

Church Street

Town Dock

Standard Operating Procedures



Swansboro Parks and Recreation Department

Revised: October 2015



GENERAL INFORMATION

A. Purpose

This Operational Manual will assist in guiding the staff of the Swansboro Parks and Recreation Department in adhering to the operational standards, policies, procedures, and regulations set in place. This manual will also provide guidance for the different aspects of managing and maintaining the Church Street Town Dock.

B. Description

The Church Street Town Dock is located along the Intracoastal Waterway (ICW) at Latitude 34 degrees, 41 minutes, 10.44 seconds and Longitude 77 degrees, 7 minutes, 10.08 seconds. Centrally located in the historic downtown district at the intersection of Front and Church Streets. The Town Dock is within blocks of the Visitor Center, restaurants, shops, and Olde Towne Square. Temporary docking is permitted only if slips are available/not indicated with a "reserved" sign. Transient boaters have priority at all times.

C. Facility Information

Total Slips: 10
Largest Vessel: 100 ft.
100 ft. Face Dock
Power, Pump Out and Water

D. Fees

Slips \$1.50 per foot
Power \$5
Sewage pump-out \$35
**must be made 24 hours in advance

E. Marina Name and Address:

Church Street Town Dock.
99 Church Street
Swansboro, NC 28584

F. Operator:

Town of Swansboro
Swansboro Parks and Recreation Department
601 W. Corbett Avenue
Swansboro, NC 28584
910-326-2600
Swansboro.recdesk.com

G. Emergency Telephone Numbers:

In a true emergency call	911
Police Department:	910-326-5151
Duty Officer:	910-358-9927
Fire Department:	910-326-5908
Oil/Fuel Spill:	US Coast Guard's National Oil Spill Response Center 800-424-8802
Towing:	Sea Tow Crystal Coast 800-473-2869
	Towboat US 252-728-5088

H. Reservations and Fee Collection

Reservations for slips at the Town Dock can be made online, over the phone or in person. Boaters can complete the reservation online at Swansboro.recdesk.com. Boaters unable to complete the reservation process online can call the Parks and Recreation Department at 910-326-2600 to complete the reservation online or request to have staff meet them on site. Each reservation will be offered docking assistance at the time the reservation is made. Swansboro Parks and Recreation Department will have two experienced staff members on call to assist as needed with the docking of vessels. Boaters will be responsible for completing a Transient Dockage Agreement.

Boaters can reserve a slip by calling the Parks and Recreation Department at 910-326-2600 during operating hours (Monday-Friday 9am-7pm) or 252-503-5024 after hours.

Registration information required when registering transient boaters staying overnight.

- Vessel name
- Vessel length and width
- Check in date with arrival time
- Check out date
- Mailing address
- Billing address if different
- Phone number
- Email

- Electrical needs

I. Facility Maintenance

The ~~Parks and Recreation Maintenance~~ Public Works staff will perform site inspections on a daily bi-weekly basis to ensure the docks are safe and secure. ~~Items needing attention will be notated on the daily inspection sheet and submitted as a work order.~~ Items needing attention are reported to the Parks and Recreation Director and a work order will be submitted. Items posing an immediate danger will be repaired immediately or roped off to prevent injury. Minor repairs will be completed at the time they are noted, while other may require additional revision by the Public Works Department. In the event that Town Staff does not have the equipment necessary to complete a repair, a professional service will be contracted to do so.

J. Discharging Boat Sewage

The Church St. Town Dock is equipped with a SaniSailor Sentinel X200 Permanent Pump out System. The pump out system is to be operated only by trained, instructed, and authorized persons.

Vessels wishing to utilize the pump out must request to do so at the time the reservation is booked. The cost is \$35 per pump out. The hose to be utilized with the pump out is located in the dock box adjacent to the pump out.

