



## TERMS & CONDITIONS

### **Indemnity, and Terms & Conditions:**

All adults will be required to sign an indemnity and acknowledgement of the terms and conditions prior to departure.

**Houseboat Operation:** People skipping the boat must be adults in possession of a valid CoC or a valid Interim Certificate of Competency issued by Old Willow No7 Houseboat Charters.

**River Rules:** Obey all river rules. Failure to do so will see you prosecuted by the SAPS Water Wing.

**Unsuitable Hirers:** We reserve the right to refuse to hand over a boat to any person who, in our opinion, is not suitable to take charge of the boat on the grounds of age, ill health, disability, inexperience, intoxication or any other reason, when to do so would in our opinion lead to serious risk of accident or damage

**Repossession of Boat:** We reserve the right to repossess the boat at any time where these Terms & Conditions have been transgressed, a serious accident or damage has occurred, or in our opinion is likely to occur, because of the unsuitability of the Hirer due to age, ill health, disability, inexperience, intoxication or any other reason.

**Take-Over of Boat:** When the Hirer takes possession of the boat after briefing, the hirer will thereby accept that all the parts and goods are in good working condition.

**Return of Boat:** All boats must be returned to the jetty by 10h00 on the final day unless alternative arrangements have been made with Old Willow. The daily rate will be charged for boats that are returned late.

**Assistance:** Any requests for unnecessary off-site assistance will be subject to a call-out fee of a minimum of R250.

**Boat Delays or Curtailment:** No responsibility will be accepted for the loss of time or expense occasioned through accidental damage to the boat while in the Hirer's charge. Every boat is checked before the start of each cruise so it is unlikely that any boat will suffer mechanical breakdown. Should this happen, we will not accept liability for any consequential loss of time or expense.

**Equipment:** The Hirer is responsible for the boat and for its gear and equipment. The Hirer is expected to take all reasonable care of it and to report and pay for any equipment lost, damaged, broken or stolen.

**Housekeeping:** The boat, all equipment, utensils, etc. must be returned in a clean and working condition at the end of the hire period. A cleaning fee of R250.00 will be charged for dirty boats.

**Accidents:** The Hirer has charge of the boat and is responsible for its safe navigation. In the case of any accident or damage to the boat or to other craft or to waterway property, it is the Hirer's responsibility to:

- 1) Obtain the name of any boat involved together with the names and addresses of its owner and/or hirer,
- 2) Report these facts to us together with the full details of the damage as soon as possible. No repairs may be effected to the boat without our consent.

**Mooring and Docking:** Please respect private property and do not dock or anchor in any location that affects private property or privacy of others.

**Overnighting:** Overnight only at sites identified by Old Willow on the maps included in this Manual.

**Group Cruising:** Never tie boats together when cruising the river.

**Night-time Cruising:** No cruising is allowed between sunset and sunrise.

**Smoking:** The inside of the boat is strictly a no-smoking zone. A fine of R500 will be payable if this restriction is ignored. And don't think we can't smell it when you have been smoking!

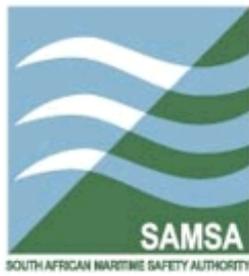
**Pets:** No non-humans allowed on our boats, please!

**Extra Passengers:** Day visitors may join you on the houseboat, subject to the prior permission of Old Willow No 7 Houseboat Charters. A maximum of six people are permitted on the boat. A fee of R50 per guest per day will be charged. All guests must board from the Old Willow jetty, and will be required to sign an indemnity prior to boarding the houseboat. Failure to advise us of additional passengers on the boat will result in immediate repossession of the houseboat by Old Willow and forfeiture of your full charter cost, as this contravenes the conditions of our insurance.

**Boat Launching & Towing:** Should you wish to launch a boat from our premises, a launching fee of R100 will be charged. You may not tow any other craft behind the houseboat unless prior permission is obtained from Old Willow management. Old Willow will not be held liable for any damage caused by launching or towing.

