



HMS EXCELLENT

MARINA GUIDE

November 2020

INTRODUCTION

Welcome to the HMS EXCELLENT Marina.

This guide, which was first issued in January 2015, is regularly updated to ensure that you can get the most out of the Marina and its facilities and will tell you all you need to know about your berth, gaining access to your boat and observing the requirements that are necessary due to the Marina being part of a military establishment.

The Marina is managed and operated by the Marina Management Committee on behalf of the Commanding Officer, HMS Excellent. The Committee members are berth holders who have volunteered for the positions they hold.

The role of the Committee is to ensure that the Marina can be safely enjoyed by berth holders. The Marina, whilst providing easy access to Portsmouth Harbour and the Solent beyond, is exposed to the prevailing weather conditions, passing traffic and of late to a degree of silting that is making some berths tidally restricted, issues the Committee is addressing as set out in the Marina Business Plan.

Marina information provision is by means of the Marina Website: www.hmsexcellentmarina.net. Committee Members can be contacted by email at: marina.management@hmsexcellentmarina.net and their phone numbers can be found on the website.

If you require further information about the Marina, then please do not hesitate to contact a Committee Member

Please note that it is the absolute responsibility of berth holders to ensure the safety of their craft whilst it is berthed in the Marina. This includes the correct use of berthing ropes, snubs, fenders and personal, regular checks.

Finally, and as mentioned above, the facilities of the Marina are within HMS Excellent, a Service Establishment, where Service discipline and security is upheld. Your recognition of this is a mandatory requirement of belonging to the Marina community.

19 November 2020

INDEX

	Page
Introduction	1
Marina Organisation	3
Security	4
Marina Rules and Regulations	6
Customs	9
Marina Office	9
Insurance	10
Horsea Compound	11
Data Privacy Policy	12
Safety in the Marina	14
QHM Rules and Regulations	15
Establishment Photographic Map	16

MARINA ORGANISATION

HMS Excellent Marina is a Service charity, not publicly funded, administered by the Marina Management Committee responsible to the Commanding Officer, HMS Excellent. The Marina is an encroachmentⁱ to the Establishment. The areas that form the Marina are the 4 pontoon walks that attach to G Mooring and the secure boat storage compound at Horsea Island. The pontoons along with the associated fittings and equipment are the property of the marina fund. G Mooring itself is an HMS Excellent facility that serves the needs of those arriving and leaving HMS Excellent by boat. The HMS Excellent Marina is also referred to colloquially as “G Mooring Marina.”

1. HMS Excellent Marina

Berthing and storage space are allocated by the Marina Committee with priority being given to applications from serving and MoD entitled personnel, working in the Establishment. Other applications will be considered by the Marina Committee from those who meet the criteria to use an encroachment or benefit from the use of the assets of a Service Fund as defined in current regulations.

2. Marina Committee

HMS Excellent Marina Management Committee Members have individual responsibilities for the strategy, execution, maintenance and financial aspects of the Marina and full details can be found on the Marina website www.hmsexcellentmarina.net. Committee members can be contacted by email at: marina.management@hmsexcellentmarina.net, and by phone.

The Committee Members and their key responsibilities are:

Chairman.	Committee membership and Marina strategy.
Secretary.	Berth allocations.
Marina Engineering Manager.	Planned and corrective maintenance and workshop.
Finance and Business Support Manager.	Business and Marina Finance planning.
IT and Horsea Compound Manager.	Website/Horsea Island Compound
Uniformed Service Liaison Manager.	HMS Excellent liaison, Marina/Excellent security military point of contact.

¹ The term encroachment means the authorized temporary use of MoD land and buildings by off-duty Service and other entitled personnel, for recognized recreational, sporting and welfare purposes beyond agreed Service Scales.

SECURITY

The security of HMS Excellent is paramount. Accordingly, all berth holders are to be in possession of a Service Identity Card or a Marina Pass that must be produced on demand.

