



Towing Policy

Aim

The aim of this policy is to provide expectations on towing boats/trailers and compressor trailer, and consequent financial reimbursement.

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1 Background

Towing a trailer requires additional knowledge and skill. All trailers, affect the performance of the towing vehicle.

They affect fuel consumption, acceleration, braking ability, general control and manoeuvrability. These effects worsen as the size and weight of the trailer increase relative to that of the towing vehicle. The extra length and width can be hard to manage, with wind, road roughness and passing vehicles having a greater effect than on the vehicle alone. This puts additional responsibilities on a driver.

Note: Majority of insurance claims for damage to equipment have occurred as a result of towing accidents.

(AU Sport requirement from 2004 Club Administrator's Handbook, Section 16)

2 Revision

This policy is to be maintained and reviewed by the AUSC Committee.

3 Application

This policy applies to all members who tow vehicles.

4 Requirements

Requirements for towing AUSC's boats and compressor include:

- Only fully licensed and experienced drivers are to be permitted to tow the boats and compressor;

(AU Sport requirement from 2004 Club Administrator's Handbook, Section 16)

- Nobody is allowed to ride in trailers;
- When towing and driving on a road without street lights, drive at least 60 metres behind heavy vehicles or other vehicles towing trailers, unless overtaking;
- The tow vehicle needs to be adequate for the trailer and equipment being towed.

(AU Sport requirement from 2004 Club Administrator's Handbook, Section 16)

A summary of AUSC's boat and compressor trailers is shown in Table 4-1. Consideration should also be given to additional loads, such as scuba diving equipment and tanks, additional fuel etc.

Table 4-1 AUSC's trailer mass summary

Item	Mass (kg)
Boat- Stargazer	~ 1,600
Boat- Vitamin Sea	~ 1,800

An analysis of Vitamin Sea's mass is included in Appendix A.

- An AUSC member, who is not an AU Sport Social Member, may be allowed to tow an AUSC trailer provided an application in writing is given to the AUSC Committee, and there is approval from two AUSC Committee members.
 - Approved Boat Handlers can tow AUSC trailers without further approval, as this is already part of the Boat Handler approval process.
 - AU Sport Social members and Temporary AUSC/AU Sport Members cannot tow as they are not covered by insurance.

5 Driving guidelines

Driving with a trailer takes practice. Remember:

- Allow for the trailer's tendency to 'cut-in' on corners and curves
- Allow longer distances for braking, overtaking and joining a traffic stream
- When reversing, it is advisable to have someone outside the vehicle giving directions
- Avoid sudden lane changes and changes of direction
- Look further ahead than normal so you can react to changes in traffic or road conditions
- Use the accelerator, brakes and steering smoothly and gently at all times
- Use a lower gear when travelling downhill to increase vehicle control and reduce strain on brakes
- Slow down well before entering corners and curves
- Trailers tend to jerk the back of the vehicle around and can cause sway (snaking). If a trailer starts to sway, the vehicle's brakes should not be applied, except as an absolute last resort. If the trailer's brakes can be operated by themselves they should be applied gently, otherwise a steady speed or slight acceleration should be held if possible until the sway stops
- Take care not to hold up traffic unnecessarily
- Plan more rest stops and shorter travelling days as towing is more stressful and tiring than normal driving
- There is no specific speed restriction while towing a trailer. However, the posted speed limits must not be exceeded. Always drive to the road, traffic and weather conditions.

When guiding the trailer within the West Beach Sportsground, in particular when the trailer is being reversed into the club sheds, it is strongly recommended that a spotter be designated and act as a guide to ensure there is not any inadvertent damage.

6 Checks

Before each trip, check:

- Vehicle and trailer are roadworthy and registered;
- All tyres are properly inflated (60 PSI for boat trailers);
- Trailer's wheel-bearings, suspension and brakes work properly;
- Trailer hitch is properly mounted on tow ball;
- All lights work and safety chains are properly connected;
 - Safety chains has appropriate rated shackle;
- Oil, water, brake fluid, battery and other service checks on the vehicle;
- Trailer's reversing flip switch is configured so the trailer's inertial brake will work; and
- Trailer hand-brake is off.

