

APPROVED:

Name: Tõnu Tõniste

Commodore of KJK

“.....” 2009

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Signature:

Estonian Maritime Administration

Maritime Safety Division

KALEV YACHT CLUB PORT RULES

**PIRITA TEE 17
11911 TALLINN, ESTONIA**

2009

CONTENTS

I. General part..... 3

II. Entry of craft into port..... 5

III Traffic of recreational craft in the marina of the port..... 6

IV Recreational craft standing in the port..... 7

V Recreational craft leaving the port..... 8

VI Port services and charges..... 8

VII Rules of passenger service in the port..... 9

VIII Medical aid in the port..... 9

IX Fire safety requirements at the port; organisation of rescue operations..... 9

X Procedure for calling special services..... 10

XI Liability for violations of port rules..... 10

- Annexes:
- ANNEX 1 SCHEME OF THE PORT AREA;
 - ANNEX 2 SCALED MAP OF WATER DEPTHS IN THE MARINA
 - ANNEX 3 SCHEME OF BERTHS IN THE PORT

I General part

1. Type of commercial undertaking of the port authority

1.1 The port authority is ESS Kalev Yacht club (hereinafter "Port KJK") which acts upon the Statutes of ESS Kalev Yacht club and has been established in Tallinn, on 11.05.2004, registered in the Commercial Registry under Registry No. 80075242.

1.2 Port KJK is a port serving hobby seafarers.

2. Port location, territory and marina

2.1 Port KJK is located in the estuary of River Pirita, at the following geographic co-ordinates: (according to WGS – 84): latitude = 59° 28.1' N, longitude = 24° 49.3' E.

2.2 Postal address is Pirita tee 17, 11911 Tallinn, Estonia.

2.3 The size of the port territory is 7,277 m² and the size of the marina is 11,078 m².

The boundaries of the marina are defined by the following co-ordinates:

1. 59° 27' 58.56 N 24° 49' 40.90 E
2. 59° 27' 59.82 N 24° 49' 40.76 E
3. 59° 28' 00.84 N 24° 49' 43.64 E
4. 59° 28' 02.64 N 24° 49' 43.78 E
5. 59° 27' 57.37 N 24° 49' 54.19 E

3. Technical description of the port

3.1 Berths

Berth No.	Length (m)	Water depth (m)	Allowed vessel length	Purpose
Berth A	125 m	2,0 m	14 m	berthing quay
Floating berth A 1	24 m	1.5 m	6 m	berthing quay
Floating berth A 2	36 m	2.0 m	9 m	berthing quay
Floating berth A 3	36 m	2.1 m	12 m	berthing quay
Floating berth A 4	36 m	2.1 m	12 m	berthing quay
Berth B	96 m	1.8 – 2.3 m	24 m	berthing quay
Floating berth B 1	30 m	2.3 m	15 m	berthing quay
Floating berth B 2	48 m	2.3 m	15 m	berthing quay

Depths are given from Kronstadt zero-level.

The overall length of the berths is 431 m.

3.2 The Harbour Master (Harbour Duty Officer) shall permit the mooring of the craft, depending on the craft's dimensions. The clearance under keel must be 10% of the draught of the recreational craft.

3.3 The water level bar is located in the port, at the corner of berths B and B 1. The all time highest water level in Port KJK has been +135 cm and the lowest has been -85 cm.

3.4 The maximum dimensions of recreational craft allowed to enter the port, to manoeuvre and to moor there are as follows:

L = 24 m

B = 5 m

T = 2.3 m

3.5 The port shall not serve any craft exceeding the maximum allowed dimensions.

3.6 The height of a berth from the water surface is 1 metre; in case of a floating berth this is 0.6 metres.

3.7 The marina of the port is protected by moles: 530 m long S-mole in west and south-west, 510 m long N-mole in north and north-east. The port is comprised of the berths on the left shore of the river and the floating berths. The port entrance has the width of 50 m and the water depth of 2.5 m.

4. Limitations due to weather conditions

4.1 At wind speeds above 15 m/s and visibility below 50 m, the KJK Harbour Master shall grant permission for movement in the port, in co-operation with the captain of the recreational craft considering the technical specifics of the craft.

4.2 The port is open to winds from north-west.

4.3 The limitations of lifter equipment (mobile cranes upon order) are given in their technical documentation.

5. Limitations due to environment protection requirements, dangerous cargo, etc.

5.1 The port does perform loading, unloading or handling of dangerous substances.

6. List of port services

- Rental of mooring places;
- Shower, sauna, toilets;
- Water supply, electricity;
- Reception of sorted common wastes, batteries, bilge water and waste oils;
- Organising lifting works for yachts (upon order);
- Winter storage of floating vessels;
- Port services from other undertakings (see clause 10).