1. Marina Pass Application. Effective from 31 December 2018, HMS Excellent is introducing updated security procedures for those who wish to have unaccompanied entry to the establishment (this includes the Marina and the Horsea Island Boat Compound) and who are not in possession of another pass (i.e. MoD From 90, RN ID) that provides access to the site. The HMS Excellent Sy Form 01 – Baseline Personnel Security Standard (BPSS) is available to be downloaded from within the Members area of the Marina website - <http://www.hmsexcellentmarina.net/Forms/PassApp.pdf>. Completed forms along with a Criminal Records Check via a Basic Disclosure Certificate and 2 forms of identification are to be processed iaw the guidance issued to berth holders and users of the boat compound and can also be found in the Documents Section within the member's area of the marina website. The BPSS pass permits the holder to 'sign in' visitors at the Main Gate. Photographic ID will be required for those entering HMS Excellent without a pass so that they can be correctly identified and recorded on the security data base. Security passes will only be approved for those who meet the criteria for accessing an encroachment i.e. those eligible to be berth holders in their own right. Other personnel who wish to access and use the marina must therefore be signed in at the Main Gate and escorted by a current pass holder.
2. Car Passes. Collect application forms from the Main Gate. Complete and return direct to Security Staff. Insert your mobile telephone number in lieu of a 'Work Tel No.' and Marina as 'Place of Work'. The pass should be available for collection from the Main Gate; allow at least two weeks. The Road Traffic Act is to be observed at all times by vehicular traffic in the establishment and there is always a maximum speed limit of 20 MPH. If parking is not available in the car park adjacent to the Marina, berth holders should use the Visitor's car park to the right of the Main Gate to the establishment. The Visitors car park should always be used if you intend leaving your vehicle overnight.
3. Swipe Cards. The swipe cards provide access to the Marina and HMS Excellent via G Gate, they are therefore individually authorised and issued by the HMS Excellent Security Officer and must be looked after carefully. It should be noted that swipe cards may fail to operate if they have been placed adjacent to other strong magnetic sources (e.g. audio speakers). In an emergency, Main Gate staff can provide access to and from the Marina. Further information and assistance can be provided by the Fund Supervising Officer. Swipe cards will only be issued to approved berth holders.
4. **Loss of Passes. Any loss of pass or electronic swipe card is to be reported immediately to the Security Staff at the Main Gate and the Marina Supervising Officer.**
5. Movement. Berth holders are to proceed by the most direct route between the Marina and the Main Gate. Civilian berth holders are not permitted to proceed to the north of Pier Head Road.
6. G Mooring/Marina Gate. Boat users and berth holders are to close the G Moorings gate **GENTLY** after use. The gate is unlocked by means of the electronic swipe card that should be placed against the pad on the left gate post. The gate is unlocked the same way on entering the establishment from G Mooring, there is a cut out in the gate fence to allow access to the pad. In extreme weather and from sunset to 0645 the gate may be padlocked

shut. Contact the Main Gate security staff on such occasions for advice. Their telephone number is provided on the gate along with an establishment internal telephone.

7. Passes are to be surrendered by persons no longer entitled to them and electronic swipe cards are to be returned to the HMS Excellent Security Officer.
8. Personal Craft. The passage of craft and/or boat trailers by road, on or off the Establishment, requires an Entry/Exit form which is provided by the Marina Fund Supervisor on behalf of the Commanding Officer. Arrival at the Main Gate without this form will result in refusal. Contact the Fund Supervisor with relevant details at marina.management@hmsexcellentmarina.net giving a minimum of 72 hours' notice.

THE RULES AND REGULATIONS

The following rules and regulations should be read carefully before becoming a berth holder and/or using the Marina facilities