Vessels must be positioned for favorable access to the waste extraction port. Once the vessel is properly aligned, the hose and adapter will be connected. The waste port cap on the vessel should be removed by the vessel owner/manager. Attach appropriate coupling to the hose and the hose to the waste port on the vessel. Make sure the valve on the hose to the boat is in the closed position. Allow the pump to run for approximately 10 seconds to build up pressure. Insert the suction nozzle in to the port on the vessel. Open the valve on the hose and pump until there is no more effluent running through the hose. Close the valve on the hose and remove from the port on the vessel. Remove the hose from the waste extraction port on the vessel.

Remove the hose and the hose/waste port coupling from the vessel. Place the end of the pump out hose in to the salt water. Suck saltwater through the pump out hose for about 30 seconds. Remove the pump-out hose from the salt water and reopen the valve on the hose. The remaining suction in the system will draw air onto the hose forcing the water out of the hose in the pump out station, de-watering the system for storage. Close the valve on the pump-out hose and store the hose in the dock box located adjacent to the pump out system. Place the cap on the pump out discharge valve and make sure all switches are in the off position on the pump out system.

K. Power Pedestal and Water Hook Up

Water and power are available through five Hatteras Light Power Pedestals. 30 AMP, 50 AMP, and 100 AMP (Face dock only) power available for \$5 per night. Reservations wishing to utilize power must request to do so at the time the reservation is booked. Vessels must provide a

power chord. Water must also be requested at the time the reservation is booked. A water hose is store in the dock box on the face dock and will be made available to vessels requesting water.

L. Town Ordinance Regulations

By Town of Swansboro Town Code of Ordinance – Chapter 96, the following rules and regulations are applicable to all vessels docking at the Town of Swansboro Church Street Dock.

(A) Fees as listed in the Fee Schedule. Priority will be given to transient vessels at all times.

(B) No boat shall be left unattended overnight at the Town Dock-for more than five (5) days.

(C) No fishing or cleaning fish.

(D) No boisterous conduct and loud music.

(E) No maintenance, painting, or repair of vessels is permitted.

(F) No swimming, windsurfing, jet skiing, or diving.

(G) No open fires and barbeques at Town Dock.

(H) No discharge of raw sewage or other waste into the water.

(I) Pets shall be leashed at all times while on Town Dock and other Town property.

(J) Violation of any of these rules and regulations and/or other improper conduct by a vessel owner and/or his or her guest may be cause for immediate removal from the marina.

(K) The Town shall not be held liable for any loss, damage, or injury suffered by persons and vessels while docking at Town of Swansboro Town Dock.

(L) The Town shall have the authority to interpret and enforce these rules and regulations in its best interests.

M. General Rules and Regulations

Church Street Dock facilities are provided for your comfort, convenience, and the safety and enjoyment of all, it is required that vessel owners, their crew, guests, and vendors abide by the following rules and regulations.

1. Temporary docking is permitted only if slips are available/not indicated with a “reserved” sign. Transient boaters have priority at all times.
2. Boats requiring overnight docking must be at least 26 feet in length.
3. Boats must be registered through the Swansboro Parks and Recreation and assigned a slip prior to arrival. Changing between slips is not allowed unless approved in advance by Parks and Recreation Department staff.
4. Transient vessels may arrive at 11:00am and depart prior to 11:00 am the following morning or will be charged an additional day.
5. Restroom facilities are available at the Swansboro’s Visitors Center (one block) from 8 am to 8 pm.
6. All vessels must be in a seaworthy condition and be capable of moving using their own power. No boat shall create a fire hazard, a sinking hazard, or an unsightly condition. Any vessels not seaworthy are prohibited at the dock.
7. Boat repairs including but not limited to fitting out, overhauls, sanding, and painting are not permitted at the dock.
8. When entering and leaving the dock, vessels must be under power only and consistent with “No Wake Zone” speeds.
9. All vessels must have an adequate and working bilge pump.
10. Pets are welcome on vessels but must not be left unattended and remain on a leash at all times. Pets may not be tied to docks, finger piers, or fences. Pets must be friendly and well-tempered, and not cause a nuisance. If pets are removed from the vessel, they must be leashed, well-tempered, and their soiling cleaned up by the owner.
11. Boat owners will be held responsible for any and all damage to other boats and dock property. The individual causing the damage will be held responsible for repairs to the satisfaction of the other boat owner or Town of Swansboro.
12. Trash and other garbage should be placed in provided trash receptacles or dumpsters.
13. Pump out of waste holding tanks must be scheduled and accomplished by staff only.
14. Fishing, swimming, and wildlife feeding are not permitted at the dock.
15. Firearms, loaded or unloaded, will not be displayed topside.

