



UBC Sailing Club Rules and Policies

This document outlines UBC Sailing Club's rules and policies. The Executive 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 commodore@ubcsailing.org

1. Authority and Scope

1.1 Enactment

1.1.1 The Executive Committee of the UBC Sailing Club, with the advice and consent of the Steering Committee of the UBC Sailing Club, saw fit to enact this document as a policy of the UBC Sailing Club on March 30th, 2017.

1.2 Authority

1.2.1 This document is enacted by the power vested in the Executive Committee by Section 4 of the [UBC Sailing Club Constitution](#) and by Section 5.1 (c) of the [By-Laws of the UBC Sailing Club](#).

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

1.2.3 The Steering and Executive Committees of the UBC Sailing Club are 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.

1.2.4 Members who are suspected of contravening this document shall be entitled to due process as outlined in Section 4.3 of the By-Laws of the UBC Sailing Club.

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 UBC Sailing Club Constitution, the UBC Sailing Club Constitution shall take precedence.

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

1.4.3 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 a vote of the Executive Committee, with the advice and consent of the Steering Committee.

2. General Fleet Rules & Policies

2.1 Tolerance and Non-Discrimination

- 2.1.1 All members of the UBC Sailing Club are entitled to a tolerant environment that is free from discrimination.
- 2.1.2 Nothing in provision 2.1.1 precludes the Club from engaging in activities to promote sailing and other watersports to and/or for groups that have been historically disadvantaged.
- 2.1.3 Nothing in provision 2.1.1 precludes the Club from imposing a competency test upon its members.
- 2.1.4 Members may communicate their concerns to any member of the Steering or Executive Committees, and shall have their concerns addressed at the next meeting of those Committees.
- 2.1.5 Any member suspected to be in contravention of provision 2.1.1 shall be entitled to due process as outlined in Section 4.3 of the By-Laws of the UBC Sailing Club.
- 2.1.6 Any member found to be in contravention of provision 2.1.1 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 and Executive Committees.

2.2 Safety

- 2.2.1 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. The UBC Sailing Club shall not be under any liability or claims for personal injury or death arising directly or indirectly, to the use and/or consumption of alcohol or non-prescription drugs.
- 2.2.2 When taking out any craft, the skipper is solely responsible in ensuring the seaworthiness of the equipment prior to launch.
- 2.2.3 When taking out any craft, the skipper is solely responsible for ensuring the appropriate safety equipment are on board and securely tied down or worn. This includes PFD's or lifejackets for each passenger on the craft. Please see Transport Canada's rules for specific craft requirements.
- 2.2.3.1 For greater clarity, PFDs must be worn at all times while on the water.
- 2.2.4 When taking out any craft, the skipper is solely responsible in deciding that conditions are appropriate for his/her, and crews, skill level. 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.
- 2.2.5 When taking out any craft between October 1st and June 1st, members and guest are required to wear a wetsuit or drysuit.
- 2.2.6 When taking out any craft, all passengers shall be familiar with basic distress signals.
- 2.2.7 Do not, under any circumstance, use distress signals when not in distress.
- 2.2.8 If you encounter a vessel in distress, you MUST offer any assistance you can give, including to notify the appropriate people.
- 2.2.9 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.

- 2.2.10 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.
- 2.2.11 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 executive, must be filled out and approved for travel outside these boundaries.
- 2.2.12 Do not interfere with anchored or sailing freighters.
- 2.2.13 Avoid sailing in the shipping channels; cross them at perpendicular angles if needed.
- 2.2.14 Do not interfere or cross between a tug and her tow.
- 2.2.15 Swimming or wading along the beach in front of the Jericho Sailing Centre is strictly prohibited.
- 2.2.16 Be aware of underwater hazards between ramps three and four at the Jericho Sailing Centre.

2.3 General

- 2.3.1 In order to use a craft, you must be a member of good standing and be qualified on the particular craft.
 - 2.3.1.1 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.
- 2.3.2 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.
- 2.3.3 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.
- 2.3.4 Every member shall familiarize themselves with the UBC Sailing Club Constitution, as well as the Jericho Sailing Association Constitution.
- 2.3.5 Every member shall familiarize and sign all UBC Sailing Club and Jericho Sailing Association waivers and forms.
- 2.3.6 Every member shall pass a safety orientation quiz online, followed by a short quiz.
- 2.3.7 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.
- 2.3.8 The skipper is solely responsible for ensuring all fleet-specific rules are being followed.
- 2.3.9 Before taking out any craft, you should check the tides, winds for your skill level, and that you are wearing appropriate clothing.
- 2.3.10 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.
- 2.3.11 Launch your craft from the beach, and return to the beach when coming back to shore.
- 2.3.12 No sailing craft is to be beached, with the exception of the Hobie 16;
 - 2.3.12.1 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.

