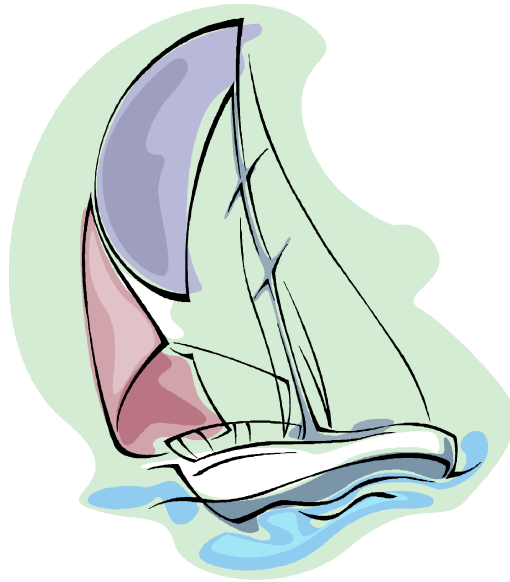




Humber Sailing Club 2010 Season

Members'



Handbook

Phone: (416) 252-7291
Fax: (416) 252-5393
Email: sailing.club@humber.ca
Web site: www.humbersailingclub.com

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OVERVIEW

Club Mission Statement

The Humber Sailing Club ("HSC") encourages sailors at all levels of experience to enjoy the pleasures of sailing and to develop excellent seamanship by providing a wide variety of sailing opportunities in a friendly and cooperative atmosphere.

Background

The Club was started in 1988 by graduates of the Humber Sailing Centre Basic Keelboat course who wanted to pursue their growing interests in sailing without the commitments of boat ownership. Since then the Club has grown both in size and in the variety of sailing experiences available.

Your enrollment in the Club as a full member enables you to sail as often as you like from early May to late September. Associate members sailing hours are between Monday and Friday from 9:00 a.m. – 5:30 p.m. excluding holidays. Guests are welcome, on a limited basis. You are encouraged to participate in as many Club events as you wish. You can keep up to date by reading the Club's newsletter, checking our website (www.humbersailingclub.com), or the Club bulletin board or by phoning the Site Coordinators during Club hours for information.

The Club's outstanding safety record has enabled us to provide a program with extensive flexibility. Plans for the 2010 season include mentoring on Tuesday and Thursday evenings, skill development clinics throughout the year; Friday evening race programs; Social events, including parties, supper & fireworks cruises; day-long outings and flotilla cruises. Choose the activities that appeal to you and customize your own sailing program, or you may just prefer to enjoy time on the water without too much concern for precise sail trim.

One of the best values of this Club is the degree to which we can all learn from one another -- whether it is about the finer points of sail trim, basic boat maintenance, or how to prepare for an extended cruise, you'll find that all members and staff are eager to share their knowledge and experiences.

The Handbook

This Handbook has been developed over several years by Club members to provide a clear description of its structure, and to promote safe, fun sailing. ***As a member, you are expected to read this Handbook and to comply with the Procedures and Rules. You must confirm your agreement to this by signing your Season Membership Application Sheet prior to any sailing.***

Club Facilities

The Club shares the Humber Sailing and Power Boating Centre site with Humber College's Sailing School. Limited parking is available at the Centre but there is ample parking at adjacent public lots within the Park.

The Sailing Centre has a two-storey building with separate facilities for the Club and the Sailing School. The Clubhouse facilities are available to all members.

The staff and Club members carry out most boat maintenance activities on site.

During the sailing season the Club's hours of operation are 9:00 a.m. to dusk, seven days a week, and the Site office is staffed during these hours, except for Saturday and Sunday evenings when the Site Coordinator leaves at 6:30 p.m. For late evening organized sailing activities it will be the responsibility of the activity coordinator to lockup the building and the Site or make arrangements to do so.

During the off-season, the sailing office is open Monday to Thursday 11:00 a.m. to 7:00 p.m.

The Club's fleet includes:

- Five new 2010 model year Martin 244s
- Four refurbished J24s equipped with spinnakers;
- One new 2010 model year Hunter 31
- One 2009 model year Catalina 309
- Two 2008 model year Catalina 309s

In addition qualified Club members may use the School's two 31 foot Hunters if they are not required by the School.

All boats have auxiliary power, are VHF radio equipped and carry all the Canadian Coast Guard required safety equipment. The four (4) larger Club boats and two (2) School boats have marine toilets, working galleys and are equipped for extended cruises.

On occasion a Club boat may be required on a temporary basis for a School program. There is reciprocity in this arrangement as the School supports Club activities by making their boats available to supplement Club boats for various popular events.

How to Find Out What's Happening

Most Club information, including the calendar of Club Activities, is available on the Club website: www.humbersailingclub.com

Throughout the season a weekly News bulletin will be emailed (typically Tuesday afternoons) to all Club Members. This will remind Members of upcoming activities and also alert Members to any changes or additions to planned activities.

Organization of the Club

The organization of the HSC and the role of its members are different in many respects from a private Sailing Club. As the Club is an approved program of Humber College Institute of Technology and Learning, the College is solely responsible for decisions concerning the direction, management, and finances of the Club. However the Club is member-driven, and through the Executive Committee, members are given maximum opportunity to influence the activities of the Club.

Humber College Staff

The Sailing Centre Director, Scott Hughes, is responsible for all decisions pertaining to the management and operation of the Humber Sailing and Power Boating Centre - the Club, as well as the Sailing School.

