



# UBC Sailing Club Rules and Policies

This document outlines UBC Sailing Club's rules and policies. The Steering Committee of the UBC Sailing Club reserves the right to determine what, if any, consequences are appropriate if the rules and policies outlined in this manual are neglected or disregarded. The rules outlined herein are for the safety of our members and to act as a safeguard against unforeseen events; however this document is not exhaustive, and members must always take appropriate precaution and care. This document is subject to change at any time, at the discretion of the executive committee. Safety of our members and stewardship of our equipment are of the utmost concern to the UBC Sailing Club. If you have any questions regarding this manual or its contents, please email [hello@ubcsailing.org](mailto:hello@ubcsailing.org)

# 1. Authority and Scope

## 1.1 Enactment

1.1.1 The Steering Committee of the UBC Sailing Club, saw fit to enact this document as a policy of the UBC Sailing Club on September 9, 2021.

## 1.2 Authority

1.2.1 This document is enacted by the power vested in the Steering Committee by Bylaw 3.2 of the UBC Sailing Club.

1.2.2 The Steering Committee of the UBC Sailing Club is empowered to enforce this document through appropriate actions.

## 1.3 Scope

1.3.1 The rules outlined in this document or communicated by the Steering and Executive Committees of the UBC Sailing Club apply to all members of the UBC Sailing Club and their guests.

1.3.2 For greater clarity, the rules elaborated as follows apply to members and guests whenever they are accessing the club, club property, and equipment, regardless of location.

## 1.4 Inconsistencies with Other Documents

1.4.1 In cases of inconsistencies between this policy and the By-Laws of the UBC Sailing Club, the By-Laws shall take precedence.

1.4.2 In cases of inconsistencies between this policy and the Constitution of the Alma Mater Society (AMS), the Constitution of the AMS shall take precedence.

## 1.5 Changes to this Document

1.5.1 This document may be altered by the Steering Committee

# 2. Membership

2.1 Membership signup and renewal shall take place on the Club website, [ubcsailing.org](http://ubcsailing.org)

2.1.1 Members must maintain their online profile up to date, and periodically check the email listed on file for important Club communications

2.2 The club website is the authoritative source on whether a member is considered in good standing, as well as for members' financial transactions with the Club

2.3 Prospective members must be at least 16 years old to join the Club

2.4 Members must be at least 18 years old to participate in a Lesson

### **3. Disciplinary Action**

- 3.1 The Steering Committee of the UBC Sailing Club is empowered to discipline members who contravene this document. Disciplinary actions may include, but are not limited to, financial penalties, increased work hour requirement, additional lessons and/or training, or suspension/revocation of membership.
- 3.2 Upon reasonable suspicion that a member is in contravention of the Policies herein, such member shall be called to appear in front of a disciplinary panel by the Steering Committee. Such a panel shall take place within 30 days of the member being notified of the disciplinary action against them.
  - 3.2.1 Notification of disciplinary action shall be given promptly to the accused member by the Steering Committee upon becoming aware of allegations against them. Such notification shall be delivered to the email address on the member's online profile.
  - 3.2.2 The accused member is entitled to speak on their behalf during this panel, and to present any appropriate evidence. The accused member may delegate their attendance at this panel to a third party should they prefer to do so.
- 3.3 Members of the Steering Committee, Fleet Captains, and any persons delegated this power by the Commodore, may, at their discretion, suspend a member's access to Club equipment and request all Club property be returned upon reasonable suspicion that such member is in serious contravention of the Policies herein. This suspension shall be promptly communicated to the Steering Committee and will be subject to review at the disciplinary panel.