1. In order to be approved as a berth holder, the applicant must be eligible to use a MoD encroachment or benefit from the use of the assets of a Service Fund as defined in current regulations. If an applicant is unsure of their status, they should contact the Committee Secretary for guidance. It should be noted that approval for a security pass to HMS Excellent can only be given to those who meet the criteria for being a berth holder in their own right.
2. Access to HMS Excellent and the use of Marina facilities do not, by right, include the use of the RNSC slipway, pontoons, catamarans, brows, clubhouse, beaches, stowages, berthing, mooring of craft, parking, washing of vehicles, repair, maintenance, battery charging etc.
3. General enquiries about berths and berth availability should be made to the Berthing Secretary. The offer of an available berth will be valid for a period of 3 weeks from the time of offer. Within this 3-week period and subject to the receipt of the correctly completed paperwork and relevant fee the berth will then be allocated to the applicant. Should this not occur then the berth will be reallocated as required
4. Application for a berth is to be made in writing annually – there is no right of tenure; the application form, along with covering guidance, can be found on and downloaded from the Marina website. Berths are allocated with effect from 1 April for one year. Applicants for berths are to note that the Marina fees are to be paid immediately and in full once their application has been approved. Berthing charges will be promulgated on the Marina website. Acceptance of berths must be taken up within 14 days of the berth being allocated otherwise the berth may be re-allocated. Refunds for berths allocated but not subsequently taken up cannot be guaranteed. Failure to pay the berthing fee will result in the reallocation of the berth and the removal of the offending craft. Any issues relating to this provision should, in the first instance, be addressed with the Berthing Secretary.
5. Outside contractors who are to work on berth holders craft may enter HMS Excellent as the berth holder's guest(s): See Security - Movement. Such contractors are to be met and signed in at the Main Gate and thereafter escorted at all times when in the establishment by the berth holder or his/her representative.
6. The beaching of craft including dinghies is not permitted.
7. Yacht tenders/craft are to be stowed on board and use of an adjacent pontoon or berth alongside is forbidden. A yacht tender is defined as a craft of less than 12' not propelled by an internal engine and used for the carriage of crew from yacht to shore.
8. All private applicants for berths undertake neither to charter their craft nor to carry out commercial business while using the Marina berths.
9. Berths may not be transferred or loaned.
10. All personnel berthing their private craft in the HMS Excellent Marina will be required to indemnify the Secretary of State for Defence (Navy) or HMS Excellent against all claims for death or loss or damage to persons or property howsoever caused. Private craft will not be permitted to use the Marina facility without evidence of Third-Party Liability Insurance being held (see page 10).

11. Mooring ropes and fenders are the responsibility of craft owners. The provision of adequate securing warps of an appropriate length and size to the craft are to be part of each boat's inventory so that these responsibilities in berthing can be undertaken correctly and safely. In the event of double berthing, the skipper of a yacht/craft leaving from an inside berth is responsible for the safe re-berthing, securing and fendering of the outside yacht/craft.
12. All berths may be double banked when required for work on pontoons, space restrictions etc.
13. No yacht or craft is to be in any berth other than that allocated without the express permission of the Committee Secretary. Craft may, without notice, be moved by the Marina team. A charge will be made for moving a craft if the purpose is to provide security against an outstanding account or incorrect berthing in a billet other than that designated. Any berth holder finding another craft in their billet must come alongside the walk ashore pontoons and inform the Committee Secretary in the first instance.
14. To avoid annoyance, sails and halyards are to be securely belayed – especially on yachts with metal masts. Similarly, craft owners are requested to keep noise to a minimum e.g. Radios, TVs, engine revving etc. The hanging of domestic washing is prohibited at the berths and refuse is to be disposed of only in the appropriate bins provided by the establishment. No refuse is to be thrown overboard. Permanent residence on board craft at the berths is not permitted.
15. Berthing pontoons/catamarans are not to be used for the stowage of gear or equipment.
16. Should a berth holder wish to relinquish a berth then the Committee Secretary is to be informed in writing and the berth may be re-allocated to a boat of similar size on the waiting list held by the Secretary. A refund of the berthing fee will be made subject to there being someone appropriate on the waiting list. If there is no one then no such refund will be made. The amount repayable will be capped at 6 months of the berth fee paid for those who chose to depart within the first 6 months of the financial year and a direct proportion of the remaining berth fee for those who chose to depart after this time.
17. All Marina berths are restricted to craft of 34ft and under length overall (bowsprit to stern) and those leased are allocated from 1 April for one year.
18. Water is available on the pontoons for filling fresh water tanks and washing down only. Before filling fresh water tanks, it is recommended that the water be allowed to run for several minutes to 'flush through' the hose. Berth-holders are reminded of the sense in using Aqua-tabs or similar every time the fresh water tanks are filled. *The pontoon hoses are never to be used for washing through grey and black water holding tanks.* If boats not berthed on the Marina are seen using this facility, then berth holders are requested to make the Main Gate Security Staff aware. Please ensure that hoses are correctly stowed on completion.
19. Personnel permitted to bring transport into the establishment are required to adhere to the provisions of the Road Traffic Act. Full use is to be made of the lay-by facility for loading/unloading. Vehicles are not permitted beyond the gates at G Mooring.
20. The following mooring/berthing points of detail should be noted:
 - a. Craft are to be berthed 'bows west' (bow towards G Mooring walk way) when secured for any length of time. (Bows into prevailing weather to minimise damage potential to craft and pontoon).
 - b. Temporary and trailer sailor berth holders are subject to the same rules as permit holders.
 - c. Temporary berthing, whatever the duration requires the payment of the daily berthing fee. Visitors should contact the Committee Secretary for approval to berth and for costs.
 - d. Because it is not possible to double berth catamarans at the pontoons, the number permitted to berth will be limited and the scale of charges accordingly higher.