Dockmaster

The Dockmaster position is staffed from 5:30 p.m. to 9:30 p.m. during the week and from 8:30 a.m. to 6:30 p.m. on the weekends to help coordinate and monitor the activities at the dock. Duties include:

- Greeting new members
- Boat allocation/reassignment
- Review boat checklists for maintenance
- Trouble-shooting pre-sail boat preparation
- Recording boat maintenance requirements, and boat running hours.
- Monitoring safe operations at the dockside

- Collection of any Incident Reports
- Monitoring the overall security of the Site.

Executive Committee

Management of the affairs of the Club is vested in an Executive Committee that is elected by the members of the Club. The Executive Committee consists of a Commodore who acts as Chair of the Committee, plus at least 3 other members of the Club. The Director of the Sailing Centre, Scott Hughes, will also be a permanent member of the Executive Committee. The intention is that all important policy and operational procedures of the Club will be made by the Executive Committee, subject to the approval of the Director and Humber College.

The Executive Committee is elected by the members at the Annual Planning Meeting of the Club. The Committee meets periodically to review policies, issues and members' concerns and to coordinate activities of the individual committees. The Commodore holds office for a term of two years, and may be re-elected for subsequent one-year terms. The other representatives on the Executive Committee are elected for one-year terms. The annual term of office will be from November 1 to October 31.

Signing Officers

The Club will maintain a bank account for deposits and payment of expenses related to the Club activities. Two signatures will be required for all cheques drawn against funds of the Club where the amount exceeds \$500. One signature will be required for cheques under \$500. The authorized signing officers will be the Commodore, Past Commodore, and the Treasurer.

Primary Duties and Responsibilities

Commodore

- Formulate policies and procedures with Sailing Centre Director
- Provide leadership and direction to the Executive Committee and Club activities.
- Represent interests of Club members to Sailing Centre Director.
- Represent the Club on the Council of Commodores

Vice Commodore

- Prepare Club Calendar and Handbook
- Represent Commodore in his absence
- Assist Commodore as required

Past Commodore

- Provide assistance and advice to the Club
- Coordinate off-season activities

Treasurer

- Maintain the financial records of the Club and administer the bank account.

- Schedule and co-ordinate all routine maintenance on the boats
- Prepare boats for launch and haul-out

Membership Committee

- Co-ordinate Club activities for Open House
- Orientation of new members
- Encourage participation of new members
- Co-ordinate Community events.
- Assist the Sailing Centre in the recruitment of new members

Racing Committee

- Set courses and administer races for Friday evening Club racing
- Post-race debriefing
- Organize Club regattas

Education & Safety Committee

- Administer mentoring program
- Organize clinics and seminars
- Ensure boats comply with safety regulations

Social Committee

- Organize social events, including fireworks and supper cruises.

Cruising Committee

- Coordinate flotilla cruises

Communications Committee

- Co-ordinate and publish articles of interest to members in a periodic newsletter.
- Assist with notices, signage & promotions

Membership Categories

There are 2 different membership categories:

1. **Full Membership** - Allows qualified Members to sail our boats during daylight hours, seven days a week, May 1 to September 30, with full participation in all our Club programs.

2. **Associate Membership** - This new category allows qualified Associate Members to sail our small boats during the period 9:00 a.m. to 5:30 p.m., Mondays through Fridays, excluding public holidays. Associate Members will be able to participate in social functions, and would pay Guest Fees in accordance with our Policies if they sail outside the designated hours.

For each of the above categories of membership, members may join for a 12 month period, or for a one (1) month or two (2) month period; commencing any day of the year. Fees are established annually and may be obtained from the Humber Sailing Centre.

Guest Fees will be \$25 per timeslot, with a maximum of 4 sails per guest per season.

Member Suggestions

You are encouraged to put forward your ideas about how the Club could better serve its members. The best way is to work with the appropriate Committee to get your ideas implemented.

Member Meetings

The Club holds at least 2 general members' meetings per year, one mid-season and one at the end of the year. All members are encouraged to attend these meetings to resolve issues, review the past season, to elect the Club Executive and to plan changes for the following year.

CLUB RULES and PROCEDURES

These Rules and Procedures are intended to ensure the safety of our sailors and proper use of equipment; and to create a cooperative atmosphere.

Safety

An appropriately sized Department of Transportation (DOT) approved Personal Flotation Device must be worn at all times on the Sailing Centre docks and on the boats.

Consumption of alcohol is not allowed on the boats while under way or at the Club docks.

Smoking is not permitted on the boats, docks, or in the Clubhouse.

All members must be familiar with VHF radio procedures. The Sailing and Power Boating Centre base station VHF radio is only licensed to operate on Channel 68, and this channel is used exclusively for ship to shore communication and as a hailing channel. For ship-to-ship communication contact should be made using channel 68, but then both boats should switch to another channel such as 69 or 72.

Before departing the dock you must perform a radio check as part of your pre-sail checklist.

While under sail; monitor channel 68. The Centre will broadcast any important messages during the first ten minutes of each hour or immediately such as requesting to bring the boat back to the docks (such as a sudden change in weather).

In the event of a life-threatening emergency, place a MAYDAY call on channel 16 so that the Coast Guard or Toronto Harbour Police can respond as quickly as possible. If the radio is turned to channel 68 and circumstances permit you can advise the Sailing Centre of your situation by quickly saying: "Humber Sailing Club, this is ..., MAYDAY go to 16". Do not wait for a reply. Then press the 16 button on the radio and immediately proceed with the MAYDAY message. However if there is imminent or grave danger do not delay by contacting the Sailing Centre, you should immediately push the channel 16 button on the radio and broadcast your MAYDAY message.