16. Violation of rules and regulations shall be cause for immediate removal of the vessel and termination of any lease agreement.

N. Safety

1. Fires, fueling, and dangerous conditions: Use of charcoal grills, gas torches is prohibited on the docks. Cooking aboard vessel is permitted only if approved alcohol, electric, propane, unless otherwise prohibited by such authority as fire regulations or the U.S. Coast Guard. No fuel shall be transferred from boat to boat or in containers.
2. Pollutants: Do not place any waste oil, used filters or batteries in the trash nor anywhere else on the property. Storage of paint, fuel, waste oil or other potential pollutants is prohibited. Discharge of sewage, oil, or petroleum products or other pollutants is prohibited. Storage of hazardous materials in dock boxes are prohibited. Vessel owner will be held liable for any and all fines fees and clean up or remediation costs resulting from a spill. Any spill of hazardous substances anywhere on the Town property must be reported to management.
3. Electrical: Town does not warrant the availability of utility services and shall not be responsible for any damage or injury due to the interruption or unavailability of utility serves. The Town does not warrant that the utility services will be compatible with utility service requirements of the boat. No tampering with electrical, plumbing, or any part of the dock facility. Only Marine type electrical cables shall be plugged into dock pedestals. Plugs must have integral weatherproof cover in serviceable condition. Boat owner is responsible for ensuring the adequacy of all electrical wiring/connections. Electrical cords going from the boat to power stations must not create tripping hazards. Electrical shock hazard risk; no swimming within 100 yards of boat dock.
4. Permanent safety signage with print legible at 80 feet of distance, placed to give adequate notice to persons at the dock or in the water.
5. Walkways of the dock must remain clear at all times; Boaters may not permanently place boxes, small craft, or steps, or other personal items on the dock.
6. The Town of Swansboro cannot be responsible for loss or damage to your vessel, or articles left aboard or attached, in case of inclement weather, fire, theft, accident or any cause beyond our control.
7. ***current dock policies

O. Emergency Procedures

1. Fuel/Oil Spill Containment Practices-There are no fueling facilities at the Church Street Town Dock. Dock users can purchase fuel at nearby marina, Casper's,

910-326-4462 or Dudley's Marina, 252-393-2204. Spilled fuels on board vessels shall be wiped up completely using oil-absorbent pads, which shall then be disposed in designated containers. Disposal of waste oil shall not be permitted in the water or upon the ground. In the event that oil, gas or diesel fuel is spilled in to the waters of the marina, 1) stop the flow, 2) contain the spill, 3) call the US Coast Guard's National Response Center at 800-424-8802. Emergency response personnel will follow established practices when responding to the spill. The Swansboro Fire Department shall be notified as well at 910-326-5908 if the spill creates a potential fire hazard. Boat owners shall be held financially responsible for the costs incurred by the Town Dock.