## INDEMNITY

*I do hereby, for myself, my hirers, executors and assigns, indemnify and hold harmless the Owner [and Skipper] of the houseboat or any person who Old Willow No. 7 Houseboat Charters may appoint as skipper, against all and any claims, loss and/or damage which I may suffer or sustain during the charter. And without limiting the generality of this indemnity I agree that it shall extend to and cover all and any claims and damage in respect of disability, injury, medical, hospital or chemist accounts, delays, loss of earnings and loss of property and whether or not such claims or damage arise from the negligence of or carelessness of the said Old Willow No. 7 Houseboat Charters or the appointed skipper, or any member of the crew or passengers or guest whether arising on board the houseboat or not and whether arising on the houseboat business or otherwise.*



## THE SERIOUS STUFF

### INTERIM CERTIFICATE OF COMPETENCY

The South African Maritime Safety Authority (SAMSA) requires that the houseboats are operated by a skipper who has a suitably endorsed Interim Certificate of Competence (ICoC) issued by Old Willow No7 Houseboat Charters.

ICoCs are NOT legal skipper's certificates on all category R vessels and apply only to the specified operation detailed on the certificate. Category 'R' vessels refer to all vessels operating on inland waters with motors of 15hp and up, regardless of length.

According to SAMSA's requirements, the houseboat skipper must be fully knowledgeable on all the information included herein.

### BASIC TERMS

**SAMSA:** South African Maritime Safety Authority

**Authorised Hire Boat Operator:** The SAMSA-authorized organisation from whom you are hiring the self-drive hire houseboat ie Old Willow No7 Houseboat Charters

**Skipper:** The Master or Captain of the houseboat

**'Category R' Vessel:** A boat operating solely on in-land waters, under 9m in length and with an engine of 15hp or more.

**Interim Certificate of Competence (ICoC):** A SAMSA document issued by an appointed examiner to a skipper of a specific hire boat, on specific waters, for a defined period of time, under specified rules and procedures.

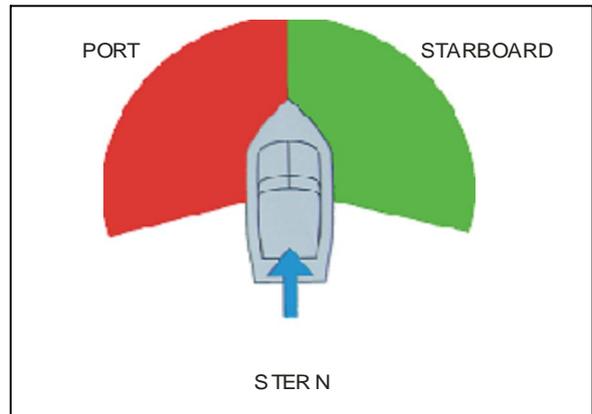
**Local General Safety Certificate (LGSC):** Certificate of seaworthiness of a water craft used for commercial purposes.

**Starboard:** The right side of the vessel, indicated by a green signal at night.

**Port:** The left side of the vessel, indicated by a red signal at night.

**Bow:** Front of the vessel.

**Stern:** The back/rear of the vessel.



**Wake:** The waves created by the forward movement of a vessel.

### RULES OF SAFE SKIPPING

**Rule 1:** The skipper is responsible for the safety and conduct of all on board the houseboat. The skipper is also responsible for the safety of people, nature and wildlife around his/her houseboat.

**Rule 2:** The skipper must know and obey all the rules and regulations of both the Vaal Barrage and of Old Willow No7 Houseboat Charters.

**Rule 3:** The skipper must always be in control of the houseboat when the engine is running. When the skipper is not at the helm, the houseboat must be securely anchored or tied to a jetty.

**Rule 4:** The skipper must always have the engine kill-switch attached to his/her wrist while the engine is running.

**Rule 5:** The skipper must always operate the houseboat in a responsible manner. The skipper must travel at safe speed – this is the speed that will allow time to take corrective action.

**Rule 6:** No skippering under the influence of alcohol (>0,05mg/100ml) or narcotics. Skippers suspected of being over this limit will be handed over to the SAPS for prosecution. Really.

**Rule 7:** The skipper must not drive the houseboat after sunset or before sunrise.

**Rule 8:** The skipper is obliged to assist anyone in distress, as well as to report any distress or boating hazard.

**Rule 9:** The skipper is responsible to ensure that all children under 12 years old and all non-swimmers have life jackets on at all times, and that everyone on board has life jackets on in any dangerous situation.