### **4. General Rules & Policies**

#### **4.1 Tolerance and Non-Discrimination**

- 4.1.1 All members of the UBC Sailing Club are entitled to a tolerant environment that is free from discrimination.
- 4.1.2 Nothing in provision 4.1.1 precludes the Club from engaging in activities to promote sailing and other watersports to and/or for groups that have been historically disadvantaged.
- 4.1.3 Nothing in provision 4.1.1 precludes the Club from imposing a competency test upon its members.
- 4.1.4 Members may communicate their concerns to any member of the Steering Committee, and shall have their concerns addressed at the next meeting of this Committee.
- 4.1.5 Any member suspected to be in contravention of provision 4.1.1 shall be entitled to due process as outlined herein.
- 4.1.6 Any member found to be in contravention of provision 4.1.1 shall be expelled from the UBC Sailing Club, without reimbursement, and may only be permitted to rejoin the Club upon the approval of the Steering Committee.

## 4.2 Safety

- 4.2.1 The consumption of alcohol or non-prescription drugs before or during a sail/kayak/windsurf/SUP outing is strictly prohibited. Members or guests who are intoxicated cannot use UBC Sailing Club equipment.
- 4.2.2 When taking out any craft, the skipper is solely responsible for ensuring the seaworthiness of the equipment prior to launch.
- 4.2.3 When taking out any craft, the skipper is solely responsible for ensuring the appropriate safety equipment is on board and securely tied down or worn. This includes PFDs or lifejackets for each passenger on the craft. Please see Transport Canada's rules for specific craft requirements.
- 4.2.3.1 For greater clarity, PFDs must be worn at all times while on the water.
- 4.2.4 When taking out any craft, the skipper is solely responsible in deciding that conditions are appropriate for his/her, and crews, skill level, but should not exceed the wind conditions outlined herein.
- 4.2.5 No craft should be taken out in thunderstorms or severe weather events. If thunderstorms or severe weather events occur or seem likely to occur shortly, all craft should come in immediately.
- 4.2.6 When taking out any craft between October 1<sup>st</sup> and May 31<sup>st</sup>, members and guests are required to wear a wetsuit, drysuit, or a suitable substitute for these.
- 4.2.7 When taking out any craft, all passengers shall be familiar with basic distress signals.
- 4.2.8 Do not, under any circumstance, use distress signals when not in distress.
- 4.2.9 If you encounter a vessel in distress, you MUST offer any assistance you can give, including to notify the appropriate people.
- 4.2.10 All crafts at the UBC Sailing Club are day-use only. You are not permitted to use any craft between dusk and dawn. Please see Transport Canada for further information. Furthermore, you must be back before Jericho closes the gates, at dusk.
- 4.2.11 When taking out any craft, the skipper is solely responsible for filling out the appropriate log books. This entails your trip details before heading out, and your check in once you arrive back.
- 4.2.12 The boundaries in which UBC Sailing Club members can sail are west of the no-sailing zones under the Burrard and Lion's Gate bridges. Paddlers are also prohibited to go under the Lion's Gate bridge by Port of Vancouver. Furthermore, members must stay east of the line that would connect Point Grey (UBC) to Lighthouse Point (West Vancouver). A travel request form, which can be obtained from the appropriate Fleet Captain, must be filled out and approved for travel outside these boundaries.
- 4.2.13 Do not interfere with anchored or sailing freighters.
- 4.2.14 Avoid sailing in the shipping channels; cross them at perpendicular angles if needed.
- 4.2.15 Do not interfere or cross between a tug and her tow.
- 4.2.16 Swimming or wading along the beach in front of the Jericho Sailing Centre is strictly prohibited.
- 4.2.17 Be aware of underwater hazards between ramps three and four at the Jericho Sailing Centre.

