

PCYC GUIDELINES FOR SAILING A CLUB BOAT (v3)

The enclosed guidelines detail policies, rules and privileges designed to maintain safety, insurance and operational standards and provide all users with full access to the Club Boats. Guidelines do not cover all conceivable points of usage – should you encounter a situation not addressed here, exercise good common sense and please give us a call!

The PCYC Boats are designated for personal use. Members are permitted to utilize the boats for personal sailing endeavors, but are prohibited from engaging in commercial activities while onboard, such as offering sailing lessons, chartering, etc., and receiving any form of payment or remuneration for the boat's use. Members are obliged to ensure that the boats are not utilized for any illegal activities.

PROFICIENCY CHECK and QUALIFICATIONS

In order to utilize PCYC's boats, users must meet a suitable knowledge level and qualifications. Safety remains the paramount concern at all times. Certification prerequisites are for member safety, to ensure proficiency and to minimize the potential for damage to PCYC equipment. The thoroughness of the proficiency check will vary according to each member's experience level and their chosen boat.

The Pointe-Claire Yacht Club retains the authority to take any requisite measures to ensure safety. This may encompass altering particular boat reservations to accommodate equipment requirements or special user needs, as well as cancelling reservations if prevailing or forecasted weather conditions exceed the certification, skill level, or experience of the member.

Before flying the spinnaker on any Club Boat, individuals must hold a spinnaker certification, which can be acquired during the initial qualification. Prior experience in sailing or racing under spinnaker is mandatory for the certification process, with no exceptions permitted.

The objective of this Proficiency Check is to validate your knowledge and skill requirements to safely operate the boats. It serves as an evaluation and should not be regarded as a training program. Participants are anticipated to arrive possessing the listed skills. Instruction and guidance will focus strictly on matters pertinent to each boat and PCYC policies and procedures.

You will be assessed on several topics:

- Passenger and crew safety briefing,
- Required safety equipment, rigging the boat
- Casting off,
- Maneuvering in and out of the marina under power (under sail for the 420s)
- Setting sail,
- Sail trim,
- Basic right of way rules,
- Heaving to,
- Setting anchor,
- Man overboard (capsize drills for the 420s)
- Tacking/gybing,
- Appropriate seamanship,
- Basic knots,
- Docking and securing of the vessel,
- Additional assessment will be conducted specifically for "Mussels" and the 420s.

You are required to wear proper attire and bring your own Personal Flotation Device (Lifejacket).

BOOKING POLICY

The general hours of operation may change with the season. Announcements will be made on the web page (Sail a Club Boat) in advance of any changes.

Booking:

- Bookings can be made 24 hours online
- The system will allow bookings up to 14 days in advance
- Limited to one booking per day
- Book only the boat for which you have received qualification
- The following 3-hour slots can be booked daily:
 - 9am - 12pm
 - 12pm - 3pm
 - 3pm - 6pm
 - 6pm - 9pm
- For same-day bookings, our software doesn't allow booking for a slot that has already started. Therefore, first come, first serve.
- Booking a boat for a specific weekend regatta or a GNS series will require multiple slots on specific dates. Please check with the Fleet Captain for prior arrangements.

Modifications and Cancellations:

- Since this privilege is free of charge, and without monetary penalties, members are expected to exercise good judgment when modifying or canceling a booking.
- Modification and cancellations shall be made online.
- When feasible, modify or cancel your reservation with at least 24 hours' notice to allow others the chance to make last-minute arrangements and utilize your slot.
- If a member fails to arrive for a booking within 1 hour of the scheduled time slot without making alternative arrangements, the booking will be automatically canceled to accommodate other members waiting to use the boat

WAIVER AND RELEASE OF LIABILITY

Before departing the dock with a Club Boat, the skipper, passengers, and crew members must have completed and submitted their Club Boat Waiver and Release of Liability form to the Pointe-Claire Yacht Club office.

RULES

The user assumes responsibility for planning a manifestly safe voyage for the sailboat, crew and guests. The skipper must assess both current and predicted weather conditions to ensure they are suitable for their skill level before setting sail.

