

Introduction

This booklet is provided for you to read through in advance to help you organise your trip. It can also be used as a quick reference for the operations necessary to keep the boat running during your hire period.

This is a fairly comprehensive guide to answer the many questions you may have, particularly if new to boating. If you have queries that are not answered by this booklet please contact the Project.

What Now?

The arrival of this booklet should come with confirmation of your booking.

Helmsman Courses

Each group requires at least TWO steerer's qualified with either the RYA Inland Waterways Helmsman Certificate or the NCBA Certificate in Community Boat Management. Steerer's who have used Dick's Folly before and completed the Project's own Steerer's Course are exempt from this requirement until 1st January 2005.

The Project is providing a series of one-day RYA course throughout the season at subsidised rates for user groups. If you do not meet the qualification requirements, please contact our Training Co-ordinator.

Arrival/Departure Arrangements

Two to three weeks before your trip begins, you will need to contact our Operations Co-ordinator to arrange handover details. Groups will be seen out and in where possible but some may simply be given details of where to collect and return keys.

The boat will be checked on your return. The Project is extremely dependent on users taking care of the boat and ensuring it is properly cleaned before leaving. Deductions will be made from your deposit if the boat is not cleaned. Please notify the Operations Co-ordinator of losses or damage as soon as possible. It is impossible to repair damage that we were not aware of at the last minute – you may be on the receiving end next time!

Message from the Project Chairman

By the time you read this, you will have either confirmed a booking or already be using the boat. "Past master" or "new recruit", I am extremely pleased to extend a warm welcome to the Project.

The Project is entirely staffed and managed by volunteers. Our team is now thankfully growing steadily but there is always room for more. There is a great deal of work involved in running a small charity so whether your interests be in DIY, marketing, administration, teaching or gardening we have a role that you can fill. If you would like to become involved, please contact me. All contributions are valuable and you don't need to devote an enormous amount of time to make a real difference.

You will notice instantly some of our recent improvements that include new curtains, carpets and cushions – some things that were long overdue for replacement. We have begun the installation of a workshop and training facility thanks to Shell and will this year be replacing the kitchen as further work funded by the National Lottery grant. Smaller projects are always underway and any information on any form of funding, big or small, is always welcomed.

Our team of volunteers has again spent many hours during the winter months on the annual refit work to ensure the boat is a well-maintained, comfortable and safe facility for you to enjoy. Running a narrowboat is an expensive business; please keep this in mind. We have a collective responsibility to care for the boat. We rely heavily on groups to return the boat in an acceptable condition. Please take care of "your" facilities, report any losses if necessary and remember that you could be on the receiving end of an inconsiderate users actions next time.

I look forward to meeting some of you this year and to everyone, enjoy your time on "Dick's Folly".



James Bryan
Chairman

Main Project Contact Points

PLEASE NOTE: These numbers should only be used for the 2004 season

Bookings Secretary – Janet White:

Self Steer Bookings and Payments

Telephone: 01923-224411
Fax: 01923-235303
E-mail: Bookings@swhertsnarrowboat.org.uk
Post: Mrs Janet White
South West Herts Narrowboat Project
c/o Myers Clark Chartered Accountants
Woodford House
Woodford Road
Watford
WD17 1DL

Operations Co-ordinator – Phil Bassett:

Handover Arrangements, Day Trip Information & User Support

Telephone: 01923-270100
07713-328599
E-mail: Operations@swhertsnarrowboat.org.uk

Training Co-ordinator – Neil Corfield:

Project RYA Helmsman Courses & Boat Familiarisation

Telephone: 01923-229028
07779-177484
E-mail: Training@swhertsnarrowboat.org.uk

Website: www.swhertsnarrowboat.org.uk

Postal Address: **South West Herts Narrowboat Project
11 Oakley Road, Leagrave, Luton,
Bedfordshire, LU4 9PT**

Volunteers Wanted

Unlike many Projects similar to ours, we are solely reliant on volunteers to both manage and operate our charity. We are always in need of assistance of all kinds to keep the narrowboat running.

The Project welcomes offers of help from its users and other friends. If you have some spare time or know someone who may be interested, please contact the Project Chairman via our website who would be happy to discuss the many activities required to keep an operation like ours functioning.