**HOUSEBOAT CODE OF CONDUCT**



1. Respect the rights of all other users of the waterway, both on the water and on adjacent properties. The skipper must not allow the houseboat to be used in a way that might endanger or annoy other boats or people on the shore. This includes music played on the boat.
2. The skipper is responsible for the wake of the houseboat and any injury or damage it may cause.
3. Do not anchor or dock the houseboat where it will cause an obstruction, or where this is not permitted.
4. Do not leave a houseboat unattended unless it is locked, securely tethered or anchored.
5. Do not pollute the water.
6. Do not disturb any natural area or wildlife.

**RULES OF THE RIVER**

**Starboard / Anti-clockwise Navigation:** All houseboats must keep to the right (starboard) side of the river, and move in an anti-clockwise direction.

**Lookout:** The skipper must maintain a lookout at all times so that s/he is able to identify the risk of collision and then make the necessary alteration in course and / or speed.

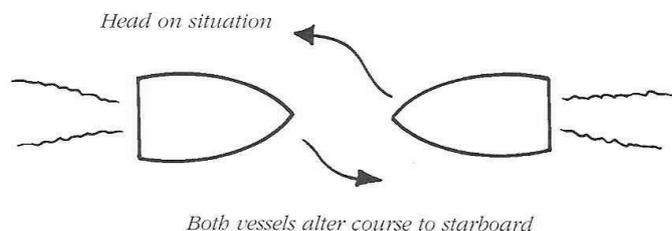
**Safe Distance:** Keep well clear of all anchored boats of all kinds.

**Right of Way:** A skipper of a houseboat must give right of way to and keep well clear of:

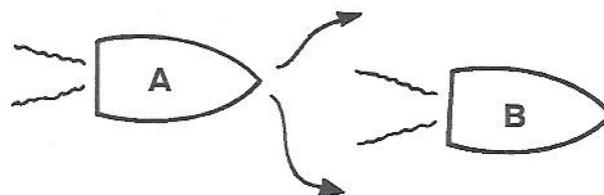
- ⚓ A boat not under command;
- ⚓ A boat restricted in her ability to move;
- ⚓ A boat where the occupants are fishing;
- ⚓ A sailboat, yacht, canoe, windsurfer etc (under power of wind or paddle)
- ⚓ A boat at anchor;
- ⚓ A boat involved in watersports (e.g. skiers); and
- ⚓ A boat towing.

**Errant River Users:** The skipper should report errant river users to the SAPS WaterWing, specifically mentioning the registration number of the offending user.

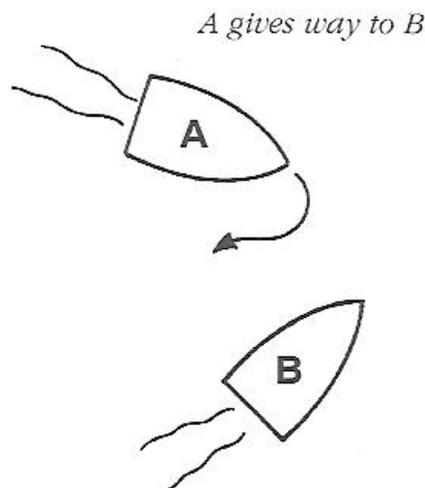
**Head-On Course:** Two power-driven boats on a head-on course in sight of each other must give way to the starboard (turn to the RIGHT) to avoid each other.



**Overtaking:** A power-driven boat being overtaken by another power-driven boat must maintain its course and speed. The boat overtaking can do so on port or starboard side.



**Crossing:** The boat heading towards the crossing boat must give way.



- ⚠ Reckless skippering

## ENVIRONMENTAL CONSIDERATIONS

**Weather & Water Conditions:** The skipper must be aware of the prevailing weather conditions. Old Willow No7 Houseboat Charters will warn the skipper of any weather conditions of concern.

