional charges for spray off. Most un/stepping does not include a rig check or dis/connection of mast electrics and electronics. Only approach the hoist dock, boat hoist, forklift or boat mover when accompanied by a member of staff.
37. All vessels must be supported by a suitable and safe cradle or supports supplied by the boat owner and at the owner's risk. The owner or his agent must check all cradles and/or supports at the time of emplacement.
38. When vessels are ashore, do not move or tamper with boat stands, cradle arms or other boat supports; ask the staff for help. Do not secure anything to the cradle or to any boat supports. It is the owner's responsibility to board the vessel and to move around the deck using the correct equipment and taking all reasonable precautions. Ladders are not supplied. Owners are

advised to take care when moving forward of the main bulkhead and/or main mast. There must be no use of sea toilets, sinks, showers or other through hull exits. Living onboard boats ashore is not allowed.

39. Dinghies, trailers, etc., must be marked with the parent boat or owner's name and kept securely locked.
40. Valuable equipment must be removed from all vessels stored in the boatyard.
41. The owner must ensure that the boatyard and slipway are left clean and that all waste is disposed of appropriately.
42. All ladders and steps are to be removed from site or secured with a padlock and chain so as to prevent unauthorised use or access to vessels.
43. Users are responsible for their own safety and have a duty of care for the safety of other persons in the boatyard or on the slipway.
44. Only minor work can be undertaken on vessels ashore without approval. Obtain marina authorisation before removing old antifouling. All sanding/scraping, removing engines, un/stepping mast and all 'boatbuilding' activities. At all times, members must be aware of their surroundings and refrain from areas where heavy plant and equipment is in operation. It is forbidden to go up masts whilst boats are ashore, as is starting engines.
45. All contractors must report to SYSAC Office on arrival and must complete the Club's Contractors Permit before starting work.
46. Commercial contractors, including transport and crane operators must obtain the Boatyard Manager or Bosun's prior consent and pay any charges as set out in the boatyard advertised charges.
47. Keep the area around your vessel clean. It is the owner's responsibility to dispose of waste in a safe and appropriate way; this may include removal from site to a suitable facility. Ask the staff about the disposal of hazardous waste. Do not contaminate the general waste or recycling bins with oil, grease, paint, resin, sealant, lightbulbs, electrical items, batteries or metals; this will result in extra charges. Do not pour waste liquids down the drains or into the sea/river.
48. Keep dogs on leads and children under close control at all times, and never aboard vessels ashore.
49. No tent, caravan (motor or trailer), commercial vehicles, or other vehicles adapted or designed for sleeping or storage may remain overnight on club premises without the prior permission of the Yard Manager. Those granted such permission must record and pay for, on demand, any electricity consumed.

50. No vehicle is to be parked in the boatyard so as to obstruct the roadways, slipways, platforms, or any other areas of the Club premises.
51. Owners' vehicles must be parked in the Club car park, and only members who are authorised to do so have the right to use the Club car park.
52. The Committee may request the removal of any vessel, trailer, cradle or other items stored in the boatyard.
53. The launching and recovery of boats by the Club has priority over all other activities, as does the attendance of any of the Emergency Services.
54. The public waterside foot path (right of way) must be kept clear at all times. This is marked by the cobble set area along the riverside and across the slipway.
55. No items of boats, gear fittings, or equipment, supplies etc., shall be left in the boatyard, car park or on the marina pontoons.
56. The slipway is to be used for the launching and recovery of vessels only. The wedge trolley, rails or cable must not be obstructed.
57. Drying out is generally not permitted and may only be undertaken with prior written permission from the Bosun or Boatyard Manager.
58. All boatyard charges must be paid by the date stated on the invoice.

Rubbish and Waste

59. No sewage, oil, petrol, contaminated bilge water, or other pollution shall be discharged into the marina, river, lock or deposited on the pontoons, in the boatyard, slipway or car park.
60. Mixed garbage is to be placed in plastic bags, compressed where possible and placed in the bins provided or taken home.
61. Waste oil, mixed oil and water waste is to be removed from the site and disposed of appropriately.
62. Waste batteries must be removed from site.
63. It is the member's responsibility to arrange for the safe disposal of any other waste that the member cannot personally remove from site.
64. The Club will recover the costs of disposal of member's waste not disposed of in the manner required by the Byelaws from the member.

Marina

65. The marina bridgehead gate must be locked at all times and must not be left open.
66. No person is to be admitted onto the pontoons unless they are personally known to the person allowing them access.
67. Vessels shall be berthed or moored in such a manner and position as the Club may reasonable required.
68. It is the responsibility of the Berth Holder to check the security of all the warps and to replace them when necessary.
69. The Berth Holder or his agent must check boats and their moorings at least once per week.
70. Tenders, dinghies, life rafts etc; must be marked with the vessels name and stored aboard the vessel.
71. Nothing may be fixed, modified or attached to the marina without the express permission of the Bosun/Berthing Master.
72. The electricity sockets (apart from the berth holder's private supplies) may only be used during daylight hours. Electric cables may not be left connected when not in use.
73. Club trolleys are to be returned to the bridge head after use and may not be taken outside of the Club property.
74. Dogs must be kept on a lead at all times and must not be permitted to foul the walkways. Owners are responsible at all times for the actions of their pets.
75. * Refueling of boats is only permitted on the designated refueling pontoon.
76. Barbecues or any other form of cooking on the pontoons re fingers is strictly forbidden.
77. Cycling and the use of electric scooters is not permitted on the marina walkways and pontoons; this prohibition does not extend to mobility aids.

Members' Workshop

78. The workshop is intended for DIY type repairs that Berth Holder may undertake in their own facilities (boat, garage or shed) and as such is not liable to the Provision and Use of Work Equipment Regulations 1998. The facility is available to all berth holders and as such, certain conditions will apply to its use.

79. Access to the workshop is by roller shutter door and the key fob can be activated in the SYSAC office. Do not enter the workshop via the Bosuns workshop and always use your key fob even if the shutter door is open.
80. Always leave the shutter door open when you are inside the workshop,
81. When leaving the workshop remove any items in your ownership with you and close the shutter door, even if you are intending to return later that day.
82. Do not leave or store any items materials, chemicals, paint, equipment or components in the workshop.
83. The workshop will only have basic facilities available, work bench, bench vice, 240vac supply, etc. Bring your own hand tools with you as needed and remove them when leaving the premises.
84. Do not bring into the workshop any items, materials, chemicals, or equipment that could cause you or any other person using the facility harm.
85. Do not bring welding or burning equipment or anything involving an open flame into the workshop.
86. Do not allow non-members or minors into the workshop without being under your constant supervision.
87. The workshop is for the use of all Berth Holders, therefore no one Berth Holder may occupy the facility continuously for more than eight hours in any one week.
88. Ensure that following any work being conducted in the workshop a thorough clean of the facilities is completed. Please treat the facilities with care and consideration for other Berth Holders.
89. Thoroughly read and follow the health and safety notice attached above the work bench.
90. Report any accidents or incidents occurring while using the workshop to the Yard manager or office at the time and fill in the accident book prior to leaving the premises.
91. Report any broken or damaged equipment within the workshop to the Bosun or Yard manager prior to using or leaving the workshop.