2003 Acknowledgements

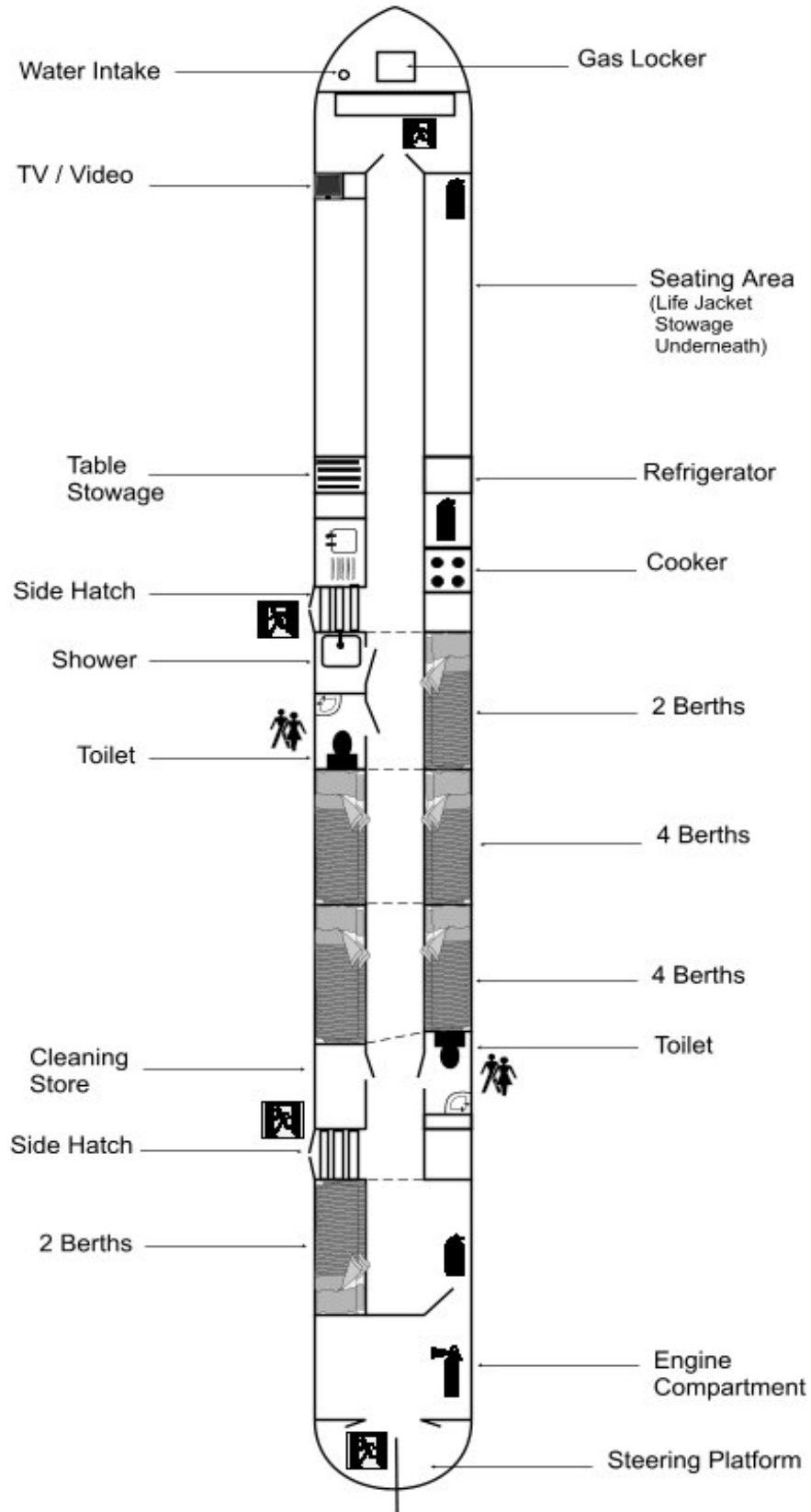
The Project gratefully acknowledges the support and contributions of the following during the 2003 & 2004 seasons:

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Layout of the Narrowboat "Dick's Folly"



1. Safety

1:1 The safety of our users takes precedence over all other considerations. Several documents and policies are available to you on the boat and prior to your trip to support this.