The PCYC Club Boat Team asks that all users adhere to the following rules:

- PCYC requires all users to review and inspect their boat prior to use,
- If you are unfamiliar with any piece of equipment, its condition, want something double-checked, or do not receive the boat in an acceptable state from the previous user, contact PCYC. (See below for Club Boat Team contact details),
- Non-marking shoes only please. No dark/hard soled shoes are allowed on any club boats. The marks left behind by both hard and soft dark soled shoes are very hard to remove from fiberglass boats,
- No pets are allowed,
- Smoking and the consumption of alcohol is NOT permitted anywhere onboard Club Boats,
- Spiders love to call a boat their home. The Team will do their best to keep the boats free of spiders and their webs. Nevertheless, it can be a losing battle even though they play an important role in our environment. Remove the webs that are undesired and escort the spiders onto the dock,
- Always motor in and out of the harbour and not sail in unless there is engine failure AND you were not able to reach anyone for a tow (not applicable to the 420s)
- Our keelboats are not equipped with engines for cruising purposes. Engines are to get you to and from the sailing area. Verify the fuel tank level is sufficient,
- Our keelboats are not equipped with a toilets or a Port-a-Potty either. Members are welcome to bring their own portable units for use during their booking but must remove them when returning the boat,
- Return to the harbour 30 minutes prior to the end of your booking and in as good or better condition than when you received the boat.

Upon completion of a sail:

- Return and properly secure the boat to the slip it belongs in.
- If someone has booked a slot immediately after yours, check if the next user is nearby for a suitable and acceptable handover of the boat. Otherwise,
 - Release backstays, outhauls, cunninghams,
 - Tension the boomvang, mainsheet and traveler,
 - Return gear to its proper place,
 - Turn all electric devices, switches, and batteries off,
 - Prior to stowing sails, any wet sail shall be fully dried by either hoisting the sail, laying it flat on the dock, or hanging the sail in the shed. The user will be responsible for drying the sail and re-stowing it properly,
 - Flake, stow, bag, and cover all sails,
 - Dry up any water infiltration in the cabin,
 - Leave engine up and tilted (keelboats),
 - Coil and hang all lines,
 - Clean up and all spills, stains or markings,
 - Close and lock the boat (keelboats).

TLC and DAMAGE

Maintenance and cleaning of the Club Boats is the responsibility of the Club Boat Team. However, a member's responsibility does not end with their sail. If a member damages a sail, or any other gear, they are required to inform PCYC. To report any problem after hours, email or call the club by 8:30 a.m. the next day. By reporting damage, members help the club to repair problems before they become worse, and members do not send fellow members sailing with faulty equipment! PCYC staff can also advise members, as to why the damage occurred, helping to prevent a re-occurrence. If a member does not report damage, it will be discovered at the next checkout and the damage will be charged back to the member regardless of fault.

USERS ALSO PLAY A LARGE PART IN KEEPING THE BOATS CLEAN. FAILURE TO RETURN A BOAT IN A SATISFACTORY STATE OF CLEANLINESS OR WITH ITEMS IMPROPERLY STOWED WILL RESULT IN THE TERMINATION OF FURTHER USE OF ANY CLUB BOAT BY THAT MEMBER, THE CREW, AND PASSENGERS FOR THE REMAINDER OF THE SEASON – ZERO TOLERANCE!

Members should recognize that since PCYC staff is not securing the boat at the end of the day, PCYC cannot accept responsibility for it overnight. If there is any damage caused by improper securing, the member will be held responsible for the damage if the cause is determined to be improper stowage of the boat. Damage is ascertained on an itemized checklist the following morning and upon a clean check-in by PCYC staff, members are released from accountability.

IF AN INCIDENT INVOLVES A THIRD PARTY OR AN INJURY, COMPLETE THE INCIDENT REPORT AS SOON AS POSSIBLE. This is for the member's protection, especially when making an insurance claim. This form can be found on the PCYC website on the < About/Conduct Rules and Bylaws > page.

NOTE: It is a maritime legal requirement that a skipper fully disclose any problems or breakage that may affect the safety of a vessel. Failure to do so puts other members at risk.

YOUR CLUB BOAT TEAM

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