7. Working hours of the port

7.1 The Harbour Duty Officer shall work and serve recreational craft around the clock, seven days a week.

7.2 The Harbour Master shall have a working week from Monday to Friday, from 08:30 – 17:30, with a lunch break of 12:00 – 13:00, except national and public holidays.

7.3 Information about all matters pertaining to the work organisation of Port KJK can be asked via telephone number +372 530 10 450.

8. Establishing the beginning and end of the navigation season in the port

8.1 The beginning and end of the navigation season shall be established by the Board of KJK, depending on ice conditions.

9. Local time difference

9.1 The local time difference from universal time (UTC) is +2 hours; during summer period of Daylight Savings Time established by the legislation of the Republic of Estonia (from the last Sunday of March to the last Sunday of October) it is + 3 hours.

10. General information about undertakings active in the port

* WB – Pirita OÜ, manufacture and maintenance of sails, 5260939, 6239145, info@wbpirita.ee.

II Entry of craft into port

1. Notice of intent of entry

1.1 In order to enter Port KJK, both foreign and Estonian recreational craft must notify the KJK Harbour Master or the Duty Officer about such intent pursuant to Regulation No. 194 of the Government of the Republic from May 19, 2004 “Procedure for ships and recreational craft entering into and leaving from inland maritime waters, ports and Estonia-owned waters of transboundary water bodies”.

1.2 The following data must be transmitted in order to be granted a permit of entry:

- Name, type and port of departure;
- Time of arrival;
- Length, beam and draught of the recreational craft.

1.3 The permit of entry shall be granted by the Harbour Master or the Duty Officer of Port KJK, who shall transmit to the recreational craft the necessary information and shall assign the mooring place. Arrival and departure of the recreational craft must be entered into the log of entrances and leaves of Port KJK which is kept in the office of Port KJK.

1.4 The port does not perform border guard functions. The nearest border crossing point open for international traffic is located at Pirita port.

1.5 Upon arrival of a recreational craft of a third country, the Harbour Master or the Duty Officer of Port KJK shall immediately inform the border guard authorities about the recreational craft and shall ensure that the crew and passengers of the recreational craft do not leave the recreational craft and that nobody enters the recreational craft from the shore and that no goods or items are taken from the recreational craft to the shore or from the shore to the recreational craft until the arrival of the border guard unit.

2. Communications upon recreational craft entering the port

2.1 Contact data of the port:

- VHF CH 11, **Kalev Marina**
- Tel. of the Harbour Master: + 372 530 10 450
- E-mail of the port: sadam@kjk.ee

3. Pilotage upon entry

3.1 If necessary, a pilot can be ordered from the Tallinn pilotage area via fax No. +372 605 3881; information by tel. +372 605 3888, +372 526 8432.

III Traffic of recreational craft in the marina of the port

1. Traffic of recreational craft in the marina of the port

1.1 “International Regulations for Preventing Collisions at Sea” shall apply to traffic of recreational craft or other water craft in the marina of Port KJK.

1.2 Upon simultaneous entry and exit of recreational craft into and out of the port, the exiting craft shall have higher priority, except in case of emergency.

1.3 Upon moving and manoeuvring in the port marina, the captain of the recreational craft must choose a velocity which avoids any stern wave, but not above three knots, and which allows safe traffic or manoeuvring regarding both the recreational craft of the captain and other recreational craft.

1.4 A permit for shifting of recreational craft in the port may be granted by only the Harbour Master or the Harbour Duty Officer.

2. Requirements for traffic of recreational craft in normal and special terms

2.1 It shall be forbidden to enter into and leave from the port at wind speeds above 15 m/s and visibility below 50 m. If necessary, the relevant decision shall be made by the Harbour Master together with the captain of the recreational craft, considering the technical specifics of the recreational craft.

3. Mooring

3.1 Recreational craft having signed a contract with Port KJK shall moor in the place stated in the contract. In special situations (at strong winds) a craft may moor at a berth providing better protection against wind, if this is previously agreed with the Harbour Master.

3.2 Recreational craft not having signed a contract with Port KJK shall moor at guest mooring places assigned by the Harbour Master (Harbour Duty Officer).

3.3 Mooring ends and buoy ends must be fastened and fenders must be placed in a way which ensures the safety of craft at any weather.