For the boat trailers, ensure:

- Winch is locked;
- Boat engine is resting on the support strut;
- Boat security chain is affixed;
- Flags can be visibly seen on boat propeller;
- Antennae are down and stowed properly / tied down;
- Bungs are in the boat well and ready for use; and
- Tie down straps are in place and secure.

When inflated, *Stargazer* has a width greater than 2.5 m, which is too wide to legally tow. Consequently, *Stargazer* must be deflated when travelling between the club rooms and boat ramp.

At regular intervals during the trip, check:

- Couplings, all doors, hatches, covers and any load or equipment are still properly secured.
- Tyres are still properly inflated and not rubbing on suspension or body work.
- If travelling to another State, check with the relevant roads authority whether there are different rules.

7 Boat ramp fees

It is the boat towing member's responsibility to ensure any relevant boat ramp fees are paid, and to follow up with expense repayment from AUSC.

If the boat towing member fails to pay the boat ramp fee, and is subsequently given a fine, AUSC will not be held liable for this financial obligation.

8 Towing financial reimbursement

Towing levies are calculated at the rate of \$ 15 / 100 km per vehicle. A number of locations for reimbursement are given in Appendix B.

The towing levy should be charged to all participants evenly between every person under the following principles:

- For the boat trailer(s), members who used that equipment, or had the intention/plan of using that equipment; and
Using these principles allows the towing levy expense to be known prior to the trip, with all participants aware of the cost. They also encourage use of multiple boat diving.

Some scenarios for towing the boat to Coobowie to consider are as follows:

- A member who does one day of diving will pay the same boat towing levy as another member who dives six days from the boat;
- A member who pulls out of a trip, or cannot conduct a boat dive when a boat has been towed is still subject to the towing levy;
- A boat towed to Coobowie, but cannot be launched due to inclement weather, will still need to have the boat towing levy charged and reconciled irrespective; and
- A member who declares and/or documents to the Trip Organiser that they will be attending Coobowie with no intention of diving the boat will not be subject to the boat towing levy.

Where a scenario has not been described and a dispute/issue arises, the issue should be resolved by the AUSC Committee.

9 Towing boat diving credit

In addition to the towing levy detailed in section 8, boat towers will receive a dive credit for a single dive, for both local and regional boat dives. (This has been introduced as an incentive to try and get boats out more regularly) This credit is for a maximum of a single dive per trip.

- For instance: if there is a double dive then the boat tower will pay the difference: \$30 - \$20 = \$10.
- For trips running over multiple days involving a boat, a single credit will be given for the entire trip.

10 References

Roads and Maritime Services (2015) – *Towing*, last updated 11 June 2015,
<http://www.rms.nsw.gov.au/roads/safety-rules/road-rules/towing.html>.

11 Document control

Revision (Date)	Person	Comments
0 (13/10/2015)	Author: David Warren Reviewed: Committee (via Meeting 13/10/2015) Approved: David Warren	Document released to club membership. Note: Section taken from Dive Organisation policy. Integrated SOP 4 <i>Boat Operator Responsibilities</i> (developed by Tim Brown) into policy.
1 (21/11/2020)	Author: David Warren / Jack Morelli Reviewed: Peter Cetra, Information Officer Approved: Jack Morelli, President	<ul style="list-style-type: none"> • Removed Crayon and added new boat Vitamin Sea; • Added requirement for allowed towing to be done by full AUSC members upon Committee approval and Boat Handlers; • Added consideration for spotter when guiding trailer around club rooms; • Under Section 6 <i>Checks</i>, added additional checks to be performed, such as prop flag, antenna down, and reversing lever to be configured correctly; • Under Section 6 <i>Checks</i>, added requirement to deflate <i>Stargazer</i> since its width exceeds legal requirement of 2.5 m; • Added Appendix A <i>Vitamin Sea mass</i> as an estimate by Tim Brown; and • Added Appendix D <i>Towing boats considerations</i>. • Removed compressor trailer references • Added Section 9: Towing boat diving credit

Appendix A Vitamin Sea mass

The mass of *Vitamin Sea* has been estimated by Tim Brown as per the analysis below.

