



PÄRNU YACHT CLUB MARINA RULES

Approved by MTÜ Pärnu Jahtklubi (Pärnu Yacht Club non-profit association) management board on 30 January 2018

Operator of the marina: MTÜ Pärnu Jahtklubi
Location of the marina: Lootsi 6, Pärnu

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1. General information

1.1. Form of business of the marina operator

- 1.1.1. The marina operator is MTÜ Pärnu Jahtklubi (hereinafter "PYC Marina" or "Marina"), which operates on the basis of articles of association and was founded in 1906. The marina is registered in the Port Register. The marina is certified as a marina of the Port of Pärnu.
- 1.1.2. PYC Marina is a marina that serves small craft owners and recreational seafarers.
- 1.1.3. The requisite information for the port is:
MTÜ Pärnu Jahtklubi
Commercial Register code 80058516
Lootsi 6, 80012 Pärnu, Pärnu County, Estonia
VAT payer no. EE100113648
Website: www.jahtklubi.ee
Tel: +372 447 1750
E-mail: info@jahtklubi.ee

1.2. Location of the marina

- 1.1.1. The marina is located on the River Pärnu at the following geographic coordinates: latitude: 58°23.16' N, longitude: 24°29.20'
- 1.1.2. The marina's onshore area is made up of registered immovable property Lootsi 6/8 (cadastral code 62510:002:2860). Total onshore area of port is 14375 m²

1.3. Map of the marina area and locations of navigation marks and markings

- 1.3.1. A map of the territory of PYC Marina is presented in Annex 1
- 1.3.2. A map of the Port of Pärnu's waters is provided in Annex 2.
- 1.3.3. A map of the Port of Pärnu's navigation marks is provided in Annex 3.

1.4. Technical data on the marina

Quays:

Floating quay A – visitor quay, pontoon quay (length 72 m, width 2.4m, height 0.6m, depth alongside the quay 2,4-3,5m). The quay is equipped with rising mains for supplying power and drinking water to craft.

Floating quay B – pontoon quay (length 72 m, width 2.4 m, height 0.6 m, depth alongside dock 2,4-3,5m). The quay is equipped with rising mains for supplying power and drinking water to craft.

Floating quay C – pontoon quay (length 72 m, width 2.4 m, height 0.6 m, depth alongside the quay 2,4-3,0m). The quay has service posts for supplying power and drinking water to craft.

Floating quay D – pontoon quay with booms (length 60 m, width 2.4 m, height 0.6 m, depth alongside the quay 2,0-3,0m). The quay has service posts for supplying power and drinking water to craft.

Boat lifting quay – concrete quay

Slipway – for trailer boats and sport boats

1.5. Clearance restrictions for water craft

- 1.5.1. The marina has a total of 140 berths, of which 34 are visitor berths.
- 1.5.2. The marina generally services recreational craft:
length L = 17 m
beam B = 5 m
draft T = 3 m
weight = 15 t
- 1.5.3. The decision on whether mooring the craft is possible shall be made by the vessel's captain and agreed with the marina duty official, considering the water level and weather conditions. The water level under the keel must be at least 10% of the draught of the recreational craft.
- 1.5.4. A map of the Port of Pärnu's waters is provided in Annex 2.

1.6. Restrictions due to environmental protection requirements or hazardousness of cargo etc

- 1.6.1. All companies, recreational craft owners, visiting vessels and visitors operating in the marina are obliged to comply with environmental protection requirements based on legal acts in force, conventions and these rules.
- 1.6.2. A more detailed action plan for spills is described in clause 7.5. of these rules and in the PYC Marina spill control plan (Annex 4).
- 1.6.3. The procedure for handling ship-generated waste is described in clause 4.6 of these rules and in the "Plan for collecting and handling ship-generated waste" (Annex 5).
- 1.6.4. Receiving, handling, storage and release of cargo residues and hazardous goods from recreational craft shall not take place in the marina.
- 1.6.5. The marina lacks stationary boat lifting equipment. The restrictions on operation of ordered lifting equipment (mobile cranes) are listed in the technical documentation for the relevant equipment.

1.7. Operating hours of the marina

- 1.7.1. During the navigation season, the marina services vessels around the clock 7 days a week.
- 1.7.2. The marina office is located at the hotel reception desk in the main building. If reception is unstaffed, contact the marina duty official on tel. +372 5307 8777.

1.8. Navigation season of the marina

- 1.8.1. The marina's navigation season is generally 1 May to 31 October. Outside of this period, not all marina services may be available.
- 1.8.2. Depending on weather conditions, the marina's navigation period may change. The marina operator shall make the corresponding decision.

1.9. Local time difference with respect to UTC

The local time is UTC +2. From the last Sunday in March to the last Sunday in October, the difference is +3.

1.10. Organising traffic and parking in the marina territory

- 1.10.1. Operation and short-term (20 min) parking of vehicles on the marina's quays and the area in front of the slipway is allowed for servicing craft mooring in the marina or for launching trailer boats, in other cases only with permission from the marina operator.
- 1.10.2. The speed limit for vehicles in the marina area is 5 km/h.
- 1.10.3. Parking of vehicles, boat trailers and other means of transport in the marina territory is only allowed in the designated blacktop parking lot behind the slipway and on the dry storage area.

1.11. Grounds keeping on the marina territory

- 1.11.1. All people on the marina territory are obliged to ensure the cleanliness of the territory and quays and comply with safety, health protection and environmental requirements.
- 1.11.2. Equipment that disrupts hauling may not be installed on quays.
- 1.11.3. All accidents, spills and damage to recreational craft and quays must immediately be reported to the marina duty official.
- 1.11.4. Swimming is prohibited in the marina waters.