### 4.3 General

- 4.3.1 In order to skipper a craft, you must be a member of good standing and be qualified on the particular craft.
- 4.3.1.1 A member is in “good standing” when they are in possession of a valid UBC Sailing Club membership and a valid Jericho Sailing Centre Association (JSCA) membership, and are not subject to any disciplinary action by the UBC Sailing Club.
- 4.3.2 All members, and their guests, must abide by any and all Jericho Sailing Centre rules or regulations, any applicable Transport Canada regulations, and any and all federal or provincial laws or regulations.
- 4.3.3 As a member of the UBC Sailing Club, you are granted permission to use UBC Sailing Club craft and equipment only. The unauthorized usage of equipment that does not belong to the UBC Sailing Club is considered theft.
- 4.3.4 Every member shall familiarize themselves with the UBC Sailing Club Bylaws, as well as the Jericho Sailing Association Constitution.
- 4.3.5 Every member shall familiarize and sign all UBC Sailing Club and Jericho Sailing Association waivers and forms.
- 4.3.6 The skipper is solely responsible for ensuring that all passengers meet the requirements to use a boat and for any damage that occurs due to negligence.
- 4.3.7 The skipper is solely responsible for ensuring all fleet-specific rules are being followed.
- 4.3.8 Before taking out any craft, you should check the tides, winds for your skill level, and that you are wearing appropriate clothing.
- 4.3.9 Do not sail to Stanley Park, as there are strong tidal currents and large wind shadows. Paddle craft should be aware of the ebb and flood of currents before leaving Jericho.
- 4.3.10 Launch your craft from the beach, and return to the beach when coming back to shore.
- 4.3.11 Members are not to leave any door of the UBC Sailing Club open. Nor shall members open any of the UBC Sailing Club doors to anyone else, regardless if you “recognize” them or not.
- 4.3.12 All craft will be hosed off after use with fresh water, unless a water ban is in effect. Furthermore, any other equipment (sails, paddles etc.) that are wet shall also be rinsed off with fresh water.
- 4.3.13 Any missing or damaged equipment shall be reported to the appropriate fleet captain immediately.
- 4.3.14 Crafts may be operated while under the supervision of an instructor should the member lack the requisite certification.
- 4.3.15 An official grounding of fleets can be issued at the club Commodore’s discretion, subject to review by the Steering Committee.
- 4.3.16 Any members sailing during the winter months (October 1st to March 31st) must sign the UBC Sailing Club log book, as well as the Jericho winter log book.

#### **4.4 Right of Way**

- 4.4.1 Sail powered craft have right of way over motorized, paddle and rowing craft.
- 4.4.2 Starboard tack sail craft have right of way over port tack sail craft.
- 4.4.3 Leeward sail craft have right of way over windward sail craft.
- 4.4.4 Any craft tacking or gybing shall keep clear of other craft
- 4.4.5 Overtaking craft must steer clear of craft ahead.
- 4.4.6 Keep clear of craft launching or coming into the launch area.
- 4.4.7 Keep clear of regattas or race areas. Race boundaries are posted outside of the office at the Jericho Sailing Centre. Furthermore, if you see what appears to be a start line and/or race course, keep clear.
- 4.4.8 Keep clear of the Jericho pier and be aware of fishing lines. Sail to the east of the off-set buoy.
- 4.4.9 All non-commercial craft must stay clear of commercial vessels.
- 4.4.10 Avoid fleets of boats, lessons, and other heavy traffic areas.

## 5. Fleet Specific Rules

5.1 Requirements and restrictions for use of a vessel

5.2 The skipper should note the crew recommendations below and understand that disciplinary action may be taken if poor judgment is displayed leading to injury or damage to equipment.

Vessel	Skipper Required Certification	Minimum Crew Required (besides Skipper)	Maximum Crew Allowed (besides Skipper)	Crew Minimum Certification Recommended <sup>1</sup>	Fleet Grounded Wind <sup>2</sup> Speed, in knots
RS Quest	Beginner <sup>3,4</sup>	1	4	None	> 25
Laser	Intermediate	0	0	n/a	> 25
Vanguard	Intermediate	1	1	Beginner	> 22
RS500	Advanced I <sup>5</sup>	1	1	Intermediate	> 20
RS800 <sup>4</sup>	Advanced III	1	1	Advanced II	>20
Hobie 16	Cat I	1	3	None	>25
Nacra F18	Cat II	1	3	Cat I	>30
Nacra F18 Infusion	Cat III	1	3	Cat I	>30
Kayak (single)	Kayak I	n/a	0	n/a	> 18

<sup>1</sup> Skippers are expected to have 20+ hours of sailing experience on the vessel in various wind and wave conditions before taking crew that does not meet the recommendation

<sup>2</sup> As reported in [Environment Canada's Strait of Georgia - south of Nanaimo](#) reported wind speed