2. Sewage Spill Prevention and Containment Practices-A SaniSailor Permanent Pump-Out System is available for dock users. Overboard discharge of sewage into the water is prohibited. In the event of an accidental sewage spill, the person responsible for the spill, or the person first observing the spill, shall immediately determine if the leak is continuing, and take such action as to halt and contain the spill, and to contact the Swansboro Parks and Recreation Department at 910-326-2600.
3. Fire-In the event of a fire, call 911 or contact the Swansboro Fire Department at 910-326-5908. Marina regulations emphasize precaution in the prevention of fire. Patrons are required to store and handle fuel in accordance with local fire codes, and to exercise care in the use of flammable materials. The use of grills, barbeques, or any open flame device on boats or docks is prohibited. There is a fire extinguisher located on the main pier leading out to the slips.
4. Hurricane/Severe Weather- In weather emergencies, the marina will follow recommendations of the Onslow County Emergency Operation Center, 910-347-4270, regarding special precautions or evacuation. Boat owners are encouraged to be alert for issuance of watches and warnings for hurricanes and severe weather, and to keep informed via the news media, NOAA weather radio, and/or VHF weather band. Boaters shall be required to secure boats accordingly for prevention of damage to other vessels and dock property. All boat owners will be required to remove their boats from the dock if evacuation is ordered by authorities. Boat owners must be sure their contact information is up to date and on file at the time of check in to the Town Dock. Violent storms or flooding may require the removal of your vessel from the Church Street Dock. The owner agrees to remove the vessel, or be responsible for any damage to the vessel, other vessels, or to Town property. The Town assumes no responsibility for improperly moored vessels.

P. Code of Conduct

1. Boats shall conform to all federal and state regulations concerning boat safety devices and equipment.
2. Boat owners and their crew must be considerate of others, conducting themselves so as to create no annoyance or nuisance to other boaters or the general public.
3. Noise will be kept at a minimum at all times, and will use discretion in operating engines, generators, radios, and television sets.
4. Use of foul language, discourteous behaviors, or any other behavior that, in the opinion of Town of Swansboro's management, is disruptive or discourteous is prohibited.
5. Each owner is responsible for the conduct and behavior of any and all persons using, visiting, or occupying the owners boat while staying at the dock.
6. Owner and owner's guest for who he/she is responsible, agrees to conduct him/herself at all times while at the dock so as to create no annoyance, hazard, or nuisance to the facility or to other vessels or patrons and guests.

Q. Liability and Property Damage

1. Any one causing damage to the property or other vessel owners, with by accident or negligence, will be held responsible for the repairs to the satisfaction of the owner.
2. Any accident must be reported to management at once, and an incident report must be completed by staff and submitted to the Town Manager.
3. The Town assumes no responsibility for and shall not be liable for the care, protection, and security of the boat. Use of boat slips at the Church Street Dock or other dock facilities is at the sole risk of the boat owner.

Appendix

Swansboro Parks and Recreation Department: Incident Report Form

Employee completing report: _____ Date: _____

Title: _____ Department: _____

Supervisor Name/Title: _____

Did you witness the incident/accident? Yes / No

If not, when were you notified: _____

Incident/Accident Report

Name: _____ Contact Number: _____

Address: _____

If under 18, Parent/Guardian Name: _____

Contact Number: _____ Time notified: _____ am/pm

Date of Accident: _____ Time: _____ am/pm

Location of Incident: _____

Describe Injury/Incident: _____

Was First Aid Administered? Yes / No If yes, please describe treatment:

Was the individual directed to medical treatment? Yes / No

Witnesses Name: _____ Phone: _____

Name: _____ Phone: _____

Employee Name: _____ Signature: _____

Individual, if able: Name: _____ Signature: _____



Registration information required when registering transient boaters staying overnight.

Church St. Dock
Swansboro Parks & Recreation
910-326-2600
Transient Dockage Agreement
\$1.50 per foot/night (~~5 Night Maximum~~)

- Vessel name
- Vessel length and width
- Check in date with arrival time
- Check out date
- Mailing address
- Billing address if different
- Phone number
- Email
- Electrical needs

New Safety Measures that will be implemented once neighboring dock construction is complete. These will be added to the reservation section of the SOP

- Adding Dock Attendants-assist with boaters with docking
- Inform/Educate boaters of new pier/dock located beside ours and space between the two.
- Boats 34/39?? ft or larger will be placed in slips 1-4- this will be extremely important, and staff will be trained once this goes into effect.
- Boats 46ft or larger placed on the face dock
- Boats with a beam of 14ft or larger will be placed in slips 1-2 or the face dock.