2. Organisation of entry, mooring and exit of water craft in the marina**2.1. Registration of entry and exit of recreational craft**

- 2.1.1. Recreational craft operators are advised to notify the marina duty official as early as possible of entry and exit to the marina
- 2.1.2. Information on approaches of recreational craft to the marina and departure from the marina can be given to the marina duty official on tel. +372 5307 8777 or via e-mail to sadam@jahtklubi.ee, upon departure also at the main building administrator.
- 2.1.3. The following information must be provided regarding an intention to enter the marina:
 - ✓ name of recreational craft
 - ✓ estimated arrival time
 - ✓ length, width, draught and mass of recreational craft
- 2.1.4. To enter and exit the marina, permission is required from the marina duty official, who shall provide the necessary information to the recreational craft and designate a quay berth (for visiting vessels).
- 2.1.5. The entry and departure of a recreational craft must be registered at the Pärnu Yacht Club guesthouse administrator.
- 2.1.6. Upon exiting the marina, the marina duty official must be notified at least an hour before departure.
- 2.1.7. Exit from the marina is allowed after payment for services and receiving permission from the marina duty official.
- 2.1.8. The following data must be submitted for obtaining permission for entry and exit:
 - ✓ name and type of recreational craft
 - ✓ flag state
 - ✓ name of recreational craft's home port or yacht club
 - ✓ last port of call and destination port
 - ✓ entry and exit date/time
 - ✓ length, width, draught and mass of recreational craft
 - ✓ number of persons on board
 - ✓ name and contact details for recreational craft operator
- 2.1.9. Vessels with a permanent berth during the marina season must comply with clauses 2.1.1 to 2.1.4 and 2.1.6 only in case of special situations (such as a large regatta) and the rest of the time they must register exit and arrival at PYC Marina in the entry and exit registration book pursuant to clause 2.1.5 (at the guesthouse reception).
- 2.1.10. Upon departure of recreational craft to third-country ports, the recreational craft must, before leaving Estonian territorial waters, comply with border and customs formalities at the closest border points open for international traffic.

All recreational craft and crew members and passengers who depart or arrive to/from PYC Marina to/from third countries must undergo border controls. They must undergo the border control before departure for a third

country or arrival from a third country in a Schengen member state border checkpoint open to international traffic. In performing the border control, the basis is the requirements arising from legal acts. The recreational craft captain shall submit the following to the border official performing border control:

- ✓ list of people on the recreational craft – crew list – in duplicate, one copy in the case of an Estonian recreational craft;
- ✓ travel documents of the each person aboard the recreational craft;
- ✓ certificate of right of ownership of the recreational craft. If the recreational craft is used by a person who is not its owner, the person must have a letter of authorisation from the owner, a rental receipt or other document substantiating rental. Rightful use of the recreational craft may also be certified by a crew list signed by the recreational craft owner.

IN THE REPUBLIC OF ESTONIA, THE FOLLOWING BORDER CHECKPOINTS ARE OPEN FOR INTERNATIONAL TRAFFIC IN PORTS ON THE SEA AND TRANSBOUNDARY BODIES OF WATER (Annex 3 to Government of the Republic regulation no. 205 of 25 June 2002, "Border checkpoints open for international traffic" (in the wording of Government of the Republic regulation no. 135 of 28 August 2008) [RT I 2008, 40, 233 – entered into force on 12 September 2008]

Pärnu-2 border checkpoint, Port of Pärnu, open at the designated time, on demand +372 440 1440

Please note: People travelling within the Schengen member states must carry a valid travel document (passport, ID card).

2.2. Requirements for moored water craft

- 2.2.1. A recreational craft may moor in the marina only with permission from the marina duty official.
- 2.2.2. Orders issued by the duty official regarding mooring in the marina or relocation within the marina are obligatory for recreational craft operators, ship owners, crew members and people responsible for floating craft.
- 2.2.3. Recreational craft have the right to use berths only on conditions set forth in the marina rules, having first paid the fees established in the marina price list.
- 2.2.4. Recreational craft have the right to use the berths assigned to them. Vessels re-berthed without authorisation shall be towed back to their berth and the ship owner charged a hauling fee.
- 2.2.5. The moorings on recreational craft must be fastened so that the boat can be moored in marina in any weather and the boat does not pose a risk to other vessels or marina infrastructure. The mooring lines must be fastened only to the bollards or rings intended for this purpose.
- 2.2.6. It is not permitted to use anchors in the marina waters, except with written consent from the marina duty officer or in emergencies.
- 2.2.7. Recreational craft mooring alongside the quay are permitted to run their propellers only at the lowest speed in order to prepare the main engine for putting out to sea and for hauling. Longer-term operation of propellers is not permitted.
- 2.2.8. All recreational craft mooring in the marina must have the required markings (in the case of vessels listed in the recreational craft register, an external marking – and optionally, the name as well; and in the case of vessels listed in the ship register, the vessel's external marking or name).
- 2.2.9. The recreational craft operator must ensure that the recreational craft can lie in the marina safely in any weather conditions, that people can embark and disembark safely, and that property on the recreational craft is protected. The marina shall bear no liability for the property of recreational craft owners on the marina territory or for the health and safety of recreational craft passengers.
- 2.2.10. Use of onshore mains power must be coordinated with the marina duty official. If the wind speed is more than 15 m/s, the recreational craft owner is obliged to disconnect from onshore mains power.
- 2.2.11. Launching and raising recreational craft must be coordinated with the marina duty official. The owner of the recreational craft or his or her representative shall be responsible for safety.
- 2.2.12. All recreational craft keel blocks and trailers must bear the name or number of the recreational craft. Keel blocks and trailers must be clean and painted.
- 2.2.13. All damage to hydrotechnical equipment and seamarks must be reported to the marina duty official or yacht club administrators.
- 2.2.14. If a recreational craft mooring in the marina or manoeuvre executed by a recreational craft in the marina waters results in material damage to hydrotechnical infrastructure or other recreational craft, the owner must provide compensation for the damage upon demand of the damaged recreational craft owner or of the marina operator.
- 2.2.15. Upon detecting actual or potential damage and defects on a floating quay, other marina infrastructure or neighbouring vessels (loose ends or sail, fender in wrong position, broken quay or parts etc) the person who noticed the defect shall, if possible, repair the damage and notify the marina duty official thereof promptly.
- 2.2.16. Yachts mooring at the quay must have their standing rigging and rolled sails fastened securely and in a way that they do not cause excessive noise.
- 2.2.17. The following is prohibited in the marina:
 - ✓ towing of recreational craft and removal of recreational craft from the water (or lowering of recreational craft into the water) using a mobile crane without permission from the marina duty official;
 - ✓ discharging or pumping overboard water containing sewage or petroleum products;
 - ✓ washing the ship (tanks, decks and deck structures) if the water used for washing pollutes the marina waters (if it contains oil or other substances harmful to the environment);
 - ✓ switching off electrical network in unauthorised fashion;
 - ✓ using a recreational craft's WC in the absence of a sewage collection tank;
 - ✓ emptying WCs and septic tanks into the marina waters;
 - ✓ storing canisters, oil and fuel tanks and other personal property on the quay;
 - ✓ leaving waste in places other than designated containers;