1:2 BUOYANCY AIDS – Buoyancy aids are provided onboard. These must be worn by all children and non-swimmers when outside the boat.

1:3 TRAINING – Every group must have two qualified steerer's, one of whom must be on the stern at all times when the boat is underway or in locks. Courses are provided, details in section 31.

1:4 ACCIDENTS – ALL medical problems or injuries must be recorded in the Accident Book kept on the boat in the first aid kit. They must also be reported to the Project representative immediately on return. Serious incidents must be reported to your Project contact as soon as possible. ["Serious" is taken as requiring the use of emergency services.]

1:5 PRE-DEPARTURE SAFETY BRIEFING – Leaders must conduct a safety briefing for their group before leaving the base. This must include: fire drill, exits, safety at locks, who will operate locks, safety whilst underway, safety when coming alongside, boat layout, how to stop the engine in an emergency, etc. An outline model briefing will be supplied but it is your responsibility to ensure that your briefing is adequate and appropriate to your group.

1:6 British Waterways produce: "The Waterways Code - A guide for leaders of organised parties" which is available from the Project, a very useful booklet.

2. Batteries

2:1 The three batteries provided should support all your power needs.

2:2 It is important that the engine battery is isolated using the red key switch when the engine is not in use. This will protect it for engine starting purposes.

2:3 If power should fail, switch on the engine battery and run the engine for 2 hours.

3. Base Facilities (Hunton Bridge Mooring)

3:1 The secure compound area between the blue gates and the landing stage is available for your use. DO NOT attempt to drive vehicles onto the landing stage.

3:2 The width of the entry gate is 9'6". 3 vehicles can be comfortably accommodated in the space available. Please note - the Project does not accept responsibility for vehicles left at the Base.

3:3 PLEASE - even if you are not leaving vehicles - ENSURE THE OUTER GATE IS LOCKED BEFORE YOU LEAVE.

4. Cleaning

4:1 Cleaning the boat after your trip is your responsibility. Please ensure that you leave everything clean regardless of how you find it.

4:2 Cleaning materials (including a vacuum cleaner (for use with 240v power)) are stored in the cupboard. The 240v power socket is on the side of the small shed.

4:3 A cleaning charge may be deducted from your deposit if the boat is left in an unsatisfactory state at the end of your trip.

4:4 Please do not attempt to clean the brass vents on the roof or brass window surrounds with brasso.

5. Cruising

5:1 SPEED LIMIT – The speed limit on the canal is 4 mph, but you are advised to travel slower. This is a brisk walking pace. If walkers on the

towpath cannot keep up with you – you are going too fast! Any complaints about speed will be your responsibility.

5:2 LIMITS OF NAVIGATION – Dick’s Folly may not be taken on tidal or semi-tidal waters. Cruising is not permitted downstream of Brentford Gauging Lock and Old Ford Lock. Groups wishing to cruise the River’s Lee & Stort should transit via the Hertford Union Canal.

5:3 RESTRICTIONS ON NAVIGATION – No cruising is permitted after sunset. Extreme care should be taken in conditions of reduced visibility.

5:4 Please do not play loud radios, etc outside.

5:5 Remember, a trained adult steerer **MUST** be on the stern at all times when cruising.

5:6 When calculating journey times, remember you often travel much slower than you think. Guidance on how to calculate timings is given in the waterways guide. Add at least 10 minutes for every lock, 20 minutes if it is against you.

6. Damage & Losses

6:1 You should report damage or the loss of any item on the trip report form. Damage to the boat should also be noted in the boat logbook.

6:2 All losses or damage will be deducted from your deposit. Essential items (usually club hammers or mooring pins) can be replaced during your trip at your own expense. Please make this known on return. [Replacement items must be of a similar standard.]

6:3 The Project actively makes claims against groups who damage the boat.

7. Educational Facilities

7:1 The boat is an excellent educational tool and the Project supports all groups who wish to use it as such.

7:2 For those who wish to make their trip educational, the Project will attempt to help with the production of activity sheets, etc; contact the Operations Co-ordinator.

7:3 A TV/video unit has been donated to the Project for educational use. This unit should be kept covered by the curtain when not in use. Should you prefer not to be responsible for this equipment, please ask for it to be removed when making your handover arrangements.