Crew Overboard Procedures

It is critical for all Club members to practice crew overboard recovery procedures on a frequent basis.

Weather Conditions

The skipper's primary responsibility is the safety of the crew and the vessel. Only after the skipper makes a thorough assessment of weather conditions, including checking the marine forecast, the crew experience and the limitations of the boat should he/she decide it is safe to sail. The Sailing Centre Director may decide that weather conditions are unsuitable/ unsafe for sailing and may cancel all Club sailing until the risk subsides.

Refer to Appendix 1 for the criteria for which sailing will be cancelled.

Sailing in our Harbour area

Members are advised to avoid the entire western half of the entrance channel due to low water levels. It is also important to avoid the seawall near the Club docks because of the submerged rock near the bend in the wall which is marked by the club's private buoy.

Mandatory Pre-Season Safety Seminars

Of important note for all members is the mandatory Pre-Season Safety Seminar. Each season no member may sail until they have attended one. These Seminars will be scheduled at the beginning of the season and will review emergency procedures, particularly with regard to cold weather conditions.

Sail Plan Checklist

The purpose of the Sail Plan Checklist is to assist you in preparing the boat for sailing. This Checklist also acts as a reminder in identifying the minimum Safety equipment that should be carried on the boat. It is the responsibility of the Skipper to verify the location and condition of all the required safety equipment as part of the Skipper's pre-sail check. The Skipper must also ensure that all Crew members know the location of the safety equipment.

Prior to Sailing

The Sail Plan Checklist must be completed and left on the clipboard inside the dockside cabinet.

The full names of all persons on the boat must be recorded. It is very important, in the case of an emergency, that we have an accurate record of all on board at all times. (This includes special events, seminars, and race nights.). If you discover there is a crew error or that you have retained the Pre-Sail Checklist on board, notify the Sailing Centre immediately by VHF. If you cannot contact anyone at the Sailing Centre, you must return to the dock to leave the Checklist in the cabinet.

You must complete the Sail Plan section of the checklist and adhere to it. If you want to modify your Sail Plan, advise the Sailing Centre by VHF or telephone. This applies at all times but is especially critical for extended sails.

After Sailing

Upon returning from a sail, the Skipper is responsible for the following before signing off the boat:

- Completing the balance of the Checklist, noting any boat deficiencies that require attention and describing any Incidents that may have occurred, and personally signing the Checklist ;
- Ensuring the boat is clean with all garbage removed, head is flushed/clean and washing the boat as required.
- Returning the Checklist to the cupboard or Dockmaster.

If maintenance is required before a boat can sail again, in addition to completing the deficiency section of the Sail Plan Checklist, please inform the Dock Master or Site Coordinator who will make a notation "Out of Service" under the boat in the online booking system.

Incoming boats may "sign off" to the next Skipper (and avoid de-rigging the boat), provided the next Skipper assuming command is present and agrees.

Reporting Incidents

The following incidents must be reported without delay by radio or telephone to the Dockmaster or Sailing Centre office.

- 1 Collision or grounding of a Club boat;
- 2 Personal injury where medical or first aid was required;
- 3 Any situation involving a Club Boat where Police or Coast Guard were involved;
- 4 Damage to or loss of Club property.
- 5 Any Crew overboard occurrence whether or not personal injury or boat damage results.

For any of the above Incidents it is the Skipper's responsibility to prepare a comprehensive Incident Report (copies are located in the office) which must also be signed by every crew member. The Report must be given to the Dockmaster or Club Coordinator immediately after returning to the dock. In the event of outside party involvement, Club members are not to admit any liability and may not speak on behalf of Humber College.

Process following Collisions or Serious Incidents

The Skippers of Club boats involved in collisions or serious incidents will have their skipper designation suspended immediately. No later than 7 days following this suspension the Skipper's Incident Report will be reviewed by a Committee comprising the Sailing Centre Director, the Club Commodore and two other Club members. They will determine the duration of the suspension of the skipper designation, and if any further action is appropriate.

Providing Assistance to Other Vessels

You are required to provide assistance to a vessel in distress if you are in a position to render assistance and can do so without placing your own crew or vessel in danger.

Club boats must use extreme discretion in providing assistance to vessels not in distress. The towing of other vessels is strictly forbidden. Persons who are not registered at the Sailing Centre must not be taken on board a Club boat except in an emergency situation.

Damage Deposit

A \$250 boat damage deposit is pledged from each member at the beginning of the season. In the event of damage to any of the small boats (Martin 244s, J24s), or negligent loss of boat equipment, each member on board will share equally the cost of the damage incurred, to a maximum of \$250 per member per incident.

On the big boats, each member on board will share equally the cost of damage or negligent loss of boat equipment incurred to a maximum of \$1,000 per incident. This means each member could be liable for up to \$500, if only two members are on board and additional payment over and above the \$250 damage deposit would be required.

A Club member who engages in reckless or willful misconduct is liable for full damages to Club property and any second or third party damages.

Conduct

A member who behaves in a; reckless, dangerous, or illegal manner, or is persistently discourteous to other Club members, risks expulsion from the Club. The decision of the Sailing Centre Director is final.