- ✓ boarding a recreational craft without permission from the recreational craft owner, captain or person substituting for them;
 - ✓ keeping unvaccinated animals on recreational craft or leaving animals unattended in the recreational craft or marina territory;
 - ✓ Listening to loud music on recreational craft or acting in a fashion disruptive to other people; quiet hours in marina are 23:00 to 08:00;
 - ✓ swimming in the marina waters;
 - ✓ leaving minors unattended in the marina area.
- 2.2.18. The marina shall offer the berths on its territory for the fee specified in the price list for consumption of services necessary for the recreational craft, but **shall not enter into a deposit agreement** for storing the recreational craft or things thereon and shall not be liable for the recreational craft or the property thereon. The marina operator shall not be liable for potential damage occurring in the marina area and waters due to theft, natural disaster or fire etc.
- 2.2.19. The marina duty official has the right to impose special navigation requirements on the recreational craft, and to prohibit recreational craft to enter and exit the marina.
- 2.2.20. The refuelling of recreational craft shall take place in the recreational craft fuelling station.
- 2.2.21. The marina has a special, designated place for depositing hazardous waste, located between the sailing school and the slipway. The facility accepts bilge water, used batteries, used oil, contaminated materials, cooking oil, and contaminated packaging.
- 2.2.22. Other consumer waste is to be placed in the designated waste receptacles or containers. Keep track of the markings and sort the waste accordingly.
- 2.2.23. The owner must supervise and shall be liable for transport of their vessel. The marina operator shall not be liable for potential property damage occurring during transport and storage of vessels on the territory.

2.3. Interior and exterior work on moored recreational craft

- 2.3.1. Recreational craft owners are obliged to coordinate with the marina duty official any and all work that produces major noise and debris. In spring cleaning the underwater part of recreational craft of old antifouling paint and coating with new paint, the owner must ensure the cleanliness of the marina territory and environmental safety. Only the designated place (dry storage area) may be used for the said work. The surface of the area used for work must be covered with plastic film.
- 2.3.2. Welding, soldering and other work with a risk of fire on recreational craft and marina territory shall be permitted with permission from the marina duty official. Upon obtaining permission, the marina duty official must be notified of commencement and completion of work.
- 2.3.3. The marina duty official must be notified of work conducted on board the recreational craft and measures taken to guarantee that the marina waters are kept clean.

3. Organisation of traffic in the marina waters

3.1. Conduct of recreational craft in the marina waters;

- 3.1.1. The movements of recreational craft or other water craft in the marina waters are governed by the International Regulations for Preventing Collisions at Sea.
- 3.1.2. In a case where recreational craft are entering or exiting the marina at the same time, the one leaving the marina shall have priority, unless it is an emergency.
- 3.1.3. The relocation of recreational craft in the marina waters is permitted only with the consent of the marina duty official.
- 3.1.4. Any sort of stunt manoeuvres or towing for the purpose of pleasure rides are prohibited in the marina waters.
- 3.1.5. It is prohibited to operate jetskis in the marina waters.
- 3.1.6. Recreational craft operated in the marina waters must be registered under valid legislation and their operators must have valid operator licenses.

3.2. Requirements applicable to conduct of water craft in normal and special conditions, manoeuvring and towing

- 3.2.1. In moving and manoeuvring in the marina waters, the recreational craft operator must operate the craft at a speed where no wake is produced and yet the recreational craft remains steerable by wheel. The speed limit in the marina waters is **3 knots**.
- 3.2.2. Conduct or manoeuvring of craft must pose no risk either to the recreational craft itself or other recreational craft in the waters, or to the marina infrastructure.
- 3.2.3. The steering system, anchor and hauling equipment of the recreational craft must be in working order and ready to use.
- 3.2.4. Depending on weather conditions, the water level in the marina may vary from the Kronstadt sea-gauge zero-level.

3.3. Mooring

- 3.3.1. Vessels with a permanent berth during the marina navigation season shall moor in the berth designated by the marina operator. In extraordinary cases (strong wind) and with advance agreement with the duty official, the ship may moor alongside more sheltered quays.
- 3.3.2. Recreational craft with no permanent berth (visiting vessels) shall be assigned a berth by the marina duty official.