**Area Map:** The skipper must study a map of the area to be familiar with:

- ⚠ The nature and extent of the waterway
- ⚠ Location of facilities
- ⚠ No-go areas
- ⚠ Any known navigational hazards
- ⚠ Overnighting spots

## HOUSEBOAT KNOW-HOW

**Emergency contact details:** All on board the houseboat must know how to contact the operator in the event of an emergency.

**Houseboat checks:** The skipper must check that s/he is familiar with the functioning of the following, and that they are in working order:

- ⚠ The ignition
- ⚠ The 'kill switch'. The skipper should always have the kill switch attached to his/her person.
- ⚠ The throttle and choke
- ⚠ The fuel connections
- ⚠ The primer bulb
- ⚠ The fuel tanks

**Emergency equipment:** The skipper must check that s/he knows the location of the following, that they are in good working order and how to use them:

- ⚠ Flotation Devices / Life Jackets.
- ⚠ Fire extinguisher
- ⚠ First aid kit

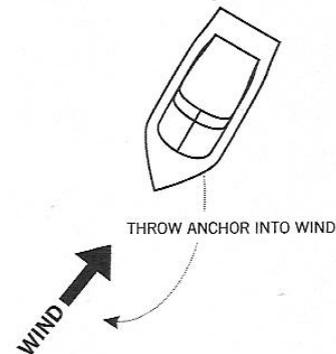
## PENALTIES

Skippers may fall foul of the law if any of the following critical rules are not kept and may result in stiff fines and/or imprisonment. In particular note that the following offences will be fined.

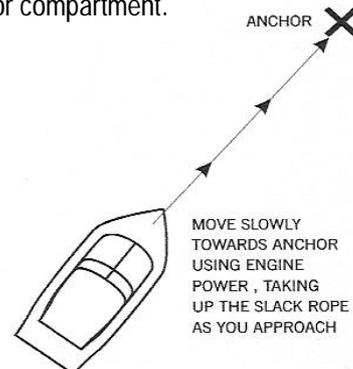
- ⚠ Not using kill switch
- ⚠ Unable to present valid ICoC or CoC
- ⚠ Skippering under the influence of alcohol or narcotics
- ⚠ No lifejackets on under-12-year-olds at all times

## ANCHORING

**Setting the Anchor:** Approach into the wind or current, whichever is the strongest. Keep the engine idling. Gently drop the anchor into the water – never throw it in. Let the rope run through your hands until you feel the anchor touch the bottom. Continue to let the rope out until the chain sets in the mud. Once you are sure that the anchor is secure, you can turn off the engine.



**Retrieving the Anchor:** Start up your engine. Move slowly towards the anchor while someone is pulling up the rope until the rope is straight down into the water. Stop moving forward. When anchor is loose, pull it up and put it in the anchor compartment.



**Scope of Anchor:** The anchor rope in the water should be approximately 3 times the depth of the water.

## EMERGENCY PROCEDURES

**Engine Failure:** If the motor does not start but turns over, check the following (in this order):

- ⚠ Check that the kill-switch is in place.
- ⚠ Is the petrol tank connected? Check in aft starboard / back right locker.

- ↯ Is there petrol in the tank connected to the fuel line? If not, connect your spare petrol tank. If yes, then check that pressure release valve is open.
- ↯ Has the bulb been primed? Squeeze the bulb (in the engine compartment) until it feels firm.
- ↯ Has the engine flooded? If so, then wait a while before trying to start the motor again.
- ↯ If this fails, call the Old Willow Emergency Number for assistance.

**Engine Failure:** If the motor does not turn over:

- ↯ Is the throttle in the neutral position? Engage the throttle, then pull it back until it clicks into neutral.
- ↯ Is the starter battery flat? If so, remove the engine motor cover and pull-start the motor.
- ↯ If this fails, call the Old Willow Emergency Number for assistance.

**Mechanical Failure:** Should any important mechanical function on the houseboat fail (steering, engine, fuel, electrics) the skipper must turn off the motor, drop anchor immediately and call the Old Willow Emergency Number for assistance.

**Accident:** Any accident must be reported to the Old Willow No7 Houseboat Charters immediately and the SAPS Waterwing and any other relevant controlling authority (within 24 hours).