<sup>3</sup> The skipper must learn how to properly rig the boat through Mentorship or Lessons if certification was obtained on other fleets such as the FJ

<sup>4</sup> A1 or C1 certification required to use trapeze and A2 or C2 certification required to use a spinnaker

<sup>5</sup> Advanced II certification required to use a spinnaker

Kayak (double)	Kayak I	1	1	None	> 18
SUP	SUP	0	0 <sup>6</sup>	None	> 15
Windsurf L1	Windsurf L1	0	0	n/a	> 20
Windsurf L2	Windsurf L2	0	0	n/a	> 35
Windsurf HW	Windsurf HW	0	0	n/a	> 60
Motorized Inflatables	Instructor	0	3	None	> 30

### 5.3 Achieving craft certification

- 5.3.1 Facilitating members in achieving the certifications listed above to gain access to Club equipment shall be a priority of the Club. To reach such an objective, the Club shall make reasonable efforts to offer lessons, and produce any required frameworks to allow peer-to-peer mentorship where appropriate.
- 5.3.2 The Club may enact exceptions to the certifications required to skipper a vessel if appropriate. See the [Mentorship Policy](#) for details.
- 5.3.3 Awarded certifications may be revoked by the Commodore, or the persons they may from time to time delegate this task, upon a good faith belief that the desired proficiency for such certification has not been met by the member in question. Such member that loses an awarded certification may appeal the decision to the Steering Committee.

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<sup>6</sup> A certified SUP member may bring a guest on a separate SUP board, instructing their guest on how to use the equipment safely



## 5.4 Sailing

- 5.4.1 Don't stand in boats when they're on a dolly. The hull isn't designed to bear weight that way.
- 5.4.2 When finished de-rigging, loosen the drain plug and use dolly stands or styrofoam to tilt the bow slightly higher than the stern to help with drainage.
- 5.4.3 Never place boat equipment directly on asphalt. Use the rubber mats or the inside of a boat hull.
- 5.4.4 Always rig/de-rig with your boat facing into the wind.
- 5.4.5 Always attempt to keep numbered boat parts together by using their correct bags and storage spaces. This is especially helpful when parts need to be located for repair.
- 5.4.6 Racing sails must not be used during lessons
- 5.4.7 No sailing craft is to be beached, with the exception of the Hobie 16;
  - 5.4.7.1 In the event that no one is available to assist with the retrieval of a dolly, single-handed craft may be beached, for no more than five (5) minutes.
- 5.4.8 When retrieving your dolly, ensure it is the correct dolly for the fleet. Do not use a dolly marked as a different fleet than the craft you took out.
- 5.4.9 The Commodore and Fleet Captains (subject to supervision of the Commodore) may grant exceptions to the certification level required to skipper a Club vessel based on the applicant's previous documented sailing experience, certifications, and demonstrated aptitude.

## 5.5 Kayaking

- 5.5.1 Ensure kayaks are tied down to the racks upon return. Use provided straps/lines. Each kayak has to be individually tied down to the rack. We have strong winter storms and we need to have peace of mind by having them **tied down at all times**. Having them attached individually eventually prevents collateral damages if the whole rack were to fall.
- 5.5.2 Ensure kayaks and associated gear (paddle, spare paddle, spray skirt, tow line and paddle float) are returned in working order and rinsed.
- 5.5.3 Please clean (hose the kayaks and remove sand with the sponge) and rinse the above gear with fresh water before storage.
- 5.5.4 Fiberglass kayaks cannot be used for training or recovery practice.

## 5.6 SUP

- 5.6.1 Leashes must be worn at all times while on the water.

## 5.7 Windsurfing

- 5.7.1 HW boards and sails must be signed out on the sign-out sheet stored in the HW room.
- 5.7.2 HW boards, sails, booms and masts can be taken off club premises for longer trips.
  - 5.7.2.1 When HW gear is taken off club premises, all details need to be logged on the sign out sheet.
  - 5.7.2.2 A maximum of 1 board, 3 sails, 2 masts and booms, shall be taken out for longer trips by 1 HW member at once.