3.3.3. The moorings and buoys must be fastened and fenders placed so that the ship can lie safely in any weather.

4. Marina services, related services, and organisation and rates charged for provision of services

4.1. Marina services provided

- ✓ enabling mooring of water craft
- ✓ organising traffic and parking in the marina waters and entrance
- ✓ rental of berths
- ✓ provision of drinking water
- ✓ supply of power (220v)
- ✓ shower, sauna, WC
- ✓ receiving of consumer waste, sewage and bilge water
- ✓ fuelling with liquid fuel (diesel and petrol)
- ✓ slip for trailer boats
- ✓ slip for sport boats

4.2. Related services

- ✓ wireless Internet (WiFi)
- ✓ children's playground
- ✓ rental of dry storage area
- ✓ winter storage of vessels
- ✓ restaurant
- ✓ guesthouse
- ✓ customs and passport control

4.3. Loading, unloading, storage and deposition of goods

Loading, unloading, storage and deposition are not conducted at the marina.

4.4. Stevedore operations

Stevedoring operations do not take place at the marina.

4.5. Water supply

- 4.5.1. Drinking water stocks can be replenished on floating quays A, B, C, D and on the boat lifting quay. Supply of drinking water is remunerated based on the marina price list.
- 4.5.2. After refuelling, the water hoses must be assembled and the water taps must be checked to make sure they are shut off.

4.6. Receiving of ship-generated waste and cargo residues

- 4.6.1. Receiving of bilge and waste water and consumer waste takes place at the marina based on the marina rules and price list.
- 4.6.2. The more detailed procedures for receiving of ship-generated waste are set forth in the "PYC Marina plan for receiving and handling ship-generated waste" (Annex 5).
- 4.6.3. The receiving of ship-generated waste is organised in the marina by the marina duty official, and handling is performed by a contractor of the marina duty official who possesses the relevant handling licence.
- 4.6.4. The handling of ship-generated waste and fees are organised as follows:
 - ✓ the consumer waste received from vessels is collected into marked dumpsters located on the marina territory and indicated on the map of the marina territory;
 - ✓ receiving of bilge water and waste water from vessels is performed by a company with the relevant handling licence by way of a tanker car ordered to the marina's boat lifting quay;
 - ✓ hazardous waste is collected into a designated metal container located between the slipway and the sailing school.
- 4.6.5. Cargo residues are not accepted at the marina.

4.7. Supply of fuel and lubricants

- 4.7.1. There is an Alexela filling station in the vicinity of the Pärnu Yacht Club that supplies recreational craft with petrol and diesel.
- 4.7.2. The refuelling of recreational craft from canisters is allowed if all fire safety rules and environmental safety requirements are followed.

4.8. Diving operations

- 4.8.1. The marina does not perform diving operations.
- 4.8.2. In order to perform underwater work at recreational craft, the recreational craft operator must apply for permission from the marina duty official.

4.9. Repair and painting

Repairs and painting may be carried out upon agreement with the marina duty official, provided that environmental safety is ensured, pursuant to the marina rules.

4.10. Connecting water craft to communication, energy and other on-shore systems

- 4.10.1. Supply of drinking water and connecting of boats to energy systems shall take place with the permission of the marina duty official, pursuant to the specifications of the marina rules and pursuant to the marina price list.
- 4.10.2. The marina's unsecured wireless Internet is available for use in the marina.

4.11. Marina fees

- 4.11.1. Recreational craft are obliged to pay for marina fees pursuant to the price list established by the marina operator, which can be viewed at the yacht club administrator, marina duty official or online at www.jahtklubi.ee.
- 4.11.2. The marina operator has the right to revise the scope and amount of services provided and the related price list depending on the season, marina occupancy and market situation.

5. Rules related to servicing passengers in the marina

- 5.1. Pärnu Yacht Club does not service passengers. However, vessel owners are allowed to offer yacht cruises at sea. Pärnu Yacht Club waives liability for passenger safety and provision of guidance to passengers; the operator of the respective vessel is liable for this.

6. Organising medical care in the marina

- 6.1. Pärnu Yacht Club marina has no medical facility, the first aid cabinet is located at the yacht club administrator. Medical care is provided by Pärnu Hospital. Ambulances are called by calling the emergency number 112.

7. Fire safety requirements in the marina and organising rescue operations**7.1. Fire safety requirements for ships mooring in the marina**

- 7.1.1. The rescue and firefighting equipment on recreational craft mooring in the marina must be in working order and meet the established requirements.
- 7.1.2. Operations involving risk of fire must be agreed in writing with the marina duty official or administrator.
- 7.1.3. In case of discovery of a fire aboard or in the marina area, the recreational craft operator or person substituting for him or her is obliged to promptly notify the emergency number 112 and notify the marina duty official and depending on the nature of the situation, other agencies.
- 7.1.4. Fire fighting efforts aboard a recreational craft shall be led by the captain or person substituting for him or her.
- 7.1.5. In case a fire breaks out in the marina area or vessel lying in the marina, a general alarm shall be sounded for other vessels so that, if necessary, assistance can be rendered in fighting the fire or preventing it from spreading.
- 7.1.6. All recreational craft operators must make ready their firefighting and life-saving equipment and, if necessary, be prepared to promptly leave the marina with their vessels.

7.2. Fire safety requirements in the marina territory, buildings and infrastructure

- 7.2.1. Ensuring fire safety in the marina territory, buildings and infrastructure is set forth in Pärnu Yacht Club's general fire safety guidelines, which can be accessed at the yacht club administrator.
- 7.2.2. Conduct of operations involving open flame is permitted in the marina territory only with the consent of the marina duty official.
- 7.2.3. It is prohibited to litter access ways that lead to recreational craft mooring in the marina and to firefighting supplies and equipment.
- 7.2.4. Smoking is allowed only in designated areas.