Item	Mass (kg)	Comment
Hull (empty)	620	Per specifications. Not sure about console.
Engine	206	
Targa Bar	50	Estimate
Trailer TARE	520	Estimate
Fuel	150	Estimate, potentially more
Batteries	30	Unsure if already estimated in hull mass
Anchor and chain	20	
Anchor holder	15	
Ladder	15	Estimate
Tank rack	25	Estimate
Miscellaneous	50	Estimate – Safety kit, spare weights etc.
Oxygen tank and provider equipment	15	Estimate
Subtotal	1715	Boat without scuba equipment
Dive tanks, qty 10	160	
Dive equipment, qty 5	50	Minimum
Dive weights, qty 5	40	
Total	1965	Boat with scuba equipment

Appendix B Towing reimbursement agreed amounts

Refer towing calculator spreadsheet.

Location	Distance Return (km)	Cost (A\$)	Rounded /Approved (A\$)	Comments
Ardrossan	314	47.10	50.00	
Beachport	807	121.02	125.00	
Cape Jervis	221	33.09	35.00	
Ceduna	1,566	234.84	235.00	
Coobowie	460	68.97	70.00	
Marion Bay	582	87.24	90.00	
Mt. Gambier	890	133.44	135.00	
North Haven	38	5.76	-	(No charge, local)
O' Sullivans	67	9.99	-	(No charge, local)
Port Victoria	394	59.10	60.00	
Pt. Lincoln	1,315	197.19	200.00	
Rapid Bay	207	31.11	35.00	
Second Valley	190	28.56	30.00	
Victor Harbor	175	26.22	30.00	
West Beach	8	1.17	-	(No charge, local)
Whyalla	781	117.18	120.00	
Wirrina	180	26.94	30.00	

From Coobowie

Marion Bay	185	27.69	30.00	
Port Victoria	153	22.98	25.00	

Appendix C Towing worked example for finances

For example, take the trip to Marion Bay with 2 boats and banks trailer with 20 people.

C.1 Amount to reimburse tower

The distance from Adelaide to Marion Bay is 300 km. Therefore, the total distance is 600 km for the round trip. Each towing vehicle will be reimbursed $\$15 / 100 \text{ km} \times 600 \text{ km} = \90 .

C.2 Amount to charge individuals on trip

Since there are three vehicles at \$90 each, then the total is \$270. Taking into account the number of people, then $\$270 / 20 \text{ people on trip} = \13.50 to charge individuals for the towing levy.

Note that it is at the Trip Organiser/Treasurer's discretion as to whether or not to round up towing levies. For instance, \$13.50 is a pretty round figure, but if it were to come out at \$13.55, then round up to \$14.

As the tower also uses the equipment then they too are charged a towing levy. Their net reimbursement for towing will then be $\$90 - \$13.50 = \$76.50$. This formula should be recorded through the books, or preferably two transactions showing the \$13.50 going into the club as income, and then \$90 showed as an expense.

Appendix D Towing boats considerations

Additional considerations for towing boats:

- Always use two single straps to anchor each side of the stern to the trailer.
- Only one anchor point should be used forward of that and that should be at the winch. Tied down so, the trailer can flex under the boat and take most of the road shock instead of transferring it to the hull.
- Use a tie down system at the winch post, separate from the winch cable or strap and then back off the tension of the winch. This will avoid 'chopping' out the bush bearing in the winch housing.
- Finally, always attach a loose-fitting safety chain and any other securing line as you see fit. But only attach to the one point on the boat and release the chain only when the boat is to be launched off the trailer.