MARITIME MODEL CLUB OF NSW, INC.

General Information and Manual of Procedures

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1 PREAMBLE

The Maritime Model Club of NSW Inc is an Association incorporated in 1987. It has operated at Middle Creek since the late 1970’s.

It operates under the Associations Incorporation Act of 2009 and has adopted the Model Constitution of that Legislation for the general running of the Club.

The Club conducts an AGM in July or August each year. A Committee is elected which meets at least two times per year.

The Club also conducts Members' Meetings from time to time. These are not formal meetings and no Minutes are recorded. They are designed to advise Members of Committees business and to allow an open discussion for all Members.

The Club has a website www.narrabeensailing.com and disseminates information to Members regarding upcoming events, newsletters and the like via email.

The Club’s mailing address is:

The Secretary
Maritime Model Club of NSW Inc
PO Box 508
Forestville NSW 2087

2 INSURANCE

The Club carries Public Liability Insurance. It does not provide Professional Liability, Directors or Volunteers Insurance. Members are responsible for any damage to their own equipment and damage they cause to other Member’s property. There is no insurance on the Club’s equipment or property and the Club maintains its facilities at Middle Creek with the assistance of its Members and at its own expense.

3 COMMITTEE

The Club is managed by a Committee comprising the following elected officers and members:

- President
- Vice President
- Treasurer
- Secretary
- A minimum of two additional Committee Members

It also has a Public Officer appointed by the Committee whose term of office runs from Committee to Committee until that person resigns or is removed by a resolution of the Club.

The Committee is elected at the AGM each year with the AGM being held in July or August. The Committee meets at least two times per year, with the first Committee Meeting held no later than two months after the AGM.
4 GENERAL OPERATING PROCEDURES

The Club has established the following general procedures at all venues where it operates:

a) Responsible Self-supervision

Members shall behave at all times in accordance with Club Rules and be supportive of fellow-Members also to behave accordingly. Members shall be particularly vigilant to implement and maintain safe practices at Club venues and at other venues attended by the MMC.

b) Operation of Boats

Club Members are at all times responsible for the operation of their boats in a safe manner and in accordance with the relevant MMC Procedures. The operation of any boat by a Member at any of the MMC venues signifies their acceptance of the MMC Procedures and their requirements.

c) Rescue Boats

Rescue boats are provided by the Club at the Middle Creek and Jamieson Park venues.

d) Incidents and Accidents

Any incident causing, or with potential to cause, injury or damage to a Member, a member of the public or to any property is to be reported to the Secretary for further action. This requirement is dictated by good health and safety practice and the Club’s insurance requirements.

e) Restriction on Glow-Plug-Powered Boats

The Club does not allow the running of any high-speed glow plug operated powered at any venue at which it operates.

5 VENUE PROCEDURES

Middle Creek

The Middle Creek venue is primarily for the running of motorized models. The Club uses the area with the permission of the Department of Sport and Recreation which controls the site. The Club does not have exclusive right to the use of the area. It has laid down procedures for operation of boats at the site as follows:

a) The Club’s General Operating Procedures apply to the operation of boats by Members during an organized running day (typically the first Sunday each month) at this location.

b) The venue gates are to be kept locked when there is no boat run in progress to prevent the unauthorized entry of visitors and/or their animals or children. The last person to leave the venue on a running day is responsible for locking the gates.

c) Members may invite visitors (including children and relatives) to the venue. The Member shall remain responsible for behavior of their invited visitors, including the safe and orderly running of any non-members’ boats. Any non-member running a model is to be reminded that they are running without any insurance cover.

d) Pet dogs brought to the venue by a Member are to be closely controlled and kept on a leash at all times.
e) The rescue boat (including its motor) may be operated by any competent Member. A personal flotation device has been provided and shall be worn by anyone operating the rescue boat.

f) All model boats will generally run in a clockwise direction and the number of boats may need to be limited by Members according to boat size, boat numbers, boat speed and other relevant factors.

g) There is no formal running period for any type of boat. Members must be considerate of the needs of their fellow-Members and be prepared to remove their boats from the water to share on-water time equitably with other Members.