8. Electricity – 240 volt

8:1 240-volt power is available at the Base. Plug the blue lead into the socket on the side of the shed and into the input socket in the engine room. An extension lead and the blue cable are kept in the cupboard.

9. Engine Room

9:1 The engine will require very little care during your trip. It will normally be checked before you leave.

9:2 General running checks can be made on the water and oil levels.

9:3 Please ensure the bilge is emptied every hour when cruising.

9:4 At the end of each days cruising or if water is heard leaking in, turn down the greasing unit until it stops.

9:5 To stop the engine press red button and turn the key off. At the end of the days cruising, isolate the starter battery using the red key switch.

10. Equipment

10:1 The following “functional” equipment is provided: life-ring, boat hooks, windlass’, mooring pins & club hammer, canal guide, buoyancy

aids, various cooking equipment & utensils, 14 complete sets of individual plates & cutlery, boat cleaning materials, magnet and buckets.

10:2 All consumable items such as washing up liquid, tea towels, rubbish bags, etc should be provided by the user.

10:3 Personal equipment, including sleeping bags, should be provided by individuals.

10:4 The boats equipment designed for internal use (e.g. seat cushions, mattresses, etc) must not be taken outside, particularly on the roof.

11. Fire Appliances & Exits

11:1 Fire extinguishers are located in 4 positions (front door, kitchen, rear side hatch and rear door). A fire blanket is provided in the kitchen area.

11:2 All doors should remain ready for use when the boat is occupied. Do not padlock doors/hatches (including at night).

12. First Aid Kit

12:1 A first aid kit is supplied, the contents of which are sufficient for those onboard.

12:2 Please feel free to use it if required. [Break the yellow seal (this just indicates if the kit requires refilling, it is not a security measure).]

13. Gas

13:1 Your supply of gas is included in the cost of hire.

13:2 3 bottles are stored in the compartment at the very front of the boat.

13:3 You will be provided with enough gas to last your trip and should be warned if you might need to change bottles.

13:4 The cylinder requires changing over when the glass “arrow” panel in the changeover point (immediately underneath the hatch) is red. To change to a new bottle, twist the white knob through 180’ to the opposite side and turn on the tap on the new bottle.

13:5 There should be no requirement for you to either replace gas bottles or disconnect them.

13:6 Please do not switch off any gas taps (appliance supplies) inside the boat except in an emergency.

14. Handover Arrangements

14:1 The Operations Co-ordinator deals with the arrangements for the beginning and end of all hire periods. It is important that you contact him in accordance with the instructions in the front of this booklet.

Time of Departure and Return.

14:2 Weekend Booking - If you have the boat for a weekend it should be available for you any time after 1600 on Friday.

14:3 Week Booking - If you hire the boat for a full week, it will normally be available from 1500 on the start day and must be back, ready for return check, by 1000 the same day of the following week.

14:4 We are happy to be fairly flexible with times, to negotiate these limits contact the Operations Co-ordinator.

14:5 Generally, all hire periods start and end at the Base in Hunton Bridge.

Late Return.

14:6 It is important that you are ready for the return check at the time you agree to. You are expected to have cleaned the boat and unloaded before that time. On arrival of the Project representative you should be

ready for the return check and then, on completion, may depart. [It is NOT acceptable to be just coming in to the Base at the time specified. You are advised to aim to arrive at the Base 1/2-1 hour before that time.]

14:7 Financial penalties for non-notified late return will be incurred, at the discretion of the Committee, at the rate of £10 for the first hour and £5 per half hour subsequent to that. This will be deducted from your damage deposit.

14:8 If you are being met and find you are going to be late, please try to contact your named Project contact. As a guide, if you are not through lock 70 in Kings Langley or lock 77 (Iron Bridge - Cassiobury Park) 2 hours before your agreed time - YOU WILL BE LATE.

Equipment Checks.

14:9 The boat is checked thoroughly before and after each period of use. If you loose or damage anything whilst on the boat please enter details on the trip report form and inform the Operations Co-ordinator as soon as possible. This enables us to repair or replace the item(s) before others use the boat. Costs will be deducted from your deposit.

15. Heater

15:1 The boats heating system is not currently in use. Please do not attempt to use it.

16. Locks

16:1 Be very careful at locks. Do not rush anything.

16:2 Once the boat is controlled with ropes and well forward in the lock, switch off the engine so that the steerer can hear what is happening.