4. Towing

4.1 Port KJK does not have a tug. Towing may be performed only with the permission of the Harbour Master.

5. Traffic in ice conditions; ordering an icebreaker

5.1 Port KJK is not covered by the national icebreaker service; in case of icing, the port shall be closed for navigation.

6. Special requirements depending on the class of craft or the nature of cargo

6.1 Special requirements for recreational craft shall be presented by the port administration as necessary.

IV Recreational craft standing in the port

1. Requirements for a moored craft

1.1 Recreational craft shall have the right to use the mooring places of Port KJK pursuant to clause 7 of the internal regulations of KJK. Craft not having an assigned mooring place pursuant to clause 7 of the internal regulations of KJK shall be handled as guest craft and charged as guest craft. The internal regulations of KJK are available at the website of KJK: www.kjk.ee (pursuant to the price list of the port). The floating berth B 2 shall be used for mooring of guest craft.

1.2 The orders of the Harbour Master regarding standing or shifting of recreational craft in the port shall be compulsory for the owners of the craft.

1.3 The mooring ends of recreational craft must be fastened in a way which ensures the safety of the craft and their neighbouring craft in the port at any weather.

1.4 All recreational craft standing in the port must have a proper marking (name or number on the board of the craft).

1.5 The captain must ensure the safe entrance and exit of people to and from the recreational craft and the preserving of the property on the craft. The port shall not accept any liability regarding the property of the owner of the recreational craft.

1.6 Use of shore electricity must be co-ordinated with the Harbour Master. The owners of the recreational craft must switch off shore electricity at wind speeds above 15 m/s.

1.7 Floating and shoring of recreational craft must be co-ordinated with the Harbour Master. The owner of the recreational craft must be present at floating and shoring operations of the recreational craft at the date and time ordered by the Director of KJK. The owner of the recreational craft or his or her representative shall be responsible for ensuring safety.

1.8 Recreational craft wintering in the territory of Port KJK must be hoisted onto a keel block or a trailer ensuring safe standing of the craft.

1.9 All keel blocks and trailers of a recreational craft must bear the name or number of the recreational craft. Keel blocks and trailers must be cleaned and painted. Keel blocks without marking which are left in the port shall be considered to have no owners and shall be removed.

1.10 The owner of a recreational craft must remove own keel block from the territory of Port KJK within two weeks after the date assigned by the Director of KJK for floating the recreational craft.

1.11 In case of non-performance of the obligation stated in clause 1.10, the obligation shall be performed by KJK, whereas KJK shall issue an invoice for the relevant expenses to the owner of the recreational craft.

1.12 The following is forbidden in the port:

- Shifting and floating (shoring) of recreational craft without permission from the Harbour Master or the Duty Officer;
- Refuelling recreational craft from canisters;
- Connecting recreational craft to the electrical network without permission;
- Using the toilet room of recreational craft which has no container for collecting faecal water;
- Storing canisters, oil and fuel drums on a berth;
- Throwing garbage into water and onto berth;
- Putting waste anywhere else than the designated container;
- Boarding recreational craft without permission from the captain or his or her deputy;
- Keeping unvaccinated animals in the recreational craft;
- Playing loud music on recreational craft or disturbing the peace of the port in other ways during the period from 22:00 to 09:00;

- Swimming in the port marina.

1.13 Port KJK shall not be liable for any possible damages due to theft, storm or fire in the territory or marina not under KJK surveillance.

1.14 Recreational craft shall be refuelled in the refuelling station of Port Pirita.

2. Internal works and deck works on moored recreational craft

2.1 The owner of the recreational craft must co-ordinate with the Harbour Master (the Harbour Duty Officer) all works entailing high levels of noise and waste. Upon spring-time cleaning of the underwater part of the recreational craft from old paint and applying new paint, the owner of the craft must ensure the cleanliness of the port territory. The area under the recreational craft must be covered with plastic foil.

2.2 Welding works and other hot works on recreational craft and in the port territory are allowed only with the permission of the Harbour Master (the Harbour Duty Officer). After such permission has been obtained, the Harbour Master (the Harbour Duty Officer) must be notified about commencing and completing such works.

2.3 The Harbour Master (the Harbour Duty Officer) must be notified about overboard works, and measures must be taken to ensure the preservation of the cleanliness of the water in the port marina.

3. Communication with the ships and recreational craft standing in the port

3.1 The vessels standing in the port may contact the port via telephone number +372 53 10 450.

V Recreational craft leaving the port

1. Upon recreational craft leaving Port KJK, the captain of the recreational craft must notify the Harbour Master or the Harbour Duty Officer and must formalise the leaving in the log of entrances and leaves of Port KJK.