Medical Waiver

Each member is required to complete a Medical Waiver on the current seasons application form at the beginning of the season. All guests must complete a Medical Waiver Form prior to sailing and submit the Form to the Administration Office at the Centre. Medical information will remain confidential, and all medical waiver forms are destroyed at the end of each season.

Club Member Work Hours

Full members who join the Club for more than one month are required to perform at least one (1) hour of Club "work" during the season for each month of Club membership, to a maximum commitment of twelve (12) hours for full time members. Associate members who join the club for a year are required to perform six (6) hours of Club "work" during the year. The number of Club Work Hours required from each member will be recorded on their Membership Application form, and a copy of this will be provided to each member. Work Hours may be boat cleaning or maintenance, working in the Sailing Centre office to help with Club administration or marketing, assisting the various Committees, such as organizing Club events, assisting the Executive Committee in pre-season planning or preparation, or volunteering as a Duty Skipper or Mentor. Keep a record of your Club Work hours on the Sailing/Club Hours Booking system which can be accessed on-line.

When members join the Club they will be required to provide a valid credit card number and pledge to pay \$20 for each Club hour that they are short. If the club member has less than the required work hours completed by the end of their respective membership year, the missed hours will be charged at that time.

Bonus: In recognition of extra volunteer contributions, for 50 hours of legitimate Club work during a single season, the Club member will be entitled to a \$20 voucher redeemable for clinics, clothing, flotillas, guest passes or charters on any of the eligible boats. Unused vouchers may be carried forward for one year. Vouchers may also be used towards payment of membership fees for the next year's membership.

For 100 Club Hours, in lieu of the \$20 vouchers, members may select two tickets to the year end party.

This participation by all members in the work of the Club is vital to the success of the Club, and helps keep our fees at reasonable levels. Please ensure that you "play your part", and do not rely on other members to perform all the work to keep the boats running and the Club functioning.

Clinics

From time to time the Club organizes skills enhancement Clinics. Each Clinic focuses on a particular topic, such as "Big Boat Docking" or "Spinnaker Flying". Because of limited space it is generally necessary to sign-up in advance for these Clinics. Members who sign-up for Clinics and fail to attend; will be given lower priority in signing-up for future clinics, unless they can show good cause. Any fees charged for Clinics are generally very modest and are limited to recouping any out-of-pocket costs the Club incurs in providing the Clinic.

New Member Boat Orientation

A Boat Orientation is conducted by a qualified Skipper for all new members and consists of an on-the-water review of basic sailing skills and emergency procedures.

Mentor Program

This program offers Club members assistance in practicing particular sailing skills or in preparing for any of the Club Skipper qualifications. Experienced Club members, who have taken the Mentor/Club Instructors Development Clinic, volunteer their time to act as mentors and will sail with you, focusing on

the skill area that you wish to improve. Mentors will be available on Tuesday and Thursday evenings from mid-May until early September, and by arrangement through the Site Coordinator for other times. This is a popular activity and you may only sign up no more than one week in advance of each session. Members who sign-up for a mentoring session but fail to attend will, unless they can show good cause, be given lower priority in signing-up for future sessions. Please notify the Humber Sailing Office in advance if you must cancel.

Mentors

Qualified Club members who commit to act as mentors for five sessions will be given a \$50 gift certificate, or alternately may record the time spent as Club Work Hours. Also Mentors who work for less than five sessions may record the time spent conducting a session as Club Work Hours.

Mandatory Compliance with all Applicable Regulations

The following permits/cards etc are to be on hand available for presentation and will be strictly enforced as of August 1, 2010 for anyone taking the helm of any Humber boat:

- 1 Pleasure Craft Operator Certificate (PCOC)
- 2 Toronto Harbour License (THL)
- 3 VHF radio operator certificate.
- 4 Required charts of the areas in which skippers are sailing

Important Notes:

- *Courses to obtain the above accreditations are available through the Humber Sailing School.*
- *Regulations require PCOC for anyone taking the helm and also THL if inside the limits of Toronto Harbour.*
- *Ensure charts are aboard the boat prior to leaving the dock. This is a regulatory requirement. Charts 2077 and 2085 (Western Lake Ontario and Toronto Harbour) are the 2 charts required for our geographic sailing area and will be provided by the Humber Sailing Office for each boat at the start of the sailing season.*

Crew Qualifications

To be a Qualified Crew member you must be a member of the Club and:

- 1 have completed the Canadian Yachting Association (CYA) Basic Keelboat Standard or equivalent, as judged by a CYA Instructor;
- 2 be able to perform emergency Crew Overboard procedures;
- 3 be familiar with the operation of the VHF radio for emergency calls, and:
- 4 have completed a Boat Orientation.

Skipper Development Courses

These courses are run by the School and led by our CYA Instructors. The courses will focus on boating safety, responsible crew management, emergency procedures and Club policies. The courses will offer 12 hours on the water with a maximum of 3 students per boat. Successful students will be certified as "A" Skippers. Contact the Sailing Centre Office for associated fee information.

Members who have successfully completed this Course, and have successfully completed the CYA Intermediate Course and have 25 hours experience as Crew on the "B" boats may ask to be evaluated as a "B" Skipper by a School Instructor. Club Members with prior experience and relevant qualifications may ask to be evaluated as Skippers at any time.

Skipper Qualifications

The mentoring program (described above) has been established to assist Club members in obtaining their Skipper qualifications and is highly recommended. However, it is not mandatory and members can request a skipper checkout without having attended the mentoring program.