- 2.3.13 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.
- 2.3.14 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.
- 2.3.15 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.
- 2.3.16 Any missing or damaged equipment shall be reported to the appropriate fleet captain immediately. The craft or piece of equipment is not to be used.
- 2.3.17 All crafts require either lessons or a proficiency exam. Failure to do so will result in your membership being revoked.
- 2.3.17.1 Crafts may be operated while under the supervision of an instructor should the member lack the requisite certification.

2.4 Right of Way

- 2.4.1 Sail powered craft have right of way over motorized, paddle and rowing craft.
- 2.4.2 Starboard tack sail craft have right of way over port tack sail craft.
- 2.4.3 Leeward sail craft have right of way over windward sail craft.
- 2.4.4 Any craft tacking or gybing shall keep clear of other craft
- 2.4.5 Overtaking craft must steer clear of craft ahead.
- 2.4.6 Keep clear of craft launching or coming into the launch area.
- 2.4.7 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.
- 2.4.8 Keep clear of the Jericho pier and be aware of fishing lines. Sail to the east of the off-set buoy.
- 2.4.9 All non-commercial craft must stay clear of commercial vessels.
- 2.4.10 Avoid fleets of boats, lessons, and other heavy traffic areas.

2.5 Fleet Condition Ranges

2.5.1 An official grounding of fleets can be issued at the club Commodore's discretion, subject to review by the Steering and Executive Committees.

Fleet	Vessel	Recommended Conditions	Fleet Grounded
Monohull	Flying Junior	5-12 knots from the west	>18
	Vanguard 15	5-16 knots from the west	>18
	Laser	5-16 knots from the west	>20
High Performance	Adv. 1	5-12 knots from the west	>20
	Adv. 2	10-18 knots from the west	>25
	Adv. 3	10-22 knots from the west	>30
	Multi. 1	5-12 knots from the west	>20
	Multi. 2	10-18 knots from the west	>25
	Multi. 3	10-22 knots from the west	>30
Kayaking		calm wind	>20
Stand Up Paddling	All SUPs	calm wind, light current	> 15 knots
Windsurfing	L1	4-12 knots, onshore - side on wind	> 25 knots
	L2	8-25 knots, onshore - side on wind	> 35 knots
	HW	12-50 knots, onshore - side off	> 60 knots

3. Monohull Fleet

3.1 General Rules

- 3.1.1 Don't beach the boats. Dragging them on the beach destroys the hulls very quickly. Always get help from another person (ask a passerby to take/retrieve dolly if necessary — they're usually happy to help!).
- 3.1.2 Use the correct dolly. Putting a boat on an incorrect dolly will break the dolly because of the difference in hull shape/weight
- 3.1.3 Don't stand in boats when they're on a dolly. The hull isn't designed to bear weight that way.
- 3.1.4 When finished de-rigging, loosen the drain plug and use dolly stands or styrofoam to tilt bow slightly higher than the stern to help with drainage.
- 3.1.5 Never place boat equipment directly on asphalt. Use the rubber mats or the inside of a boat hull.
- 3.1.6 Always rig/de-rig with your boat facing into the wind.
- 3.1.7 Whenever possible, rinse boat and parts with hose after your sail. Sails only need to be rinsed if a considerable amount of salt water came in contact with sail.
- 3.1.8 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.
- 3.1.9 Report all damage and needed repairs on the clubroom whiteboard, and if possible, to monohull@ubcsailing.org.

3.2 Flying Juniors

- 3.2.1 Boats must be sailed with both a skipper and a crew.
- 3.2.2 Skipper must be a member of the UBC Sailing Club, in good standing.
- 3.2.3 Skipper must have passed UBC Sailing Beginner sailing class or a UBC Sailing proficiency exam certifying them as competent to skipper Flying Juniors.
- 3.2.4 Only one skipper and one crew are permitted on a Flying Junior at one time, except in special circumstances where the Monohull Fleet captain has given permission. In such circumstances permission may be given by Monohull Fleet Captain after a request has been made.
- 3.2.5 All launching/returning protocol must be followed (see 2.3.11 to 2.3.15).

3.3 Lasers

- 3.3.1 Skipper must be a member of the UBC Sailing Club, in good standing.
- 3.3.2 Skipper must have passed UBC Sailing Intermediate sailing class or a UBC Sailing proficiency exam certifying them as competent to skipper Lasers.
- 3.3.3 All launching/returning protocol must be followed (see 2.3.11 to 2.3.15).

3.4 Vanguard 15s

- 3.4.1 Boats must be sailed with both a skipper and a crew.
- 3.4.2 Skipper must be a member of the UBC Sailing Club, in good standing.
- 3.4.3 Skipper must have passed UBC Sailing Intermediate sailing class or a UBC Sailing

proficiency exam certifying them as competent to skipper Vanguard 15s.

