



POLICY & PROCEDURES MANUAL FOR CLUB KAYAK TRAILER

The purpose of the Osprey Yacht Club (OYC) Policy & Procedures (P&P) Manual is to define the policies, rules, procedures, and requirements related to the safe use, and maintenance of the OYC's assets. This includes the kayak trailer.

Organization

Under the aegis of the OYC Commodore and Board of Directors, the program is managed on a daily basis by the *Fleet Administrator*, who is responsible for:

- A. All day-to-day activities associated with the use of assets
- B. Recommendations to BOD regarding policy or procedural changes
- C. Submitting annual maintenance budgets
- D. Maintaining or updating the training curriculum

Qualifications for use

In order for a person to be eligible to tow the OYC Kayak Trailer, they must have basic skills in towing and provide a vehicle with adequate towing equipment capable of towing the designated equipment. If there is any question to the capability of the towing vehicle or the drivers capability the Fleet Administrator will make the final determination. Additional qualifications are:

- A. Be a current OYC member, or family member of an OYC member.
- B. Sign a release/waiver form. Obtainable from the AP website under Yacht Club.
- C. Complete the loaner check list. Obtainable from the AP website under Yacht Club.
- D. Only use the trailer for off-campus OYC approved kayak group trips.

The release/waiver and loaner check list shall be returned to the *Fleet Administrator* or designee prior to departing Plantation property.

Reserving the trailer

The OYC trailer will be automatically reserved for all off Plantation kayak trips published each year in the OYC section of the AP calendar, or other ad hoc trips organized by the kayak group leader.

Usage fee

Each person making use of the trailer to transport their kayak on kayak group off-campus trips shall be required to pay a fee of \$5.00 per kayak loaded on the trailer. Use will be on a first come, first served basis, but organized in rotation to ensure all OYC members have an equal opportunity to participate in off-campus trips. The fee should be paid to the kayak group leader one day in advance of each trip and will serve as a reservation for a place on the trailer. The kayak group leader shall keep a record of usage by OYC member to ensure equal opportunity is given as stated above. All fees collected shall be remitted to the OYC Treasurer within three days of completing a trip.

Location of Equipment

The trailer will be kept in the AP storage yard and will be retrieved from and returned to this location before and after each trip. Qualified OYC volunteers with approved vehicles will be assigned for each trip and be responsible for:

- A. Checking tire pressures on the trailer, including the spare, before each trip
- B. Correct hitching and electrical connections of the trailer to the vehicle
- C. Assisting with loading and securing of vessels
- D. Locking the trailer to the towing vehicle with the lock provided while left parked during the
- E. kayak trip
- F. Completing a trouble report before/after each trip as detailed above

Trailer Maintenance

The ***Fleet Maintenance Officer*** (Fleet Captain) is responsible for real-time repairs, and the scheduling, inspection, and performance of routine maintenance.

Trailer users will be required to fill out a trouble report when they notice something is missing, broken, or in need of repair. These reports should be returned within three days of the completion of a trip to the ***Fleet Administrator, Beryl Facey, 108 Santee Circle***, who will distribute them to the ***Fleet Maintenance Officer*** for appropriate action. Forms can be obtained from the AP website under Yacht Club.