"A" (Standard) Skipper may command any Club boat up to 24 feet if they have:

- 1 successfully completed the CYA Basic Cruising Standard (or has equivalent experience as judged by a CYA Instructor).
- 2 their PCOC License.
- 3 a current Toronto Harbour License.
- 4 a current maritime VHF radio operator's certificate
- 5 a minimum of 20 hours experience as crew on an "A" boat.
- 6 a thorough knowledge of the HSC Rules and Procedures; and
- 7 successfully completed the Skipper Development course.

Note: The Skipper Development course offered through the school will be the vehicle by which club members will achieve their initial ('A' Skipper) designation. However, if the member joins the club with considerable prior experience with skipper roles then they may opt to challenge the HSC 'A' Skipper Checkout without taking the course.

"B" (Big Boat) Skipper may command any Club boat during daylight hours if they:

- 1 are an "A" Skipper;
- 2 have successfully completed the CYA Intermediate Cruising Standard (or has equivalent experience as judged by a CYA Instructor); and
- 3 have completed the HSC Big Boat Orientation and 'B' Skipper Checkout

"B" (Big Boat) Skipper may command any Club boat during night time hours for supper cruises or Flotilla excursions if they:

- have completed the criteria as indicated above for daylight hours.
- successfully completed the CYA Coastal Navigation Standard designation.
- proceed under power (does not deploy sails) unless permission is provided in advance by the Sailing Centre Director for a specific event.

Skipper Checkouts

A Skipper Checkout, conducted by a CYA Instructor, ensures that each Skipper can responsibly direct the crew, can handle a boat safely and has a thorough knowledge of the Club's guidelines. Qualified Skippers will gladly help aspiring skippers to practice the checkout requirements.

Making Reservations to go Sailing

Boats are available seven days a week, including weekday holidays, but excluding scheduled maintenance periods.

Day of Week	Sailing Periods for Boat Bookings
Monday – Friday	Morning 0900 - 1300 hours Afternoon 1330 - 1730 hours Evening * 1800 - 2100 hours or sunset, whichever is earlier
Saturday – Sunday	Morning 0900 - 1300 hours Afternoon 1330 - 1730 hours
* After Labour Day the evening period will commence at 1730 hrs. to ensure members return to the docks by sunset	

You may make a reservation up to seven days in advance. Please show your full name, and the full name of any crew or guests for whom you are making reservations. You may sign up by telephone, website or in person. Put your name in any empty spot in the Boat Booking section of the website (www.humbersailingclub.com) to reserve your place on the boat. If you don't have a Skipper, the Site Coordinator or Dockmaster will try to arrange one for you.

New member sails and BBQs are scheduled throughout the season by the New Members Committee and typically take place on Saturday evenings after the standard Sailing Periods for Boat Booking. Boats must be back at the dock prior to sunset. Appropriate arrangements must be made to lock-up the site at the end of the evening.

Members should arrive at the Centre at least 15 minutes before departure time to help prepare the boat for sailing. All skippers and crew should adhere to scheduled sailing slot start times. An exception that is permitted during the week-days, is that a skipper and crew may opt to start at 1000 rather than the 0900 default start time provided that all sailors agree. Note the planned departure time in the Boat Booking reservation. If a Crew member is late the Skipper must wait at least 10 minutes past departure time, but may then depart without the Crew member.

Consecutive time periods may be booked, but the second time slot will not be confirmed until 0900 hrs on the day of the sail, if the boat is still available. (In the past, weekday day-long sails have almost always been possible.) Skippers and crews are not permitted to double book time slots by switching Skipper positions in the Boat Booking system.

Number of Sailors

Each boat must have a qualified Skipper and at least one qualified crewmember. An additional qualified crewmember is required for night sailing or flying a spinnaker.

A Skipper may not turn away a member unless the boat is filled to capacity. All Skippers must check with the Dockmaster or Site Coordinator to ensure that there are no members that will be left behind that wish to sail. For day sailing the Martins comfortably accommodate four persons, the J-24s five persons, and the larger boats six persons. Additional sailors are welcome aboard if the Skipper agrees.

Returning on Time

Boats must be returned a half-hour before the next time slot or before sunset. Watch the weather as you sail, and allow for extra time if you have to beat back to the Sailing Centre. If you are going to be late you must contact the Sailing Centre by VHF or telephone.

In planning your return, allow enough time to clean and wash the boat using the hoses provided.

Duty Skippers

To provide maximum opportunity for new members and crew to sail, the Club provides Duty Skippers for the morning and afternoon time slots on the weekends and for the evening time slots on Monday Wednesday and Fridays during the week. These Skippers are club members that volunteer to take out members who wish to sail but do not have a Skipper available, and, if requested, can act as mentors.

All Club Skippers are requested to serve from time to time as Duty Skipper. The Site Coordinator will publish a Duty Skipper calendar. The choice of times is voluntary and any Skipper who volunteers to serve as Duty Skipper for 5 occasions will be entitled to a gift certificate worth \$50 at a designated local store. If you receive this gift certificate you may not record the time spent as Duty Skipper against your Club hours requirement. However if you serve for less than 5 occasions, or do not request the gift certificate you may record the time as Club Work Hours.

Guests

Guests are welcome to sail up to four (4) times per season. Input the guests' full names when registering on the boat booking page, when making reservations.