- 3.4.4 Only one skipper and one crew are permitted on a Vanguard 15 at one time, except in special circumstances where the Monohull Fleet captain has given permission. In such circumstances permission may be given by Monohull Fleet Captain after a request has been made.
- 3.4.5 All launching/returning protocol must be followed (see 2.3.11 to 2.3.15).

3.5 Guests

- 3.5.1 Guests are permitted on Flying Junior and Vanguard 15 fleets
- 3.5.2 Guests must abide by all general/safety protocols (as outlined in Section 2) and it is the responsibility of the skipper to ensure they are aware of and following such protocols.
- 3.5.3 Guests must have sufficient swimming ability, meaning they are able to swim/tread water unassisted for a minimum of 15 minutes.
- 3.5.4 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.
- 3.5.5 Guests should have the physical ability to help a skipper right a boat after capsizing

4. High Performance

4.1 General Rules

- 4.1.1 Boats must be sailed with both a skipper and a crew, with the exception of rule 4.4.3 below.
- 4.1.2 Both skipper and crew must be members of the UBC Sailing Club, and in good standing, with the exceptions of rules 4.2.4, 4.3.3, and 4.4.2 below. Absolutely no racing with guests is allowed.
- 4.1.3 Racing sails will not be used during lessons. F18 and Infusion racing sails will only be used for sanctioned races or by approval of the HP exec.
- 4.1.4 No HP craft except for the Hobie 16 may be beached.
- 4.1.5 Any damage caused while sailing is the responsibility of the skipper and must be reported promptly. Repairs may be coordinated with the HP exec.

4.2 RS Fleets

- 4.2.1 RS500 skippers must be at least Advanced I rated, with Advanced II for spinnaker usage.
- 4.2.2 RS500 crew must be at least Intermediate rated, with Advanced I for spinnaker usage.
- 4.2.3 RS800 skippers must be Advanced III rated. RS800 crew must be at least Advanced II rated.
- 4.2.4 Advanced III rated skippers may sail the RS500 (with spinnaker) with guests as crew, as long as the skipper deems the crew sufficiently skilled and physically capable.

4.3 Nacra F18 & Nacra F18 Infusions

- 4.3.1 Nacra F18 skippers must be at least Multi. 2 rated. Nacra Infusion skippers must be at least Multi 3 rated.
- 4.3.2 Nacra F18 crew must be at least Multi. 1 rated. Nacra Infusion crew must be at least Multi. 2 rated.
- 4.3.3 Multi. 3 rated skippers may sail the Nacra F18 with guests as crew, as long as the skipper deems the crew sufficiently skilled and physically capable.

4.4 Hobie 16's

- 4.4.1 The skipper must be at least Multi. 1 rated.
- 4.4.2 Multi. 1 rated skippers may sail the Hobie 16 with guests as crew, as long as the skipper deems the crew sufficiently skilled and physically capable.
- 4.4.3 The Hobie 16 may be sailed singlehandedly with special approval by the fleet captain.

5. Kayaking

5.1 General Rules

- 5.1.1 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.
- 5.1.2 Ensure kayaks and associated gear (paddle, spare paddle, spray skirt, tow line and paddle float) are returned in working order and rinsed.
- 5.1.3 Please clean (hose the kayaks and remove sand with the sponge) and rinse the above gear with fresh water before storage.
- 5.1.4 Report any necessary fixings on the kayak board **AND** by email to the Kayaking Fleet Captain and the First Officer at kayak@ubcsailing.org and kayakbosun@ubcsailing.org

5.2 Plastic kayaks

- 5.2.1 A beginner course must be taken before being able to use the plastic kayaks.
- 5.2.2 Persons with previous experience can ask for a [proficiency test](#) to access them. They are expecting to be able to be proficient in the skills described [here](#).
- 5.2.3 Plastic kayaks **must** be used for recovery practice, on heavy weather, surf landing and launching, and other training.
- 5.2.4 A guest can only be taken in a double kayak, in the passenger seat position.

5.3 Fiberglass kayaks

- 5.3.1 Fiberglass kayaks are our trips boats and they must kept in perfect working order at all times. Any damage has to be repaired right away. If this is not possible, an email **must** be send to the Kayak Fleet Captain and the First Officer at kayak@ubcsailing.org and kayakbosun@ubcsailing.org.
- 5.3.2 Fiberglass kayaks will be booked in advance of social events and kayaking trips, and will not be available to members during that period of time. There will always be plastic kayaks in those busy times.
- 5.3.3 Persons willing to use fibreglass kayaks have to attend social events. You will learn how to move them around, how to land them in different shores and have a better sense of your responsibilities when using those boats. It at the Captain and the First officer's discretion to decide whether you can use the fibreglass kayaks outside of the social events.
- 5.3.4 Fiberglass kayaks cannot be used for training or recovery practice.