**Jamieson Park**

a) The Club’s General Operating Procedures apply to the operation of boats by Members during an organized running day at this location.

b) The beach and nearby waters at Jamieson Park are public areas and part of the Narrabeen Lagoon State Park. The Club typically operates boats on Tuesday and Friday of each week for most weeks of the year. The Club does not have exclusive use of the area and consideration must be given to other users.

c) The rescue boat (including its motor) may be operated by any competent Member. A personal flotation device has been provided and shall be worn by anyone operating the rescue boat.

d) The venue mostly accommodates radio-controlled sailboats although all types of model boats may be operated. Motorized models should not be allowed to interfere with the racing carried out by the radio-controlled sailboats.

e) The racing of radio-controlled sailboats is conducted under a set of Rules of Racing approved by the MMC Committee from time to time.

## 6 PROCEDURES FOR OPERATION OF ELECTRIC BOATS

a) No electric boat shall operate when in unsafe proximity to any MMC Member or member of the public.

b) The maximum speed of an electric boat shall not exceed 35 km/h (< 10 m/s). Members should take care when high speed boats are operating. It may be prudent to remove slower boats from the pond when high speed boats are operating.

c) Electric powered models should be capable of operating in reverse, unless this is inappropriate for the particular type of model (eg rowing boats).

## 7 PROCEDURES FOR OPERATION OF PETROL BOATS

a) No petrol boat shall operate when in unsafe proximity to any MMC Member or member of the public.

b) The maximum speed of a petrol boat shall not exceed 35 km/h (< 10 m/s). Members should take care when high speed boats are operating. It may be prudent to remove slower boats from the pond when high speed boats are operating.

c) The maximum noise emission level of a petrol boat shall not exceed 80 dBA at 1 m.
d) All petrol boats shall incorporate an Electric Safety Cutout ie if the signal is lost either due to a malfunction, excess range or the transmitter is turned off, the Safety Cutout should immediately bring the model’s motor to a stop.

e) Annual inspection and testing of petrol boats are to be carried out as per Appendix A.

f) An Annual Testing Report shall be retained by the boat owner and a copy shall be sent to the Committee Secretary.

8 PROCEDURES FOR OPERATION OF STEAM BOATS

a) No steam-powered boat shall operate when in unsafe proximity to any MMC Member or member of the public.

b) Steam powered boats must not be operated when the area is under a Total Fire Ban.

c) Boilers shall be inspected and tested in a manner guided by the requirements of the Australian Miniature Boiler Safety Code AMBSC Part 1 Copper Boilers. The boiler inspection and testing shall be carried out by the Member-owner and witnessed by another registered boiler owner.

d) Boiler inspection and testing shall be conducted at intervals no longer than four years.

e) The inspection and testing shall be entered in the Boiler Record Book and shall be signed-off by the Member-owner and the witness. A Boiler Test Record Card (see format below) shall be completed and retained by the boiler owner. The Boiler Test Record Spreadsheet shall be updated.

f) A registered boiler owner will take charge of the Testing Equipment, Boiler Record Book and the Boiler Test Record Spreadsheet

g) Any boiler which has had repairs carried out in the interval between four-yearly scheduled testing shall be repaired, inspected and tested to the requirements of the AMBSC Code Part 1.

h) Members’ self-certification procedures are designed for the operation of steam boats at the Club’s venues. Members operating their boats at other venues should be aware that the certification may not be accepted at other Clubs and enquiries should be made prior to any attempt to run at those Clubs.

BOILER TEST CARD

Issued to Boat and Owner………………………………………………………………………………………………………

Boiler Identification No……………………………………………………………………………………………………

Approved Working Pressure………………………………………………………………………………………………

Date of Hydraulic Test…………………………………………………………………………………………………………

Date of In-boat Test…………………………………………………………………………………………………………

Date of Expiry……………………………………………………………………………………………………………………

Signed by Owner………………………………………………………………………………………………………………

Signed by Witness………………………………………………………………………………………………………………
9 DISCLAIMER

Irrespective of the inspection and testing of a boat by any MMC Club member, the owner of the boat shall at all times remain solely responsible for the construction, control and operation of the boat.

10 RESTRICTIONS ON USE OF CERTAIN EQUIPMENT

The Club restricts the use of certain equipment for reasons of safety, insurance and legal requirements. The restrictions are as follows:

a) The Club does not permit the running of glow-plug operated boats by Members at any of its venues or venues officially attended by the MMC.

b) Model aircraft including WIG (wing in ground-effect models) are not permitted. Small helicopters may be used as an ancillary to a maritime model.

c) All radio equipment must comply with Australian Law with regard to frequencies, power outputs and certification. As equipment can be sourced on a world-wide basis it is up to the owner of the equipment to ensure compliance. These requirements will be found at the Australian Media and Communications Authority (ACMA) website.

d) Airboats shall have propellers covered by an adequate guard so as to prevent injury to any person.

e) All hovercraft shall have impellers and air-propellers covered by an adequate guard so as to prevent injury to any person.