7.3. If a person falls into the marina waters, the first person to notice the incident must:

- ✓ throw a life preserver into the water in the vicinity of the victim, leaving the end of the line on shore or a recreational craft;
- ✓ sound a "man overboard" alarm and summon help (if necessary, tel. 112);
- ✓ maintain communication with the victim and guide him/her to the life preserver;
- ✓ help the victim out of the water;
- ✓ provide first aid to the rescued victim.

7.4. Placement of rescue and firefighting equipment

- 7.4.1. The marina's quays are equipped with rescue posts (life preserver with throw line, ladder, fire hook, fire extinguisher) in a visible place with an access to them ensured.
- 7.4.2. In emergencies, all fire extinguishers, rescue equipment and first aid devices are for use of all people in the marina territory.
- 7.4.3. The primary fire extinguishers are located on the yacht club territory and infrastructure in readily visible places and are marked accordingly.

7.5. Spill control

- 7.5.1. Upon discovery of a spill (lubricant and hydraulic oils, diesel fuel, ship fuel, oil-containing residues or engine room bilge water released in the marina area) the marina duty official must be notified immediately.
- 7.5.2. In the case of a spill emanating from a recreational craft, the recreational craft crew members must promptly apply measures to prevent further spillage and localize the spill.
- 7.5.3. The clean-up of the spill into the water shall be coordinated by the marina duty official, involving the necessary organisations.
- 7.5.4. The expenses on clean-up of spills or damage from other accidents shall be borne by the person that caused the spill/accident.
- 7.5.5. In a situation involving an accident or spill, the operating plan must be followed, as set forth in the Pärnu Yacht Club Marina spill control plan " (Annex 4).

8. Procedure for summoning rescue services or other emergency or inspection agencies

Special services can be summoned via the marina duty official or independently on the following numbers:

- ✓ Rescue services 112
- ✓ Police 112
- ✓ Border guard +372 440 1440
- ✓ Environmental Inspectorate 1313 (in the case of a spill)

9. Special terms and conditions

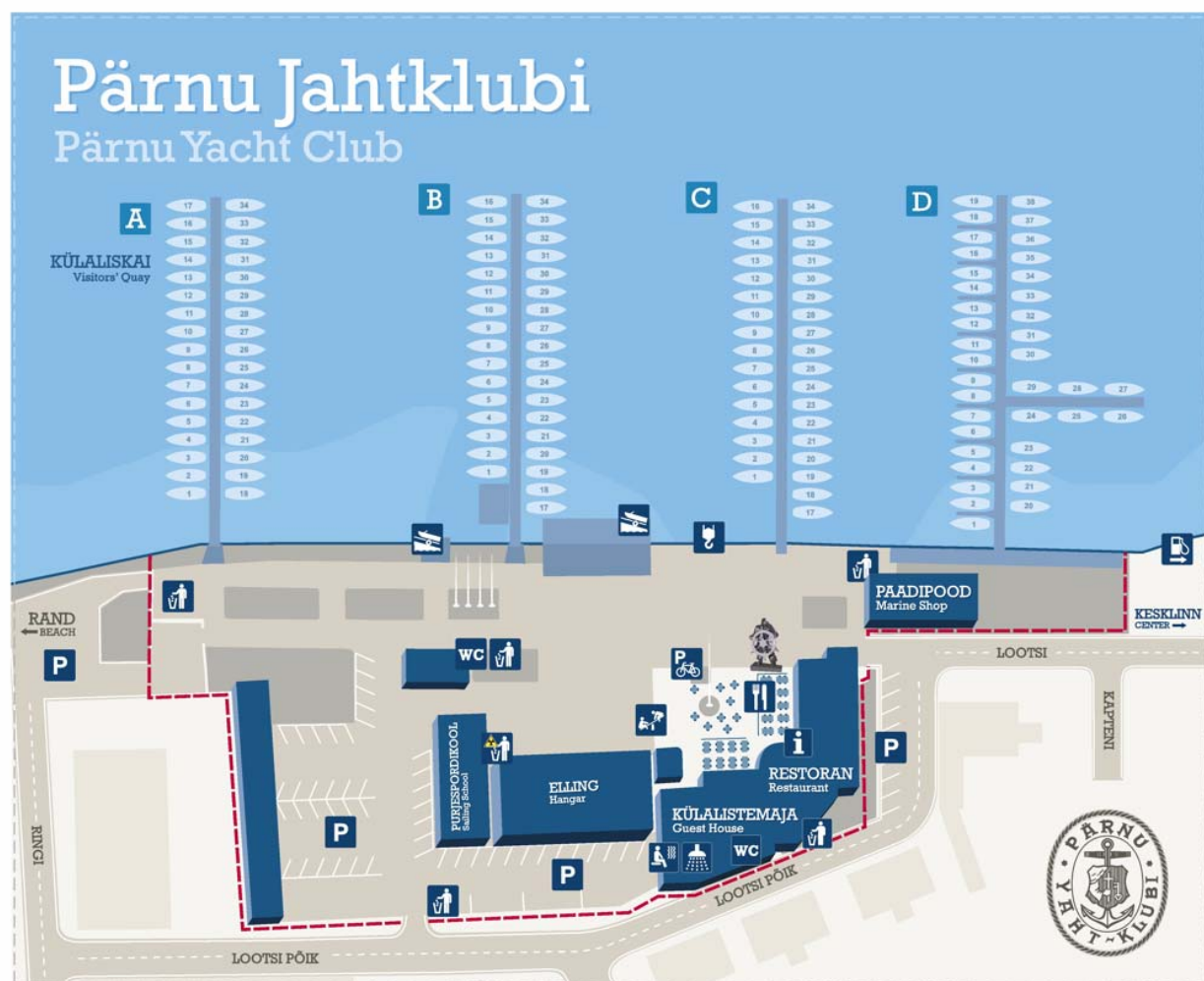
- 9.1. PYC Marina hereby notifies berth owners of potential inconveniences in use of the marina due to the high demand from the active tourist and competitive sailing community in mid-July and the first half of August. The conventional marina plan does not apply during this period; vessels may be relocated among quays and ports on orders from the marina duty official.
- 9.2. The floating quays are closed to unauthorised persons from **00.00 to 08.00**. In case of a need to access the floating quays at this time, the yacht club administrator must be notified. In case of failure to notify the administrator, security may be summoned for a spot check, and the fee for the outcall shall be borne by the person in violation of the procedure.