There is a \$25 guest fee for each timeslot the guest sails (so if a guest sails for both the morning and afternoon timeslots, or parts thereof, the guest fee is \$50). The host member is responsible for the payment and for completing the required guest forms (Personal Safety Information and Waiver and guest receipt) prior to sailing. Debit and Credit cards are the only methods of payment as the office does not handle cash/notes on site. The guest receipt must be submitted to the Sailing Office prior to sailing. Should the guest fail to participate on the sail, the host member will still be liable for the guest fee unless the Club is notified of the guest cancellation at least 24 hours prior to the sail. This is because the spot may have prevented a Club member from choosing that boat.

Children under 18 years of age may sail as guests if accompanied and supervised by an adult and the Skipper agrees. For safety reasons we suggest that young children remain in the cockpit or below deck. It is important to ensure that there is an adequate number of crew on board to handle the boat safely and supervise the children.

Guests may not participate in any Club Racing activity unless there are vacant spots available, and guests may not be considered as qualified crew.

During peak periods (Friday evenings and weekends 0900 hrs to 1730 hrs) and during public holidays no more than two guests per boat may be booked. If space is available at the beginning of the time slot then additional guests may sail provided the qualified crew requirements are met.

Cancellations

If you must cancel your reservation, give as much notice as possible. If a Skipper cancels it is their responsibility to notify all other Crew members who have signed up, or to find a replacement Skipper.

In order to ensure that all Club members are able to go sailing and that the crew qualifications match the

weather conditions, there may be some circumstances where the Site Coordinator or Dockmaster will ask a Skipper to take out a boat different than the boat reserved by the Skipper. Also, sometimes the Site Coordinator may reassign crews between boats. Please cooperate with the staff if you are asked to change boats.

Night Sailing

Only Skippers who have been authorized in writing by the Sailing Centre Director may reserve boats for Night sailing events such as Dinner Cruises.

Conditions

- The Site Coordinator must approve any night sail. No boats will be permitted to depart for night sailing if there are persistent winds over 15 knots or there are forecasts for persistent winds over 15 knots.
- At least two qualified crewmembers are required.
- The Skipper must have agreed to the planned return time with the Site Coordinator.

In the event that you are unable to return safely to the Sailing Centre because of a change in weather or other unforeseen circumstances, leave a detailed message on the Sailing Centre answering machine. It is the responsibility of the Skipper of the Night Sailing to ensure the building and Site are securely locked up as they leave the Site. ***In the morning, if there is no boat and no message, Search and Rescue will be started. If Search and Rescue is initiated unnecessarily, the boat's crew will be liable for any costs charged to the Club.***

Personal Gear

Each sailor is responsible for obtaining and wearing a safety harness, a waterproof light and a pealess whistle (e.g. a Fox40).

The temperature at night drops significantly more on water than on land. Therefore your kit bag should include a supply of warm clothing -- a hat, gloves, scarf, warm sweater, windbreaker shell and pants, and foul weather gear are recommended. To help you stay alert a hot drink in a thermos is recommended.

Under Sail

By sunset, all sailors on deck and in the cockpit must have their harnesses secured to the jackline. If you must leave the cockpit to work on deck, let everyone know by saying, "Going forward." Since you will be sailing in reduced visibility, post lookouts on both sides and try to identify any boats or navigation aids in the vicinity.

Safety Harness and Jack lines

The safety harness is tethered to the boat by means of two jack lines, which run from bow to stern on both sides of the boat. The jack lines are tied securely with nonslip knots to the cleats and toe rail, and pass between the mast and shrouds. If a single jack line is used all the way around the boat, tie a nonslip knot at the bow so that the jack line will not be rendered useless if one of the stern knots comes loose.

Secure yourself to the jack line on the windward side. If you should lose your footing, you will fall leeward and the tether should stop you before you leave the boat. You may also secure yourself to a cleat or the toe rail, ***but do not use the lifelines or the stanchions***, since they are not strong enough to support your weight.

Animals

In the interests of hygiene and as a courtesy to other members animals are not permitted on any of the Sailing Centre boats.

Special Activities

HSC reserves the right to alter boat reservation schedules due to maintenance requirements or special events. Affected members will be notified by phone in the event that changes are made to the schedule.

Boats for special events and clinics may be reserved upon announcement of the event, subject to conditions set out in the announcement.

The Martin 244s and J24s are generally reserved on Friday evenings for the Club racing activities.

The Martin 244s and some of the J24s along with one or two of the Big boats are reserved on Tuesday and Thursday evenings for mentoring,

Boat Maintenance

Usually one Saturday morning of each month is scheduled for general maintenance and cleaning of all Club boats. No boats may be booked for sail on these mornings until the maintenance work is completed. In addition to being very educational, this is a good way to earn Club Hours, and all members of the Club are encouraged to participate. No prior experience is required; a member of the Maintenance Committee will show you what needs to be done.

Spinnakers

Some boats are equipped with spinnakers. The spinnaker may be deployed if the Skipper has attended a spinnaker clinic, and at least two qualified crewmembers are on board. ***Spinnakers must not be used in winds over 15 knots.*** (They are made of lightweight material and can be damaged easily). Note: Spinnaker and/or whisker poles may be used on the genoas, but must not be attached to the shrouds. This could cause serious damage and/or dismasting of the boat.

Docking Fees

Members are responsible for paying all docking fees incurred at other sites. Docking fees associated with Flotillas are included in the price of the Flotilla and will be paid by the Lead Flotilla Boat Skipper who will be reimbursed by the Sailing Centre from the proceeds from the Flotilla upon presentation of the invoice/receipt.