- e. Securing to cleats and ring bolts should be such that any craft using them can slip without having to move the other mooring warps.
- f. All craft are to provide individual warps of sufficient size and quality. Snubbers are to be fitted to berthing ropes to minimise shock and damage to the pontoons. The number of berthing ropes used should allow for forecast and prevailing weather conditions.
- g. A scrubbing grid is available to berth holders.
- h. There is NO SMOKING on the pontoon complex

20. Berth holders are responsible for the safety, correct securing, fendering and well-being of their craft. Should any such problems arise with a craft in their allocated berth then the owner may be contacted by a Committee/Staff Member and advised accordingly. It is for the owner to address and resolve any such problems and the Marina Committee reserve the right to levy appropriate costs against owners whose craft requires assistance brought in by the Committee due to the owner failing to attend. Approval to become a berth holder will take *into* account the ability to meet these requirements.

21. The day to day administration of the Marina rests with the Marina Committee. Matters of policy should be referred to the Committee Chairman in the first instance and to the Commanding Officer thereafter.

22. It is to be noted:

- a. The Marina pontoon complex is not permitted to be used for the storage/stowage of non-operational craft of any nature. Craft permitted to use the Marina do so on the understanding that regular use will be made of the craft.
- b. The owners of craft that are abandoned or appear to be so will be advised to remove them. One month's notice will be given in writing after which time the Committee reserve the right to dispose of the craft in question and recover appropriate costs.
- c. Craft may occasionally need to be moved within the marina. Owners will be given appropriate notice of this requirement. Failure to action will result in the Committee conducting the move. Owners will be informed that this movement has taken place. Allocation and acceptance of a berth is on this understanding.
- d. Owners are not to display 'For Sale' signs on their craft as they attract the curious. Owners may bring prospective purchasers onto the establishment as their guests. The owner is responsible for the safety of their guests as they will be regarded as crew of the boat and must be covered by the boat insurance. If a craft is sold, a refund of the berthing fee will only be made if the vacated berth can be filled.
- e. Owners of craft who are going to be away for longer than two weeks should inform the Committee Secretary and, if possible, an alternative point of contact should be nominated.
- f. Movement of personal craft by road on or off the Island requires a pass. See Security section, para 6.

CUSTOMS

It is the duty of the responsible person (i.e. the person on board under whose command or personal direction the craft has entered UK waters) to familiarise themselves with Her Majesty's Custom and Excise Requirements. If in doubt, the responsible person is to telephone the nearest Customs Office (02392 862511).

PETS

Visitors who wish to bring pets into HMS Excellent are to address this requirement with the Security Staff at the Main Gate.

CONDUCT

Berth holders are reminded that the Marina is an encroachment within HMS Excellent. Users are asked to go out of their way to promote good working relationships with the naval and civilian staff. If any difficulties are experienced with members of the Security Force, parking or facilities a Committee member should be contacted who will ensure that the correct action is taken.

WORK ON PRIVATE CRAFT BY CIVILIAN CONTRACTORS

Civilian contractors may work on private craft in the Marina; they are to be accompanied by the berth holder or his/her representative at all times. See Security – Movement and Rules and Regulations Para 3.