**Man Overboard:** Immediately turn the boat around. A crew member must be on special lookout for the overboard member and keep pointing at him. A life-jacket or lifebuoy must be ready to throw to the person overboard and a crew member (also wearing a lifejacket) must be ready to jump in and assist if necessary. When picking up a man overboard, take into account the impact of the wind and current – it is best to approach up-wind or up-current.

**Grounding:** If grounded, and the hull is not damaged, then rock the boat backwards in the direction from which it came before it was grounded. Position some crew members on the boat so as to remove weight from the grounded part of the boat.

**Fire Aboard:** Turn the bow of the boat into the wind, stop the engine and disconnect the fuel line. Grab the fire extinguisher and point it at the base of the flames. Notify Old Willow Emergency Number. Keep everyone calm and treat injuries if necessary.

**Abandoning Ship:** In the unlikely event that it is necessary to abandon the houseboat, make sure that everyone has a life-jacket on. Jump into the water on the

safe side of the boat, and huddle together. If at all possible try and reach either the bank or shallow water if the vessel is sinking.

**Attracting Attention if in Distress:**

- ↯ Notify the Old Willow No7 Houseboat Charters on the emergency number.
- ↯ Wave your arms and call out to passersby.

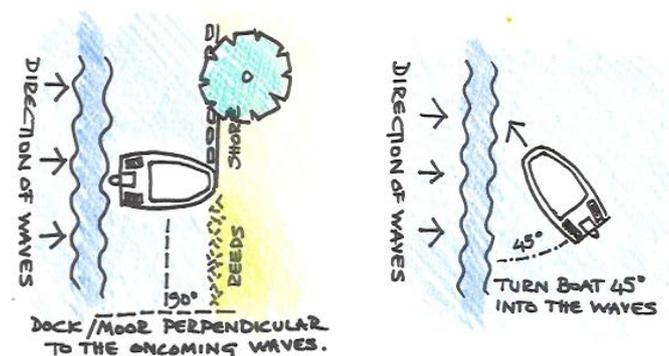
**Lightning.** In the event of an electric storm, anchor the houseboat securely (or tie up to a jetty or onto reeds) and stay indoors. Don't go onto the roof or pilot the boat during an electric storm.

**Wind:**

- ↯ Anchor or moor securely until the wind passes. Do not attempt to navigate the boat during a high wind - it can be very dangerous.
- ↯ Be extra cautious when docking, and do not attempt to dock in very strong winds.
- ↯ Always dock into the wind if possible, and make sure that you compensate for the force of the wind blowing the boat.
- ↯ If it's very windy where you have moored, you can face the houseboat into reeds, into the direction of the wind to ease the impact.



**Very Wavy Conditions:** The river gets very busy between 11:00 and 16:00 in the summer months during the weekends and holidays. The waves can make cruising a rather bumpy experience. Try to avoid the busy areas at these times. Either chill out in the less busy areas or plan to be docked at a riverside venue by then:



- ⚓ **Injuries:** Treat any injuries with the stock in the First Aid Kit.

## FIRST AID



It is the skipper's responsibility to render the necessary first aid treatment. This incorporates the following actions:

- ⚓ **First Aid Kit:** The skipper must be aware of the location of the first aid kit
- ⚓ **Call for help:** Immediately call the Old Willow Emergency Number in the event of any medical trauma or incident.
- ⚓ **Assess the patient:** Determine whether the patient conscious. If yes, then turn patient onto side in the recovery position.
- ⚓ **ABC:** If the patient is unconscious, the follow the ABC routine:
  - Airway:** Ensure that the patient's airway is open
  - Breathing:** Check to see if the patient is breathing. If yes, turn the patient on his/her side. If not, check circulation (below).
  - Circulation:** Check the pulse and colour (face and lips). If there is no pulse, start CPR immediately BUT ONLY IF YOU HAVE BEEN TRAINED ON HOW TO DO SO.
- ⚓ **Shock:** Reassure the patient. Keep him/her warm, Provide small sips of warm sweet drink.
- ⚓ **Near-drowning:** Lay the patient on their side to drain any water. Immediately start mouth-to-mouth resuscitation.
- ⚓ **Choking:** Slap the patient hard on the back to dislodge the offending item. If that doesn't work, perform the Heimlich manoeuvre (see on-board First Aid Manual)