11 CONSTITUTION

The Club adopted as its Constitution the model constitution (from time to time) as laid down in the State legislation known as the Association Incorporation Act of 2009 and its Regulations. This Act is administered by the Department of Fair Trading and is available on its website through the Incorporated Associations link. The Club may amend the Constitution from time to time in accordance with the Associations Incorporation Act of 2009.

Any Member may obtain a copy of the Constitution from the Secretary or download a copy from the MMC website www.narrabeensailing.com.
APPENDIX A

Petrol Boat Test Procedures

Purpose of Document

To provide procedures for the construction, inspection and testing of radio-controlled petrol boats to optimize their safe operation. The procedures are to be carried out by an MMC Member (usually the boat owner), with inspections and tests witnessed by another Member.

Bench Inspections and Checks

A. Engine mounts must be securely fixed into the main load-bearing areas of the boat hull.
B. The engine must be robustly mounted.
C. The exhaust system must be fitted with an OEM muffler, a water-injected muffler or other form of noise reducing muffler. Open exhausts may be rejected if the noise level exceeds 80 dBA at 1 m or is considered by the witnessing Member to be subjectively unacceptable.
D. The throttle system must robust and free acting.
E. The throttle servo power feed must be fitted with a self-closing spring or “loss of signal” device which automatically closes the throttle and cuts off the engine under malfunction or “no transmitter signal” conditions.
   - Transmitter ON = Throttle operates
   - Transmitter OFF = Throttle closes and engine STOPS
   - Receiver battery FLAT = Throttle closes and engine STOPS.
F. A radio interference-suppression plug must be fitted.
G. The rudder linkage and servo must be of suitable size and strength such that the rudder holds position against a firm opposite hand force.
H. All electrics must be well protected from splash water and exhibit no visible corrosion of components or connections.
I. Aerial must be routed away from other electrical systems in the hull and terminate outside the hull and at a point at least 100 mm vertically above the vessel deck.
J. The transmitter/receiver should be range tested to 20 m minimum including testing that the motor control/rudder control/throttle cutout are all functional at this range.

IN-WATER TEST (Vessel secured)

A. Run the motor to full speed and ensure rudder is fully functional.
B. Check levels of vibration for possible “in-service” problems.
C. The transmitter/receiver should be range tested to at least 50 m including testing that the motor control/rudder control/throttle cutout are all functional at this range.
**In-water Test (Vessel Running)**

A. Test all controls at ¼, ½, full speed including testing that the motor control/rudder control/throttle cutout are all functional.

B. Check boat stability and response to controls.

C. The boat should now be ready for operation at MMC venues subject always to the owner at all times being responsible for conducting pre-operation tests as appropriately selected from the above procedures before in-water use. No boats shall be operated if there is any uncertainty regarding the safety or integrity of the boat and its control systems.

**Check and Test Records**

The inspections and tests must be recorded by the Tester in a Check and Test Sheet (see below) issued to the model owner with a copy forwarded to the MMC Secretary.

**Wet Electronics**

If electronics have been heavily wetted from water ingress such as splash, partial swamping, sinking etc. it is recommended that they all be renewed, especially if salt water wetted, in order to avoid corrosion and future failure.

Boats with renewed wiring must be resubmitted for full Appendix A Petrol Boat Test Procedure before relaunching.
## PETROL BOAT TEST PROCEDURE - CHECK AND TEST SHEET

**Model Boat Owner**

**Model Description**

**BOAT NAME**

**BOAT CONSTRUCTION**

**ENGINE DETAILS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is engine mounted securely</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Is a radio interference suppression plug fitted</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Is an effective muffler installed</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Self-close throttle spring installed</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Is “Loss of signal” device functioning</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Is “no transmitter signal” engine shutdown functioning</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Is “low receiver/servo battery voltage” engine shutdown functioning</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Is Rudder system robust and effective</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Are electrics protected from water splash</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Is external aerial correctly fitted</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Are bench test transmitter range tests OK</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Are all in-water tests OK</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

**Date of check and test**

**Checked and tested by**

**Witnessed by**

**Owner**