Colours/Flag Etiquette

If a crew is on board the ensign should be worn from 0800 (0900GMT) until sunset or 2100hours BST whichever is earlier

MARINA OFFICE

The Marina Office is situated in Building 182. The office is not permanently manned but there is a secure letter-box for forms etc.

The email address is: marina.management@hmsexcellentmarina.net.

The postal address is: HMS Excellent Marina Office, Whale Island, Portsmouth, PO2 8E

INSURANCE

Non-Publicly Funded/Private Craft

Personnel authorised to use spare capacity facilities under the Defence of the Realm agreement must provide complete protection to Defence funds against common law compensation claims for personal injury, death or damage arising from the provision of the Marina facilities or service by an employee. As a condition of acceptance applicants are to submit a Third-Party Liability insurance policy, unlimited in the period of insurance, which compensates "The Secretary of State for Defence, his servants or agents" fully and effectively against all costs, charges, demands, claims for damage or injury etc. (Reference: D/DLS/2/3/2 dated 7 April 1994). The sum insured currently must be a minimum of £2,000,000 which indemnifies the Secretary of State for Defence, his Servants, Agents or Representatives against any claims which may be made against them with regard to the use or use of the insured vessel.

The necessary wording is included in the Guidance supporting the Application Form that can be found on the Marina Website.

Berth Holders are responsible for ensuring that their craft are correctly insured throughout their period of tenure.

Vehicle Insurance

Personnel wishing to bring private or commercial vehicles onto the establishment are to be insured against third party risks before consideration can be given to right of entry. All sections of the Road Traffic Act apply to vehicular traffic in HMS Excellent.

HORSEA COMPOUND

1. There is a small boat secure compound at Horsea Island for craft that can be moved and stored on road trailers and for their trailers when the craft are in use.
2. Application to use the compound is to be made to the Committee Secretary by means of the 'Application for Ashore Berth Horsea Compound' form which can be found on the Marina website.
3. Access to the compound is via a locked gate, the key for which is held at the security gate office at the entrance to Horsea Island. Successful applicants will have their name and contact details passed to the Security Staff at the security gate who retain an up to date list of Approved Persons authorised to draw the compound key.
4. All boats and trailers stored in the compound are to be clearly labelled with the owner's name and contact details.
5. All boats are to be stored on trailers so they can be moved if required.
6. Each boat and trailer/trailer to be stored requires authorisation before storage takes place.
7. No fuel is to be left in portable fuel tanks.
8. The Marina Management Committee reserves the right to remove any unauthorised boat and or trailer. Owners (if known) will be given appropriate notification of the intention to remove the boat and/or trailer.
9. Marina Berth Holders have the cost of storage included in their annual berth fees. For non-berth holders there will be a fee payable per unit to be stored. The fee will be set annually at the start of the season. Contact the Berthing Secretary for the current fees.

HMS EXCELLENT MARINA DATA PRIVACY POLICY

Background

HMS Excellent Marina is an official Encroachment established to provide a recreational facility for service and MOD entitled personnel. The Managing Trustee is the Commanding Officer HMS Excellent and it is managed by a Marina Committee. The Marina finances are managed as a Non-Public service fund.

Personal Information

To achieve its purpose in an efficient and safe manner and meet the regulatory requirements placed upon it, it is necessary for the Committee to hold personal information relating to approved Marina berth holders and those storing items in the Boat Compound at Horsea Island. Under General Data Protection Regulations (GDPR) this data is deemed to be a legitimate interest of the Committee.

The data held is limited to that provided within the annual application form for a berth or storage and these are securely retained by the Berthing Secretary on behalf of the Committee. Expired and/or rejected applications are not retained by the Berthing Secretary and are destroyed.

The Marina Committee and those Committee Members charged with specific responsibilities involving the use and retention of personal data undertake to ensure the protection of such data.

The Marina Fund holds very little information and does not need to appoint a Data Protection Officer

Sharing of information

Currently there are three areas of actual or possible information sharing;

- a. Marina Superstore – The Store is given names of approved berth holders in order that they may claim a discount.
- b. Berthing List - As the Marina is not manned nor is there a 24-hour hot line, individual berth holders are responsible for the own craft security. It is considered that the interests of all berth holders are improved by the publication of the berthing list in the restricted area of the website. This would contain the principal user's name, telephone number and e mail in order that they may be contacted by the Committee or other owners should a justifiable need arise and to achieve mutual support. Berth holders who do not wish to be on this list may request for this information to be removed.
- c. MOD authorities - Service details may need be shared to meet regulatory requirements.

