

New Skipper's Brief

RESPONSIBILITIES:-

Skippers must take full responsibility for the constitution of their crew and their actions. It is the Skipper's responsibility to book the boat, make arrangements with his/her crew, organise the trip and account to the Company. Different scenarios require different crew capabilities and it is the sole responsibility of Skippers to ensure that their crew are sufficiently competent for the actual sailing environment. The simple test of responsibility is that when you are Skippering a Tops'l yacht, it is as if it were your own.

BOOKING:-

You should book on the web (backed up with an email), by phone or email to admin@topsl.net. Having booked the boat, it is your responsibility to make arrangements with your crew and organise the trip, delegating tasks appropriately, and sending paid accounts to Tops'l. As a general principle, a full member has the right to any vacant berth and, priority over Family or Temporary Members. However, it is vital that discretion is exercised where these priorities are concerned.

CANCELLATION:-

The policy is that when vessels are booked and not used, payment is expected for the full period unless there are sound mitigating circumstances, such as weather too dangerous for the crew. In any event, you must advise by phone or email to admin@topsl.net.. Penalty for non use of advance booking to be paid in cash; the voucher option is deleted.

MEMBERSHIP FORMS:-

The purpose of the enrolment form is to ensure that those who sail with us are aware of the risks involved in so far as the law is concerned. Therefore, it serves to protect you, the Skipper, and Tops'l in the event of litigation. So, please check that all who sail with you have completed one. Those who have taken out Family Membership may take sailing those members of their family, who have been listed and signed for. If the Family Membership option is not held, then family may only sail as Temporary Members, as set out below.

Should you or one of your crew wish to take a non-member friend along sailing then he/she must become an, fill in a Temporary Membership form and pay the appropriate sailing charge.

Temporary Membership lasts one month only and forms must be completed and posted to Andrea White, to be received 48hrs prior to sailing.

INSURANCE:-

We are comprehensively insured through 'Lambert Fenchurch'. There is an excess on any claim (minimum £450 in 2013), therefore this amounts to your liability in the event of damage or loss, unless caused by negligence. In most circumstances this will be sufficient providing the insurers do not find cause to repudiate the claim for cause on the part of you or your crew. Be sure that you know the rules and operate within the limits of your 'Letter of Authority' and your own capability.

Please read the up to date guidance on board and on the website (members/paperwork).

SAILING:-

- Check over the yacht before departure to see that all damage is already in the Tech Log
- Brief your Crew using the aide-memoir as appropriate
- Maintain the `Ships Log and the `Tech Log'.
- Know the laws governing `Salvage'. They are in the Almanac.
- Familiarise yourself with the `Technical Manual'.
- Carry your `Letter of Authority'; it could save you a lot of explaining (usually only abroad)
- Do not exceed the limits of this Authority or you could be uninsured.
- Make certain that you and your crew know how the toilet operates before it is used, or you will have to sort out the mess or pay someone else to before the boat can be used again.
- Gas can build up in the bilges undetected, so periodically pump the bilge of air as well as water, especially after a gas leak has been detected.
- Racing is not permitted otherwise you will not be fully covered by insurance.
- You are expected to replace articles of equipment or apparel lost or damaged on your trip for the sake of the next booking.
- We do not expect you to put to sea in adverse conditions in order to get back home against your better judgement. However, you are expected to allow time in your schedule for weather delays.
- Whilst you are completely responsible for the Yacht until such time as an agreed hand over has taken place, or the Yacht has been returned to base and properly secured, every assistance will be given where possible. Keep someone on shore informed of your passage plans & progress.
- At the end of your trip leave the boat in the condition in which you would like to receive it. Pay particular attention to the toilet and galley areas. We are not a staffed charter company, and the way you leave the yacht it is the way the next member receives it. Be considerate and leave it immaculate!
- Report new damage or equipment failures to bosun.
- If the toilet is cleaned and flushed through with fresh water, sedimentary rings will not build up from standing dirty harbour seawater.

REPORTING:-

Whilst you are away on your voyage please keep someone on shore informed of your passage plans and progress, particularly during any period of bad weather. Keep the Coastguards informed of your progress (where possible) when out of the Solent.

Contact List for Members and Port Solent firms:-

If full list not on board, some numbers are on Check List.

Otherwise see website or mobile phone GPRS: www.topsl.net/members/mobile

There is a computer in the Port Solent office with which to view the Tops'l website contacts page.

ACCOUNTS:-

It is up to the Skipper to apportion costs among the crew and to account to the Club at the end of a trip. A sailing return form and all moneys due should be sent to Maggie Baylis within 7 days. Reimbursements will only be allowed against receipts made out to Tops'l Sailcruise Ltd.

CONTENTS of SHIP'S DOCUMENTS (Kept on board):-

Registration document
Insurance certificate information
(Spare membership forms)
(Sailing Return forms)
Ship's Radio Licence (displayed)
Copies of Builders Certificate and Bill of Sale

PORT SOLENT:-

The Marina Office keeps the boat keys and access key for the pontoon. You will be required to sign for them on production of your membership card. A spare set is kept on board.

Call Port Solent on channel 80 prior to departure and await clearance to leave berth. Call abeam Porchester Castle on your return.

Note that the Marina tug, if available, will come out to tow boats in from approaches; a small fee applies. It will also move boats to our berths after being left on visitors pontoon because of strong winds. (a small fee paid by skipper).

When putting the boat to bed, it is best that the skipper monitors what the crew have done. Do not flush the toilet into marina; there are perfectly good facilities provided ashore.

MINIMUM CREW:-

Club Skipper Local plus two capable adults.

If sailing offshore, out of sight of land, the minimum Tops'l qualification is a Club Skipper Offshore and a suitably capable crew able to a watch leader.

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FINALLY:-

Please advise us or the next Skipper ASAP of your late return to base or hand-over.

Don't forget to leave the boat keys with the Marina Office @ Port Solent or as required by the current off-base requirements.

HAPPY SAILING