



MASTER FILE
DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

FILE COPY

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 1710.18G
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27 Apr 99

NAVPHIBASELCREEK INSTRUCTION 1710.18G

Subj: RULES AND REGULATIONS FOR NAVPHIBASE LCREEK COVE MARINA

Ref: (a) BUPERSINST 1710.11 (Series)
(b) NAVPHIBASELCREEK NOTE 1710 (Series)

Encl: (1) Rules and Regulations of NAVPHIBASE LCREEK Cove Marina
(2) Agreement to Berth at the NAVPHIBASE LCREEK Cove Marina
(3) Signature and Termination Form
(4) Slip Information Form

1. Purpose. To promulgate rules and regulations governing the operation and use of the Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) Cove Marina as authorized in enclosures (1) through (4). This constitutes a major revision to the previous instruction; therefore, additions, or deletions or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 1710.18F is hereby cancelled and superceded.

3. Background. The Morale, Welfare, and Recreation (MWR) Storefront Manager is responsible for the organization and operation of the Cove Marina and shall ensure that operations meet requirements promulgated by references (a) and (b), including necessary safety procedures. As used herein the word "Navy" shall include the U. S. Government, the Navy Department, and NAVPHIBASE LCREEK and employees thereof.


W. C. WRIGHT, Sr.

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MASTER FILE

RULES AND REGULATIONS OF NAVPHIBASE LCREEK COVE MARINA

1. Location and Description. The Cove Marina complex is located on the southwest bank of NAVPHIBASE LCREEK Harbor off Okinawa Road (West Annex). The Cove Marina complex consists of the following sections:

- Main Cove Marina boat slips with individual water and power.
- Boat launch ramps.
- Cove Marina Store.
- Pier 8 boat slips with individual water and power.
- Transit slips.
- Fish cleaning area with running water.
- Boat wash-down area and sewage pump-out station.
- Parking area.
- Bathrooms.
- Fuel pier.

2. Rules and Regulations

a. Boats shall adhere to posted speed and "no wake" signs at all times. At no time in NAVPHIBASE LCREEK Harbor shall pleasure craft exceed 5 knots. Lesser speeds shall be used when entering and leaving the immediate vicinity of the Cove Marina complex.

b. There will be no fishing, crabbing, or using of cast nets from any of the Cove Marina piers, launching ramps, or shorelines adjacent therein. Patrons having slips may fish or crab from their own boat. They may attach to their slip or boat one crab pot and/or bait box, which will not exceed 3X3X2 feet, and will be kept neat and in good repair.

c. All private boats operating from the NAVPHIBASE LCREEK Cove Marina shall be registered in accordance with laws of the Commonwealth of Virginia. All boat owners are required to have a U.S. Coast Guard Courtesy Safety Inspection to ensure compliance with mandatory and recommended safety rules. These inspection decals are to be displayed by 1 June of the current year.

d. Children under 16 are not permitted on piers unless accompanied by an authorized patron.

3. Extension of Privileges. All military personnel on active duty, retirees, reservists, their family members, and personnel listed in reference (a) are authorized to use the Cove Marina and boat launching facilities.

4. Slip Rental Regulations

a. Due to limited space, slips will be rented on a first come, first serve basis to the following eligible patrons:

(1) Active duty military personnel attached to, or homeported at, NAVPHIBASE LCREEK.

(2) Other active duty military personnel.

(3) Retired personnel if there are no active duty personnel on the waiting list.

b. Slips will be assigned by the Cove Marina Manager in accordance with above paragraph and compatibility of the boat and slip. The Main Cove Marina slips will be assigned normally to boats of 25 feet or longer (depending on type of boat, beam, and other factors). Boats shall be assigned to the Cove Marina Annex (Pier 8) as follows: Boats 25-32 feet will be assigned to the East Side, boats 25 feet and smaller will be assigned to the West Side. Assignments may be limited to boats not normally kept on, or launched from, trailers should the demand exceed the number of slips available. Waiting lists, by priority of eligibility, shall be accomplished to fill vacated slips. Boats greater than 40 feet will not normally be berthed due to the size of the slips.

c. Request for a slip shall be made in person at the Cove Marina. If correspondence is required due to applicants' location, the following information is required:

- Name
- Rank/Rate
- Duty Station
- Work Phone
- Home phone
- Boat length
- Beam

d. Notification of assignment will be done by phone. After notification of pending assignment, patrons will have three days to notify the Cove Marine Manager of their intentions or their name will be dropped from the assignment list. All Cove Marina slips are on a rental basis in compliance with current rates listed in the latest issue of reference (b). Rent is payable in advance for a minimum of three months with no refunds for shorter periods. If payments are not received by the tenth day of the current quarter, patrons will be subject to an administrative charge. Statements will not be mailed from the MWR Storefront Office. It is the responsibility of Cove Marina patrons to ensure prompt payment. Payments must be made at the time of assignment. The Cove Marina Manager must be notified in writing upon termination of a slip.

e. All vacated slips will be filled by the Cove Marina Manager. Under no circumstances will a person sublet their slip to another person, or let any other person use the slip without the approval of the Cove Marina Manager. Boats described on original contract are the only boats authorized to occupy assigned slips.

f. Slips must be utilized promptly after receiving assignment and must not be left vacant for a consecutive period exceeding four weeks without prior arrangement with the Cove Marina Manager. Failure to comply will be cause for revoking the assignment and assigning the slip to the next applicant.

g. Upon retirement or resignation from service of an active duty member, they will be required to move their boat within 30 days if there is a waiting list of active duty personnel.

h. Power provided at the Main Cove Marina slips will be for pumps, lights, battery charging, portable tools, and auxiliary equipment. A maximum of 30 amps at 125 volts per outlet shall not be exceeded. Boat owners shall be responsible for providing compatible connection equipment in good mechanical and electrical condition. At no time will air conditioners/heaters be left on unattended.

i. Personnel are authorized to sleep aboard their boat on weekends and holidays; however, permanent lodging is strictly prohibited.

j. The security and safety of a boat is the responsibility of the owner. The U.S. Navy shall not be liable for loss or damage to any boat, accessories, or the contents thereof, caused by fire, theft, collision, or other causes.

k. In case of winds of sufficient force to endanger small craft, the boat, if at all possible, shall be removed from the water or relocated to a safer haven by, and at the sole risk and expense of, the owner.

l. Boat owners shall not call upon the U.S. Navy for equipment, tools, or services. The need for repair or replacement to the Cove Marina, or equipment thereon, shall be brought to the attention of the Cove Marina Manager.

m. Patrons utilizing the slips or boat launching facilities are expected to cooperate in maintaining the cleanliness of these facilities and adjoining parking lots.

n. Under no circumstances shall individual patrons make any permanent modification or change to the Cove Marina structure without permission of the Cove Marina Manager. Fenders and bumpers shall be attached normally to the boat and not the piers.

o. Pets will be allowed on the pier only for transit to and from the boat and must be on a leash. Patrons are required to clean up after their pets, and dispose of wastes in a proper container.

p. Sailboats running rigging shall be secured so that it does not slap against the mast, boom shrouds, or stays.

q. All instances of damage to pier structures, pilings, fendering, or other boats shall be reported promptly to the Cove Marina Manager.

r. Occupants of Cove Marina berths shall exercise care in leading of lines to guard against damage to electrical receptacles.

s. Occupants of Cove Marina berths will abide by the following guidelines:

(1) Dock boxes are permitted, but must be of size and shape to comply with uniformity of the pier. Cove Marina personnel will assist patrons with their purchase and installation of your dock box.

(2) All personal property will be stored on boats or in dock boxes. Crab traps, nets, fishing tackle, etc., will not be left on the pier.

(3) Water hoses may be neatly coiled and attached to water faucets.

(4) Cove Marina personnel will inspect the pier frequently. Boat owners will be notified of any problems with boat, mooring lines, or any line adjustments needed. If immediate adjustments are deemed necessary, Cove Marina personnel will make the adjustment at the time of inspection and notify the boat owner. Cove Marina personnel are not responsible for the patrons boat and property. If patrons are not going to be available, it is their responsibility to have someone check on their boat and notify the Cove Marina on exactly who to call during their unavailability.

(5) Proper size mooring lines will be used on all boats. Lines size depends on boat size, however, lines of less than 1/2 inch are not permitted as mooring lines for any boat docked at NAVPHIBASE LCREEK. During routine or foul weather inspection, any line deemed too small or unserviceable may be replaced by Cove Marina personnel and the expense passed on to the owner.

(6) Patrons must keep their data sheet maintained by the Cove Marina updated. Telephone numbers, work and home, duty station, and home address must be kept current.

(7) Berths for transients are usually available. Transients must register at the Cove Marina, and may tie up only in assigned spaces. There will be a daily fee with a limit of five (5) days. Arrangements can be made for additional time if desired and space is available.