Should any additional legitimate need to share information occur, berth holders will be informed and asked to approve.

Other information

Data provided in support of financial payments to the Marina Fund is not retained by the Finance Manager. BACs is, in any case, the preferred means of payment.

Information and forms provided in support of applications for HMS Excellent (Marina) passes and HMS Excellent car passes are not held by the Marina Committee but by HMS Excellent Security Staff whose policies govern such data.

Rights of individuals

Under GDPR those providing data have various rights, such as:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing in some circumstances
- The right to data portability
- The right to object

Those providing such data to the Marina Committee in support of berths or storage and who wish to exercise their rights should contact the Committee by email in the first instance who will ensure that correct action is taken.

SAFETY IN THE MARINA

General Safety in the Marina

1. First aid is available from the Main Gate.
2. Report all accidents and potential hazards to the Committee and the Main Gate immediately.
3. Rescue equipment is only to be used in the event of an emergency.
4. Keep the pontoons clear of materials, tenders etc.
5. Do not allow anchors, tenders, davits etc. to overhang the pontoons.
6. While in the Marina, vessel speed is to be less than 5 knots – do not create wash.
7. Do not ride or allow children to ride in trolleys etc.
8. Children must wear suitable lifejackets and are to be supervised at all times when on the pontoons.
9. Lifejackets are to be worn on G Mooring walkways, pontoons and the pontoon complex when conditions are poor and when the wind speed reaches Force 5 or above.
10. Additional care should be taken on the pontoons in wet or icy conditions.
11. It is strictly forbidden to swim in the Marina.
12. Bicycles, scooters or skateboards are not to be used on the pontoons or jetties.
13. Ensure that the correct size and quality of mooring lines are used to secure craft.
14. Ensure that all gas installations are in a sound condition and checked regularly by a qualified contractor.
15. Make sure LPG bottles are secured and kept away from heat sources; bottle(s) to be turned off when securing craft.
16. Check fire extinguishers and fire blanket are serviceable.
17. Turn off the engine fuel supply (where possible) when securing craft.

In the Event of an Emergency

Emergency Telephone Number within Whale Island is 02392 542222 (Extension 2222 on an internal telephone).

This number will be answered by Main Gate staff who will coordinate and direct emergency services as appropriate.

If you ring 999, please ensure the emergency services are aware of the exact location of the emergency – i.e. Whale Island and immediately inform the Main Gate that Emergency Services are on their way.

QUEEN'S HARBOUR MASTER PORTSMOUTH - RULES AND REGULATIONS

1. Keep clear of ships (50 metres) and avoid close quarters situations.
2. Keep to the Small Boat Channel in the west side of the harbour entrance.
3. Keep well to starboard in all channels if you have to cross the main channel, do so at right angles and only when clear of large vessels.
4. The speed limit within the harbour is 10 knots with an advisory limit of 5 knots at Portchester and in the vicinity of moored craft.
5. Craft fitted with engines must use them in between Ballast and No 4 Bar.
6. In fog or poor visibility stay alongside, if caught out seek a safe berth or anchorage as soon as possible.
7. The main marine VHF channel for control of shipping by QHM is 11. You may find it useful to listen to as it gives a good idea of shipping movements.
8. You are not allowed to stop or linger in the range safety arcs of Tipner Range.
9. Navigational piles should not be approached too closely as many are on mud banks that while steep in most parts, some are beginning to edge into the channel.
10. The master of a vessel navigating in the Dockyard Port should navigate the vessel with care and caution and in such a manner as to not cause annoyance to the occupants of any vessel, or cause damage or danger to any other vessel or to any moorings or other property.

Crossing Rules

If crossing to Gunwharf Quays or the Town Camber permission must be obtained from the QHM on Channel 11 and cross north of Ballast Beacon.

www.qhmportsmouth.com

ESTABLISHMENT PHOTOGRAPHIC MAP