10. Responsibility for violation of the marina rules

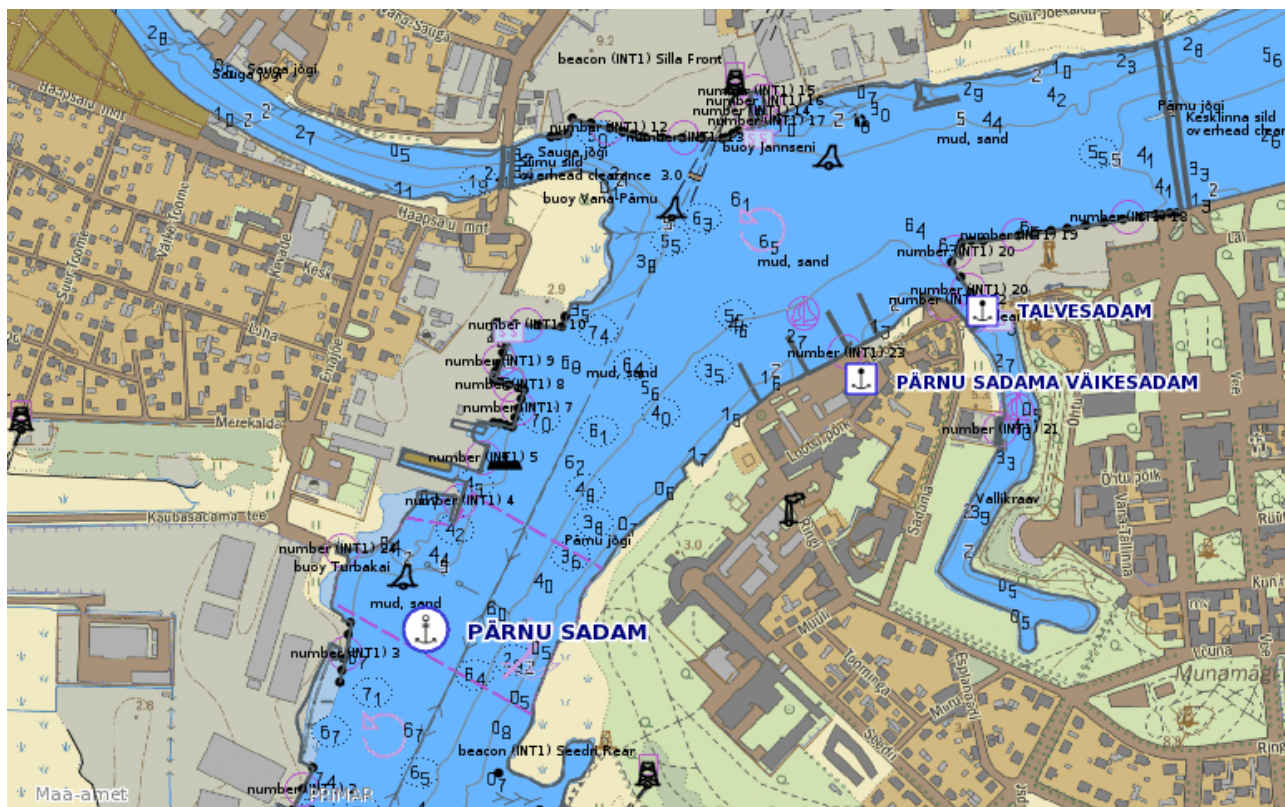
- 10.1. All persons at the PYC Marina must comply with orders from the marina operator's administration and the marina duty official.
- 10.2. The marina duty official has the right to demand that recreational craft operators comply with the requirements of the PYC MARINA RULES and the Port of Pärnu rules and safety regulations.
- 10.3. Recreational craft operators, organisations and individuals who have caused material damage to the marina are obliged to compensate damage pursuant to the laws of the Republic of Estonia.
- 10.4. With regard to recreational craft owners who fail to pay marina fees on time or refuse to pay them, the measures provided in legislation shall be applied and these owners may henceforth be banned from using PYC Marina services.
- 10.5. Recreational craft operators, organisations or individuals who have, through wrongful action, caused oil spills, sewage spills or otherwise polluted the marina's waters shall be liable therefor pursuant to the Estonian law. The party at fault must also compensate the marina for losses incurred due to the clean-up.