Member Referrals

If a Club member introduces a new member to the Club the Club member will receive a referral fee. If the new member joins the Club for at least 3 months the Club member will receive a \$100 Humber voucher which may be applied against any Club activity, including next season's membership fees. If the new member joins the Club for less than 3 months the Club member will receive a \$50 Humber voucher. The referral fee will be reduced by 50% if the new member joins under the spousal discount.

Chartering

Conditions

The big boats are available on designated weekends for charters. They are also available on a limited basis for charter for a maximum of three consecutive nights during the week.

A minimum of three persons is required.

A Personal Safety Information and Waiver form for each charter participant must be completed. The information will be kept in a sealed envelope on board and only accessed in the event of an emergency.

The Skipper must be a "B" Skipper who has completed the CYA Coastal Navigation Standard. At least one of the crew must meet Crew Qualifications.

A Pre-Charter Checklist must be completed and approved by the Sailing Centre Director or a Site Coordinator. This will identify the crew and their qualifications, and will provide an outline sail plan listing the destination ports.

The general cruising area is to the west of a straight line drawn from Niagara-On-the-Lake to Frenchman's Bay in Pickering unless specifically approved by the Sailing Centre Director. The boats are not permitted to sail in United States waters. A final sail plan must be filed at the Sailing Centre prior to departure and any changes must be reported to the Sailing Centre.

No sailing is permitted in winds above 25 knots.

The Sailing Centre reserves the right to cancel or modify cruises due to the weather.

Night sailing of chartered boats is not permitted. The boat must be made fast or at anchor one half hour before sunset.

The boat must return by 1730 hrs on the last day of the charter. If weather or unforeseen circumstances make this impossible, notify the Sailing Centre immediately. ***If the boat has not returned by 1900 hrs and you have not contacted the Centre about alternate plans, Search and Rescue will be started. If Search and Rescue is initiated unnecessarily, you and your crew will be liable for costs.***

Charter Reservations and Fees

Reservations are made with the Site Coordinator and payment is required at the time of reservation.

The fee for chartering is available through the Sailing Centre Office.

A damage deposit of \$1,000 is required. The damage deposit paid at the beginning of the season is sufficient if at least four members go on the cruise; otherwise an additional deposit from members prior to departure will be required.

If you cancel more than seven days prior to departure you will receive a full refund. If you cancel within seven days of departure you will receive no refund unless a replacement is found.

Last minute bookings are possible until the preceding Wednesday at 1800 hrs. After this time, if the boat is not booked, it becomes available for weekend day sailing.

Preparation of Boats for Chartering

Boats that are booked for chartering will not be available for general sailing for the time-slot prior to the charter time. This allows time for the Charter crew to prepare the boats. This preparation will include

pump-outs, cleaning, and ensuring that all safety equipment, supplies, provisions, charts and guidebooks are on board.

The Skipper is responsible for verifying and completing the Pre-Charter Checklist. The Skipper must leave a detailed Sail Plan at the Sailing Centre describing the proposed itinerary and expected return time. In the event that the return to the Sailing Centre is delayed beyond the planned time the sailing Centre must be informed of the revised expected return time.

Upon return, the charterer is responsible for pumping out at Mimico Yacht Club and leaving the boat clean and washed.

All other Club Rules apply.

Flotillas

From time to time the Club will organize Flotillas which are a great way to gain some familiarity with sailing longer distances, practicing coastal navigation, and experience living on board a boat.

For these events, several boats leave the Sailing Centre at approximately the same time and sail 6 to 8 hours to places such as Port Dalhousie, or Fifty Point and overnight there. The idea behind a Flotilla is to sail as a fleet to a predetermined destination. Specific dates for each Flotilla are reflected in the Activities Calendar. Contact the office to reserve your place.

The Pre-Charter Checklist (available on the HSC website under Cruising) must be completed for each boat in the flotilla.

Crew Requirements for Flotillas

Each boat must have a minimum of 4 participants, consisting of:

- at least one experienced 'B' Skipper who also has attained the CYA Coastal Navigation standard. Skipper qualification for Flotillas will be based on time and experience as a Skipper B, as assessed and approved by the Commodore or Director of the Sailing Centre;
- at least one crew member with a minimum qualification of the CYA Basic Cruising standard; and
- two other participants.

Each Flotilla will have a Lead Skipper assigned by the Chair of the Cruising Committee, Commodore or the Director of the Sailing Centre. The Lead Skipper has the authority to make revisions and decisions as necessary during the Flotilla with reference to the Sail Plan and participant related issues.

Each skipper is clearly responsible for the safety of his/her crew and boat. A Personal Safety Information and Waiver form for each Flotilla participant must be completed. A copy will be kept on the boat and in the office, and will be treated as confidential.

Participant Priority

Due to the popularity of these events and to provide all members with an equal opportunity to participate in a flotilla (subject to the crew requirements noted above) priority will be given to members as follows:

1. Members who have not already participated in a Flotilla in the current season;
2. Members who have participated in no more than one Flotilla in the current season;
3. Members who have participated in more than one Flotilla in the current season;

Signing Up for Flotillas

Contact the Sailing Office to sign-up for Flotillas as soon as possible as these are popular events and space is limited. You will need to provide your name, sailing qualification status, and whether you have been on a Flotilla already in the current season. You will also need to provide this information for any adult guests.

14 days prior to the Flotilla date, the Flotilla Coordinator will assign participants to boats, assign Skippers and appoint a Lead Skipper. The Flotilla Coordinator will also confirm the date for the pre-Flotilla preparation meeting, which is usually held several days prior to the Flotilla date.