16:3 Keep well forward when the lock is emptying.

16:4 Do not drop any paddles; wind them down.

16:5 If you have any problem, stop everything by closing all the paddles.

16:6 Make sure you have everything with you before you leave. [All equipment lost will be deducted from your damage deposit.]

16:7 Remember - an adult steerer, authorised by the Project, must be on the back at all times.

17. Logbook

17:1 A logbook is provided in the lounge area. This is intended as a record of all that happens on the boat. Please enter daily details of your trip including observations that may be of interest to other groups following the same route.

17:2 Details of any incidents, accidents, damage or losses should also be recorded. You may also enter comments or suggestions for furthering the aims of the Project.

18. Lost Property

18:1 Property found on the boat after a groups departure will be retained by the Project for 4 weeks. After this time, if unclaimed, it will be disposed of.

18:2 Users are responsible for ensuring nothing is left on the boat and for contacting the Project in the event of loss.

19. Mooring

19:1 You may moor anywhere on a BW towpath (providing it has not already been designated as another mooring).

19:2 Mooring pins and a club hammer are provided.

19:3 You must ensure that mooring pins are in the ground securely (leave no more than 6 inches above ground if possible).

19:4 Mark them if they are in a position that may cause injury. [Remember you should never obstruct a path or tie a rope across it.]

19:5 Ensure your ropes are securely attached to both the pin and the boat.

19:6 Remember to take them with you when you leave.

19:7 Do not drive the boat in too close to the bank where it is obviously too shallow. You may not be able to get off again in the morning!

20. Photograph's

20:1 We are trying to form a collection of user group photo's to be displayed inside the boat. If you would like your group in our display, please forward a small group photo, preferably taken whilst away with the boat, your groups name, organisation, date of trip and (if a uniformed group) perhaps your county emblem or badge, etc to the Project Secretary.

20:2 We may seek the permission of the group leader to take photographs for publicity purposes.

21. Problems

21:1 **The emergency contact for your hire period will be given on your trip report form.** If you have any problems please telephone that person. Should that fail, contact one of the following:

Phil Bassett	01923-270100/07713-328599
Steve Ewart	07966-210828
Ian McGibbon	07976-429046
James Bryan	07973-816674
Jeff King	07909-653487/ 01923-269236

IMPORTANT

We will give you advice over the telephone and/or arrange for someone to come out to you as deemed necessary. If there is no answer from one of the numbers, try another!

As the Project is staffed by volunteers, facilities for sending people out to help are limited. Problems such as damage or loss of equipment should be reported by telephone to the Operations Co-ordinator, all other problems should, in the first instance, be reported to your named contact. We may advise you to call a boatyard or our engineer (numbers below) for advise/service. **IF YOU CALL A BOATYARD WITHOUT OUR KNOWLEDGE AND YOUR CALL OUT WAS UNJUSTIFIED YOU WILL BE CHARGED – THESE SERVICES ARE OFTEN EXPENSIVE!!**

Nigel Rickards (engine)	07985-440113/07939-893622
Denham Yacht Station (south)	01895-239811
Winkwell Marina (north)	01442-872985

21:2 Please do not attempt to correct ANY fault by yourself. You will either be given instructions over the telephone or someone will come out to you.

21:3 Canal Problems - If you discover engineering problems with the canal (e.g. a damaged lock, water shortage, etc), British Waterways operate an emergency call-out system. Dial 0800-4799947.

22. Propeller - Fouled

22:1 If you find the steering is very hard to turn, is shaking a lot or the boat seems to have lost power, try putting the engine into reverse for a short time.

22:2 If you still believe the propeller to be fouled, take the boat into the side and stop the engine. Lift the square panel on the outside deck at the very back. Turn the handle below and in front of you anticlockwise until the bar is released. Lift the hatch out with the handles. Reach straight down to the propeller and release any obstructions. [Do not throw it back into the water.] Replace the hatch/rubber seal and retaining bar. Turn the handle clockwise until hand tight. Replace the deck square. [Please make sure this is replaced properly or water may enter.]

23. Repairs

23:1 Any repairs will usually be carried out by the Project. In the event of problems, refer to section 21.

23:2 Repairs carried out without the permission of the Project WILL result in deductions from your deposit. No tools are kept on the boat.