5.4 Trips

- 5.4.1 Day and overnight trips are subject to the rules outlined in Section 9 of this document.

5.5 Resources

- 5.5.1 Kayaking resources can be found on [Google Drive](#).
- 5.5.2 The Club also has kayaking books and maps, members are encouraged to borrow them when needed

6. Stand Up Paddle Boards

- 6.1 Members must complete a SUP orientation or windsurfing class to gain access.
- 6.2 Members can have one and only one guest per session provided that no other members wish to borrow boards at that time.
- 6.3 PFDs and leashes must be worn at all time while on the water.

7. Windsurfing

7.1 Beginner Boards and Sails (L1)

- 7.1.1 Members must attain their L1 certification to gain access to this fleet.

7.2 Intermediate Boards and Sails (L2)

- 7.2.1 Members must attain their L2 certification to gain access to this fleet.

7.3 High Wind Boards and Sails (HW)

- 7.3.1 Members must attain their High Wind qualification to gain access to this fleet.
- 7.3.2 Members must submit an addition \$100 work deposit to gain access to this fleet.
- 7.3.3 HW boards and sails must be signed out on the sign-out sheet stored in the HW room.
- 7.3.4 HW boards, sails, booms and masts can be taken off club premises for longer trips.
 - 7.3.4.1 When HW gear is taken off club premises, all details need to be logged on the sign out sheet.
 - 7.3.4.2 A maximum of 1 board, 3 sails, 2 masts and booms, shall be taken out for longer trips by 1 HW member at once.

7.4 Guests

- 7.4.1 Guests are not permitted to use UBC Sailing Club windsurfing equipment.

7.5 Proficiency Tests

- 7.5.1 Proficiency tests can be run in lieu of a lesson, to grant access to a fleet to a club member.
- 7.5.2 Proficiency tests can be administered by the fleet captain or more experienced windsurfing members than the testee.

7.6 Equipment Care

- 7.6.1 All equipment should be rinsed of sand and debris, with fresh water, before being stored in the appropriate location.
- 7.6.2 Any windsurfing equipment damaged during regular use on or off club premises should be reported to the windsurfing fleet captain ASAP, via email: windsurfing@ubcsailing.org

7.7 Club Organized Trips

7.7.1 Trips are subject to the rules outlined in Section 9 of this document.

8. Motorized Inflatables

8.1 Storage

8.1.1 The specifics of the storage of motorized inflatables shall be at the discretion of the Safety Officer.

8.2 Usage

8.2.1 Powerboats are to be operated only by sailing instructors, or as authorized by the Safety Officer.

8.2.2 Powerboats can only be operated during lessons, regattas, or sanctioned events with explicit consent of the Safety Officer.

8.2.3 The operator of a powerboat is responsible for ensuring that it has all required Transport Canada approved safety equipment before departing from the shore and;

8.2.4 The UBC Sailing Club is obligated to ensure this equipment is available to powerboat users.

8.2.5 Operators must have a valid Pleasure Craft Operator Card (PCOC).

8.3 Guests

8.3.1 Guests are not permitted to operate UBC Sailing Club motorized watercraft.

9. Trips

9.1 Members are encouraged to plan trips as their ability suits them.

9.2 Trips must be open to all members of the UBC Sailing Club who are certified on the craft being used.

9.3 The trip must be publicized to the entire club membership.

9.4 Trips require the authorization of the appropriate fleet captain, and the Safety officer.

9.4.1 The specifics of the authorization process are at the discretion of the various Fleet Captains

9.4.2 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

9.4.3 If either a Fleet Captain or the Safety Officer denies the trip request, they must provide their reasoning to the member who attempted to organize the trip, in writing.

9.5 A trip plan should be submitted to the Safety Officer for approval prior to departure including as a minimum, the following:

9.5.1 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.

- 9.6 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
- 9.7 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.

10. Misc. Club Equipment

10.1 Barbeques

10.1.1 Club barbeques may be used at events, however, they are not for personal use.

10.1.2 Requests for barbeque usage may be directed to social@ubcsailing.org

10.2 Radios

10.2.1 Club radios are to be operated only by members possessing a valid Restricted Operator Certificate (Marine) (ROCM), unless being used in an emergency.

10.2.2 Club radios are to be operated only by sailing instructors during lessons, training, and regattas, or as authorized by the Safety Officer.

10.2.3 Questions regarding the use of club VHF radios may be directed to safety@ubcsailing.org

11. Winter Sailing

11.1 Safety

11.1.1 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.

11.1.1.1 Members must ensure that they have, and wear, a wetsuit of appropriate thickness, as well as other gear appropriate for cold-water sailing.