11. Annexes

- Annex 1. Map of the territory of PYC Marina
- Annex 2. Map of the Port of Pärnu waters
- Annex 3. Map of the Port of Pärnu navigation marks
- Annex 4. PYC Marina spill control plan
- Annex 5. PYC Marina plan for receiving and handling of ship-generated waste

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Annex 2. Map of the Port of Pärnu waters



Annex 3. Map of the Port of Pärnu navigation marks

Annex 4. Pollution control plan of Pärnu Yacht Club marina

1. The marina is located on Pärnu River with the following geographical coordinates, latitude: 58°23.16' N, longitude: 24°29.20'.
2. The area of the marina (**red dotted line on the plan of the marina**) is composed of registered immovables Lootsi 6/8 (cadastral code 62510:002:2860). The general area of the marina is 14375 m². Waters (**red line**).
3. The marina is protected from winds, wave exposure is minimum. Mainly south and southwest winds blow in the marina.
4. Skippers of recreational crafts docked in the marina are obliged to avoid the spillage of oil products in the waters of the marina.
5. In case of a pollution originating from a recreational craft, the crew of the craft shall take all measures for termination and elimination of the pollution. In case of major pollution in a small-craft harbour, the crew of Pärnu Port shall be notified and involved by calling +372 447 1700.
6. Upon detection of an oil pollution in the waters of the marina, the harbour master Heiti Põldroos shall be notified thereof immediately at +372 5307 8777, e-mail sadam@jahtklubi.ee.
7. The harbour master shall notify of the situation to:
 - ✓ Police and Border Guard Board Maritime Rescue Co-ordination Centre at **+372 440 1300**
 - ✓ Environmental Inspectorate at **1313**
 - ✓ Alarm centre at **112**
 - ✓ Maritime administration at **+372 449 0995**
8. Simultaneously with the communication of information, localisation of pollution and cleaning the waters of the marina shall be commenced.
9. The harbour master shall be in charge of elimination of pollution and conduct thereof in the marina.
10. The following equipment is available for the elimination of an oil pollution:
 - ✓ absorbent boom 20m 3 pcs
 - ✓ absorbent powder 1 m³
11. The launches of Pärnu Yacht Club sailing school located at floating berth B (**marked with green arrow on the marina plan**) shall be used for mounting the booms.
12. Absorbent powder shall be used for the elimination of oil pollution.
13. All the necessary equipment for the localisation and elimination of pollution is located in the metal container (**marked with red arrow on the marina plan**). The key of the container is available in the guesthouse reception.
14. The person in charge of the good condition of pollution control equipment shall document all the activities relating to the pollution control equipment, including trainings and maintenance.
15. Pärnu Yacht Club marina is a small-craft harbour where potential pollution emergencies are connected with fuel leaking from small crafts or as a result of careless re-pumping of fuel.
16. Probably the maximum quantity of pollution is 600L of fuel (there are no crafts in the harbour with a larger fuel capacity). Potential risk scenarios:
 - ✓ Fuel leakage from a vessel. After becoming aware of a leakage the harbour master shall take the absorbent boom from the container located on shore. One end of the absorbent boom shall be tied to a berth at the scene of an accident and the other shall be towed with a launch around the polluting craft and the other end shall also be tied to a berth, thus stopping the pollution from spreading.
 - ✓ An error has occurred upon re-pumping the fuel and all the pumped fuel has got into water. The harbour steward shall take the absorbent boom and tie one end to a berth and tow the other end with a launch around the polluting craft and tie the other end also to a berth, thus stopping the pollution from spreading. The harbour master shall spread absorbent powder onto fuel that has already spread.
17. The harbour master is capable of handling the indicated situations alone depending on the strength of the wind. In case of strong wind the harbour master shall also involve a seasonal employee who has been instructed by a person in charge at the beginning of season of the potential risk scenarios and use of equipment.

Pärnu Yacht Club marina land and waters plan:



Annex 5. PYC Marina plan for receiving and handling of ship-generated waste

The Pärnu Yacht Club provides marina services to recreational craft. The plan for receiving and handling ship-generated waste (hereinafter "Plan ") sets out the procedure for receiving and handling ship-generated waste ("Waste") received from recreational craft visiting PYC Marina ("Marina"). This plan is based on the Ports Act (15 June 2009) and the Minister for Economic Affairs and Communications Regulation no. 78 of 29 July 2009, "Organisational requirements for transfer and receiving of ship-generated waste and cargo residues".

1. The assessment of the need for equipment for receiving waste, taking into account the needs of vessels serviced at the marina

The PYC Marina services recreational craft, including recreational craft that use the marina as their home port and visiting vessels. As of the preparation of this plan, the marina has 140 berths. The categories of ship generated waste generated by recreational craft visiting the marina and using the marina as home port are the following:

Table 1: Categories of ship-generated waste generated by recreational craft

Categories of ship-generated waste generated by recreational craft	Waste code
Consumer waste (mixed municipal waste)	20 03 01
Bottles (plastic packaging /glass packaging)	15 01 02 / 15 01 07
Paper and cardboard / Paper and cardboard packaging	20 01 01 / 15 01 01
Packages containing or contaminated by hazardous materials	15 01 10*
Wastewater	19 08 05**
Bilge water	13 04

Considering the above, the need for equipment is as follows:

- ✓ Waste dumpster/receptacle labelled with the name of the waste to be collected pursuant to table 1
- ✓ Special vacuum pump for receiving liquid waste from vessels
- ✓ Locked metal container for collecting hazardous waste
- ✓ Special tanker trucks for transporting bilge water received

Considering the marina's geographic location, the type of recreational craft using the marina, the number of existing berths and needs related to users of the marina, the abovementioned equipment are sufficient to ensure receiving and collection of waste from off recreational craft.

2. Categories of ship-generated waste received, related equipment and capacities

The receiving of ship-generated waste is coordinated by the marina operator MTÜ Pärnu Jahtklubi (Pärnu Yacht Club) and organised on the basis of contract signed with the marina by Ragn-Sells AS.