(8) A sewage pump-out station is available for boats with holding tanks. Only waste water and sewage is permitted to be pumped through the station; pumping of bilges is prohibited. Boats must have the properly threaded deck plate to accommodate the vacuum hose. Operational procedures are available at the Cove Marina.

t. In the case of jointly owned boats, all owners must be eligible to utilize the facilities as specified in these regulations.

u. Charcoal grills are not to be used on the pier. A gazebo with charcoal grill and table are provided adjacent to the Cove Marina Store.

4. Boat Launching Regulations

a. A trailer decal for launching and retrieval is available for a fee. These fees will be promulgated by reference (b). For those who do not purchase a decal, a daily ramp fee will be charged.

b. Three boat ramps and floating docks are provided for use. An adjacent parking area for vehicles and trailers is also provided. Use of the ramps and dock is at the sole risk of the user, regardless of ramp or water conditions. Neither the U.S. Government nor the Morale, Welfare, and Recreation Storefront Office shall be held responsible for loss or damage to any vehicle, boat, trailer, accessories, or contents thereof, or any bodily injury to any person caused by weather, fire, theft, collision, or any causes incidental to use of the ramps or dock. The user will be held responsible and required to make reimbursement for any damages to the U.S. Government or recreation fund property.

c. The use of the boat launching ramp and loading areas of the Cove Marina will be on a "first come, first served" basis for eligible personnel. All patrons must log in prior to launching.

d. Boats should be prepared for launching in the parking lot. Boats and trailers can be parked in the parking lot in order to log in and make required purchases from the Cove Marina.

Remove boat straps prior to launching. Ensure drain plug is tightly in place. Bow and stern lines are a must for launching and retrieving. The ramp will be vacated as soon as the boat is afloat and operable, and the car and trailer will be parked in the designated parking area. Time shall be minimized. Under no circumstances will repairs be attempted while launching a boat. Boats unable to get underway are to be retrieved immediately. Boats shall not be left unattended other than while parking the car and trailer.

e. When conditions are crowded with boats both desiring to launch and exit the water, an in/out ramp will be designated by Cove Marina personnel.

f. Speeds that produce "NO WAKE" will be adhered to at all times proceeding to/from the ramp area and while transiting in close proximity of the Marina piers. Infractions will result in loss of launching privileges.

AGREEMENT TO BERTH IN NAVPHIBASE LCREEK COVE MARINA

I _____, now residing at
_____, hereby apply for
consideration of berthing my boat _____
VA Registration

at NAVPHIBASE LCREEK Cove Marina, do hereby voluntarily
agree to the following terms and conditions:

1. That I will berth the above described boat in the area and number space assigned at NAVPHIBASE LCREEK Cove Marina slip, space #_____.
2. That the berthing and movement of the above described boat will be on a "not to interfere" basic with the movement of military craft in the area.
3. That the U.S. Navy shall not be held responsible for loss or damage to my boat, accessories, or the contents thereof, caused by fire, theft, collision, vandalism, or other causes.
4. That I will be responsible for any damages which I may do to U.S. Government property.
5. That I have read, understand, and agree to abide by NAVPHIBASELCREEKINST 1710.18 (Series).
6. That upon termination of my privilege of using the berthing area at NAVPHIBASE LCREEK Cove Marina, and upon my failure to remove the above describe boat within the stipulated time, the Commanding Officer, NAVPHIBASE LCREEK, may physically remove the above described boat from said slip at my expense to a civilian berthing area.
7. I understand that I am required to inform the NAVPHIBASE LCREEK Cove Marina in person at the time of termination of slip number_____ and complete a Signature and Termination Form.
8. I understand that during short periods of my absence, Cove Marina personnel may use my slip as a "Transit Slip" that would not interfere with my arrival or departure.

SIGNATURE AND TERMINATION FORM

Assignment:

Assigned Slip # _____

on _____ in the year _____.

Signature: _____

Witnessed by: _____

Termination

I will terminate Slip # _____ on _____ in

The year _____.

Signature: _____

Witnessed by: _____

SLIP INFORMATION FORM

Name of Owner: _____

Rank/Rate: _____

Home address: _____

Telephone Numbers (Home) _____ (Work) _____

Duty Station (Complete Mailing Address) _____

SSN: _____

Type of Boat (Power or Sail) _____

Year and Make _____ Color _____

Length _____ Beam _____ Draft _____

Bow # or Documentation # _____

Boat Name _____