2. Leaving port KJK is allowed after having paid for services and obtaining a permit for leave from the Harbour Master or the Duty Officer.

3. Upon recreational craft leaving for destination ports of third countries, the recreational craft must perform the required border and customs obligations in the nearest border crossing point open for international traffic (Port Pirita) before leaving the territorial waters of Estonia.

VI Port services and charges

1. Port services are stated in clause 6 of the general part of these rules.

2. The price list of Port KJK is available at the Harbour Master and via the website www.kjk.ee.

VII Rules of passenger service in the port

1. No passenger services are provided in the port of ESS Kalev Yacht Club.

Rules for parking means of traffic

1. Only club members of KJK having paid the parking fee may park in the territory of the port.

VIII Medical aid in the port

1. There is no medical aid station in the port; first aid can be administered in the office of the Harbour Duty Officer.
2. The telephone number for calling the ambulance is 112.

IX Fire safety requirements at the port; organisation of rescue operations

1. Fire safety requirements on vessels standing in the port

- 1.1 The rescue and fire-fighting equipment of the recreational craft standing in the port must be in working order and must conform to the requirements established beforehand.
- 1.2 All works entailing a fire risk on the recreational craft must be co-ordinated with the Harbour Master (the Harbour Duty Officer).
- 1.3 The elimination of a fire on a recreational craft shall be managed by the captain of the recreational craft or a person substituting for him or her.

2. Fire safety requirements in the territory, buildings and facilities of the port

- 2.1 The rules for ensuring fire safety in the territory, buildings and facilities of Port KJK are stated in the general fire safety instructions of Port KJK, which are available at the Harbour Master (the Harbour Duty Officer) and on the website of KJK: www.kjk.ee.
- 2.2 Fire works may be performed in the port territory only with the permission of the Harbour Master (the Harbour Duty Officer).
- 2.3 It is forbidden to obstruct passage ways leading to the recreational craft standing in the port, to the fire-fighting inventory and to other equipment.
- 2.4 Smoking is allowed only in dedicated areas.

3. Locations of rescue and fire-fighting equipment

- 3.1 Rescue posts (a lifebuoy with a throwing line and a fire extinguisher) are located on the berths of the port in well visible places.
- 3.2 Primary fire-fighting means are located at the Harbour Duty Officer.

4. Action plan for emergency situations

4.1 Any and all emergency situations taking place in the port (incl. a crude oil leak) must be immediately made known to the Rescue Board via telephone number 112, to the Harbour Master (the Harbour Duty Officer), and to other authorities depending on the situation. Actions must be taken according to the relevant action plans which can be reviewed at the Harbour Master or via the website of KJK: www.kjk.ee.

4.2 Upon any person falling into water in the port marina, the first person having noticed it must:

- Throw the lifebuoy into the water near the person in water, leaving the other line end on the shore or on board the recreational craft;
- Sound the alarm “man over board” and call for help (if necessary, via telephone number 112);
- Retain eye contact with the victim and lead him or her to the lifebuoy;
- Help the victim out of the water;
- Administer first aid to the rescued person.

4.3 Upon fire breaking out in the port or on a recreational craft standing in the port, all recreational craft must make ready their fire-fighting and rescue equipment and must be ready to evacuate if necessary.

X Procedure for calling special services

Special services can be called via the Harbour Duty Officer or via the following telephone numbers:

1. Rescue Board: 112;
2. Police: 110;
3. Border Guard;
4. Environmental Inspectorate: 1313 (- in case of pollution -).

XI Liability for violations of port rules

1. All persons present in Port KJK must follow the orders of the administration of KJK and the Harbour Master (the Harbour Duty Officer).
2. The Harbour Master shall have the right to demand that the captains of the recreational craft present in the port follow the port rules and the technical safety requirements.
3. The captains of recreational craft, organisations and individuals who have caused property damage to the port via their wrongful behaviour must compensate the damages pursuant to the valid law of the Republic of Estonia.
4. The remedies prescribed in the valid law shall be applied towards the owners of recreational craft who do not pay port fees in due time or who refuse to pay port fees; the services of Port KJK may be denied to such persons in the future.
5. The captains of recreational craft, organisations and individuals who have caused pollution of the water in the port marina by crude oil, oil, faecal matter or any other way via their wrongful behaviour shall bear liability pursuant to the valid law of the Republic of Estonia. The culprit shall also compensate to the port the damages incurred in relation with eliminating the pollution.