Table 2: Categories of waste received at the marina and capacities, considering the needs of recreational craft visiting the marina

Category of ship-generated waste	Equipment for receiving waste	Entity receiving ship-generated waste
Refuse (mixed consumer waste) 200301	9 containers 0.8 m ³ , PJK courtyard	Ragn-Sells AS
Bottles (plastic packaging 150102; glass packaging 150107)	1 container 0.8 m ³ , restaurant freight entrance	Ragn-Sells AS
Paper and cardboard 200101 Paper and cardboard packaging 150101	1 container 450 m ³ , PYC courtyard	Eesti Pakendikeskus OÜ
Packages containing or contaminated by hazardous materials 150110*	3 containers 1.6 m ³ , PYC courtyard	Paikre OÜ
Wastewater 190805;	Vacuum pump with outlet in city sewerage system	Pärnu Vesi OÜ
Bilge water 130402*	Receptacle in metal container	Selodin OÜ, tanker truck

The map of the territory of the marina shows the waste containers (9 containers 0.8 m³) and hazardous waste collection metal containers (4 containers 1.6 m³) and a mobile vacuum waste water receiving pump.

3. Description of procedures for receiving and collecting ship-generated waste

The receiving of ship-generated waste is coordinated by the MTÜ Pärnu Jahtklubi (Pärnu Yacht Club) and organised on the basis of service contract by Ragn-Sells AS, which possesses the necessary equipment, relevant waste licences and activity licences.

Transfer of ship-generated waste takes place by the recreational craft operator as follows:

- ✓ Consumer waste shall be delivered by the recreational craft operator to the container shown on the map of the marina area pursuant to the marking specified on the container. Emptying of containers and removal of waste shall be conducted by the waste handling company with the relevant service contract when the container becomes full. The waste handler shall be notified by the marina duty official when the container is full.
- ✓ To hand over wastewater, the recreational craft operator shall notify the marina duty official, who shall if necessary assist the recreational craft operator in operating the mobile vacuum pump. The vacuum pump is located in a metal container.
- ✓ To hand over bilge water, the recreational craft operator shall notify the marina duty official, who shall if necessary assist the recreational craft operator in operating the mobile vacuum pump. The vacuum pump is located in a metal container. Bilge water in small quantities shall be collected into a collection tank housed in a metal container. When the tank is full, the marina duty official shall order the emptying of the tank from the company possessing a service contract with the marina for this purpose. In case of a larger quantity the marina duty official shall order a tanker truck offering the relevant service.
- ✓ Old oil filters, paint and lacquer residues, mercury vapour lamps and other hazardous waste shall be collected into a container located in turn in a locked metal container.

Receiving of liquid waste from vessels may only be conducted on the marina's boat lifting quay.

4. **Description of subsequent processing of ship-generated waste**

The marina operator shall not carry out the processing of ship-generated waste subsequent to collection. The receiving of ship-generated waste and cargo residues at the marina shall be executed by company /companies who have entered into a service agreement for this purpose or by a company possessing the required equipment and activity licence who also ensures the subsequent processing of ship-generated waste pursuant to the valid legislation.

5. **Description of the systems of fees charged for collection of ship-generated waste**

The fees for the marina services provided to recreational craft include a fee for receiving of consumer waste, wastewater and bilge water. In case of unauthorised abandonment of waste on the quay, concealment or dumping of waste into water, the party at fault is obliged to provide compensation for the damage incurred, as well as to pay for the expenses incurred by the marina operator on clean-up and removal of waste, transfer of waste to waste handlers and other possible expenses incurred in connection with handling of the said waste.

6. **Procedure for reporting problems with equipment for receiving waste**

If the marina operator is unable to organise receiving of ship-generated waste due to insufficiency of equipment, or if temporary restrictions or problems have arisen or are anticipated with receiving the ship-generated waste, the marina duty official shall notify recreational craft operators arriving in the marina thereof. The marina duty official shall arrange for the problems to be resolved as soon as possible.

7. **Arrangements for exchange of information between marina operator, marina users, waste handlers and other persons related to waste handling**

Information regarding transfer, handling and fee system for ship-generated waste is available at the marina duty official and on the marina website www.jahtklubi.ee.

Recreational craft operators shall be notified of the procedures for handling ship-generated waste in the marina and briefed on this Plan at the time that they enter into the berth rental agreement with the marina operator, and, in the case of visiting vessels, at the time that the vessels enter the marina. Waste handlers in contractual relations with the marina operator shall be notified of this Plan upon entering into the service agreement. Upon changes to the Plan, the waste handling companies with contractual relations shall be notified as well, and if necessary changes shall be made in the service agreements.

8. **Reporting on waste**

The receiving of ship-generated waste is performed in the marina by a contractor who has signed a relevant service agreement with the marina operator. Settlement between the marina operator and the company providing the handling services of ship-generated waste and cargo residues shall take place on the basis of invoices that document the use of the marina's waste receiving equipment.

9. **Contact details for the persons responsible for implementation of the plan**

MTÜ Pärnu Jahtklubi managing director Raiko Lehtsalu is responsible for implementation of the plan.

Contact details: telephone +372 508 8493, e-mail: raiko.lehtsalu@jahtklubi.ee

Operational activity with regard to receiving of ship-generated waste shall be led and supervised by the marina duty official Heiti Põldroos.

Contact details telephone +372 5307 8777, e-mail: sadam@jahtklubi.ee

All persons employed at the marina, companies operating at the marina, and service providers are obliged to notify the marina duty official of violations of requirements set forth in this Plan.

MTÜ Pärnu Jahtklubi shall organise collection and removal of waste in the marina of the Port of Pärnu.

10. **Evaluation, approval and implementation of the Plan**

The Plan has been approved by the Pärnu-Viljandi division of the Environmental Board.

Effective as of: 30 January 2018

MTÜ Pärnu Jahtklubi (Pärnu Yacht Club)