24. Rubbish

24:1 The disposal of rubbish from your trip is your responsibility.

24:2 BW provides rubbish disposal points along the canal. [These are marked in your canal guide.] The nearest to the Base are BW Apsley Yard (upstream) and Batchworth Lock (downstream).

24:3 Rubbish can also be disposed of at the Household Refuse Depot 100 yards away from the Base on Old Mill Road. [Opening times are 0800 - 1600 every day.] A limited number of bins are provided at the Base. Please DO NOT use these unless absolutely necessary.

24:4 Rubbish is not to be disposed of by any other means, particularly being thrown overboard.

25. Security

25:1 If you leave the boat, secure and padlock all the hatches and doors. It is also a good idea to draw all the curtains.

25:2 If the boat is unattended, ALWAYS lock inside all items used outside during the day (boat hooks, tiller, life ring, etc.). Do not leave items of value in view of the towpath windows.

26. Shower

26:1 To operate the shower, turn on both black water pipe taps (hot and cold). Then operate as a normal shower.

26:2 Please ensure the curtain is drawn so that water is not sprayed onto the floor.

26:3 Press the button to empty the tray.

26:4 Ensure both black taps are turned off after use.

27. Smoking

27:1 For your own safety, smoking is NOT permitted anywhere on the boat, inside or outside or at the Base.

28. Telephone

28:1 The Project anticipates that most groups will provide their own telephone. A 12v charging point is available in the lounge area (it takes a standard car cigarette lighter fitting).

28:2 Any group without a telephone can be provided with one for emergency use by the Project. Please ask the Operations Co-ordinator when you arrange your handover times.

29. Toilets

29:1 You are responsible for the maintenance of the toilets during your trip.

29:2 The tanks should be emptied for you before you leave. Pump outs made during the trip are at your own expense (about £15 for both tanks).

29:3 Tanks will require emptying approximately every 2-3 days.

29:4 If the toilets start to smell, place approximately a cup full of blue toilet fluid into the tank.

29:5 It is essential that nothing “foreign” be put into the toilet tanks. This includes food, sanitary towels, hygiene products, etc.

30. Towing/Engineering Works

30:1 You are NOT permitted to offer or undertake any towing of other vessels (including vessels aground).

30:2 You must not participate in any engineering works with other boats or canal works.

31. Training

31:1 Helmsman courses are provided throughout the season. Those who are not already qualified should contact our Training Co-ordinator (contact details in the front of this booklet) to book a place on a course.

31:2 ALL GROUPS MUST HAVE 2 QUALIFIED STEERERS.

32. Water

32:1 On departure you should have a full tank of water.

32:2 Remember, all water used comes from the same supply. It is strongly recommended that you fill the tank every day. [This should take approximately 45 minutes but may take over an hour if your consumption is high.]

32:3 Approximately 40 metres of hose is provided (with fittings) which is stored in the cupboard.

32:4 Tanks can only be filled by the intake at the very front of the boat. [Water will be ejected from the overflow, located on the side just below the intake, when the tank is full.]

32:5 HYGIENE – Try not to contaminate the intake, hose or fittings with mud, canal water, etc.

32:6 The single tap on the right of the sink unit is a filtered water supply.

32:7 HOT WATER – Hot water is supplied by the engine. The tank holds 30 gallons. If you run out of hot water, run the engine for an hour.

33. General

33:1 Although every effort is made to ensure that the boat is clean, fully equipped, water tanks filled and toilet tanks emptied before you start your trip, you should be aware that this is not always possible.

33:2 You should also be aware that very occasionally bookings have to be cancelled for safety reasons or if the boat is damaged. In these circumstances the Project will make every effort to offer alternatives, re-schedule bookings or refund payments. Essential emergency canal works may also restrict your progress but these are extremely rare during the season.

33:3 Please help us, other groups and yourselves by looking after the boat. By taking care of it you help to ensure it is available as often as you want it.

33:4 A canal guide, the British Waterways Boaters Code and several other publications are provided on the boat.

33:5 Suggestions & Complaints - Suggestions or ideas for improvements to either this book, the boat or the service we offer are always welcome and should be sent to South West Herts Narrowboat Project, 11 Oakley Road, Leagrave, Luton, Bedfordshire, LU4 9PT.