## **5.8 Motorized Inflatables**

- 5.8.1 Powerboats can only be operated during or in support of lessons, regattas, or sanctioned events with explicit consent of the Steering Committee.
- 5.8.2 The operator of a powerboat is responsible for ensuring that it has all required Transport Canada approved safety equipment before departing from the shore
- 5.8.3 Operators must have a valid Pleasure Craft Operator Card (PCOC).

## **6. Guests and Pets**

- 6.1.1 Guests are permitted to crew on crafts where no Club certification is required
- 6.1.2 Guests must abide by all general/safety protocols (as outlined in Section 4) and it is the responsibility of the skipper to ensure they are aware of and following such protocols.
- 6.1.3 Guests must have sufficient swimming ability, meaning they are able to swim/tread water unassisted for a minimum of 15 minutes.
- 6.1.4 It is the responsibility of the skipper to ensure their guest understands basic righting procedure after a capsize. The skipper must have this discussion with their guest before sailing.
- 6.1.5 Guests should have the physical ability to help a skipper right a boat after capsizing
- 6.1.6 Guests must sign the Guest Waiver, located in the desk in the Main Club Room
- 6.1.7 Any individual person who is not a member may be a guest a maximum of five times in a given membership year regardless of whose guest they are in each of the five visits.
  - 6.1.7.1 Children under the age of 16 are not subject to this restriction, but may still require a Jericho Sailing Centre membership as set out by JSCA's policies
- 6.1.8 Members may have as many different guests throughout the year as they would like, provided none of these guests exceeds the limit described above.
- 6.1.9 Dogs are the only pets permitted on crafts. They must wear PFDs at all times, and be kept on a leash whilst on the compound. The member bringing the dog onboard is responsible for any damage done by the dog, and must ensure the craft is clean when returned.

## 7. Trips

- 7.1 Members are encouraged to plan trips as their ability suits them.
- 7.2 Sailing Trips must be open to all members of the UBC Sailing Club who are certified on the craft being used. The trip must be publicized to the entire club membership.
- 7.3 Members shall have priority over guests to participate in trips
- 7.4 Trips require the authorization of the appropriate Fleet Captain.
  - 7.4.1 The specifics of the authorization process are at the discretion of the appropriate Fleet Captains
  - 7.4.2 When a member contacts a Fleet Captain expressing interest in planning a trip, the Fleet Captain must provide them with the specifics of the authorization process.
  - 7.4.3 The authorization process will include, at the minimum, a trip plan including the following: emergency contact information of participants, valid first aid certificate from one participant appointed as the first aider, emergency contact info for coast guard and Jericho Rescue, address of closest hospital or clinic, a route plan with estimated departure and return times, a list of safety equipment, and a list of first aid equipment.
  - 7.4.4 If a Fleet Captain denies the trip request, they must provide their reasoning to the member who attempted to organize the trip, in writing.
  - 7.4.5 The member may appeal the decision to the Commodore, should their trip request be denied
- 7.5 The club reserves the right to collect a damage deposit for craft being taken on trips, which will be returned to the participants minus the cost of any damage incurred
- 7.6 All members, and their guests, must adhere to all UBC Sailing Club policies, and any applicable Transport Canada regulation or federal or provincial law or regulation while on a trip.
  - 7.6.1 Exceptions to the policies herein, such as to enable members to operate craft at night, may be authorized as part of the trip plan.

## 8. Misc. Club Equipment

- 8.1 **Barbeques**
  - 8.1.1 Club barbeques may be used at Club events. They are not for personal use.
  - 8.1.2 Requests for barbeque usage may be directed to [hello@ubcsailing.org](mailto:hello@ubcsailing.org)
- 8.2 **Radios**
  - 8.2.1 Club radios are to be operated only by members possessing a valid Restricted Operator Certificate (Marine) (ROCM), unless being used in an emergency.
  - 8.2.2 Club radios are to be operated only by sailing instructors during lessons, training, and regattas, or as authorized by the Commodore.