If insufficient space is available, a waiting list will be created.

Guests on Flotillas

As mentioned, first priority will be given to members up to 14 days prior to the Flotilla. Adult guests of members will be placed on a standby list until that time. After the boat assignments have been completed if space is available guests will be assigned to the boats on a first come-first served basis, but preference will be given to guests who have not already participated in a Flotilla in the current season.

Flotilla Sail Plan

Prior to departure on the day of the Flotilla, the Lead Skipper for the Flotilla will conduct a full participant meeting to discuss any last minute issues related to the Sail Plan, crew or skipper assignments, or any other pertinent issues.

Each Skipper is responsible for verifying and completing the Pre-Flotilla Checklist and Sail Plan. Each Skipper must leave these documents at the Sailing Centre describing the proposed itinerary, expected return time, and an alternate destination. Any changes to the Sail Plan during the Flotilla, including crew, must be reported by the Lead Skipper to the Sailing Centre immediately.

Prior to departure of any boats on each day of the Flotilla, the Lead Skipper will contact the Centre to confirm the Sail Plan for that day. At the completion of boating for each day of the Flotilla, the Lead Skipper will also contact the Centre to close out that day's Sail Plan.

Sailing at night is not permitted and all boats must be made fast or at anchor one half hour before sunset. Sailing is not permitted in United States waters or in winds above 25 knots.

Boats must return by 1730 hrs on the last day of the Flotilla. If weather or unforeseen circumstances make this impossible, notify the Sailing Centre immediately. Upon return, each boat's crew is responsible for pumping out at Mimico Yacht Club, leaving the boat clean, and checking in at the Centre to confirm safe return and close out the Sail Plan.

2010 Flotilla Fees

Applies to all participants:

\$50.00 per member per night

\$75.00 per guest per night

To confirm your reservation, payment must be made by credit card to the Sailing Centre no later than 14 days prior to the Flotilla departure. After this date, members on the waiting list will be given the opportunity to participate. This fee is applicable to all participants. The Sailing Centre will pay the docking fees and provide fuel and water.

If you cancel more than seven days prior to departure, you will receive a full refund. If you cancel within seven days of departure you will receive no refund unless a replacement is found.

The Sailing Centre Director reserves the right to cancel or modify Flotillas for any reason, which may include issues related to safety, weather and participant qualifications.

RACING

Club Racing

Friday night is Club Racing Night. All full members are invited to participate in this popular activity. (Sorry, members have priority over guests). Associate members are not able to participate in the race night, however may arrange races within the time allowance for this membership category.

No prior experience is required -- just a friendly attitude, cool head, and a desire to be a better sailor. Friday evening racing provides friendly competition, is a good way of getting to know other people in the Club, and also is a great learning experience as we generally try to rotate the helmsperson for each race, subject to the judgment of the Skipper.

Safety must be the primary focus of the racing program. Racing has a higher risk than other Club activities, due to its competitive nature and the fact that numerous boats are maneuvering in close proximity to one another,

Participation

Just show up at the dock by 1745 hrs (rain or shine) and you will be assigned to a boat. You may be racing with different people every week, so that you can learn different things each time.

You win points based on your boat's performance each night and your total for the season determines your position at the end of season.

The race may be an upwind/downwind leg, a triangular course, or whatever the race committee invents. There are usually 3 to 4 races in an evening. During the race, you might encounter conflicting opinions from your fellow sailors as to what course to take, when to tack, and how to trim the sails. Don't worry; it's all part of racing. We are here to learn. Just remember that the best way to learn is to make a few mistakes (i.e. lose a few races). After the race, we generally get together in the Clubhouse to exchange the finer (friendly, but very opinionated) points of racing over a hamburger and beverage.

Spinnakers

By mid-June, spinnakers may be used during the races, weather permitting. Racers are encouraged to participate in the Spinnaker Clinics held during May and June to prepare them for using spinnakers.

Committee Boat

Members of the Racing Committee together with racers will establish a rotation to man the Committee Boat for each Friday evening race. The Committee boat (the Lund) will set the course, coordinate the start of the races and monitor the safety aspects of racing. The Committee boat will take notes during the races and provide feedback on racing prowess after the races. Members who serve on the Committee boat will receive race points equivalent to a 2nd place finish for that evening.

APPENDIX 1

GUIDELINES to DETERMINE CANCELLATION of CLUB SAILING:

LOCAL SAILING (FROM LESLIE STREET SPIT AT EASTERN END OF TORONTO HARBOUR TO PORT CREDIT MARINA):

1. TORONTO ISLAND FORECASTING WINDS 20 KNOTS AND ABOVE SUSTAINED

REFERENCE: http://www.weatheroffice.gc.ca/city/pages/on-128_metric_e.html

2. WESTERN LAKE ONTARIO BUOY FORECASTING WINDS 20 KNOTS AND ABOVE SUSTAINED

REFERENCE: www.weatheroffice.gc.ca/marine/forecast_e.html?mapID=11&siteID=08207

3. ACTUAL WINDS 20 KNOTS OR GREATER SUSTAINED
4. RADAR IMAGERY INDICATING HEAVY WEATHER MOVEMENT IN THE AREA

REFERENCE: www.weatheroffice.gc.ca/radar/index_e.html

CLUB SAILING WILL BE CANCELLED IF ANY ONE OF THESE CONDITIONS IS MET.

THIS DECISION IS MADE 15 MINUTES PRIOR TO EACH SAILING SESSION.