

LAHAINA YACHT CLUB BOAT USE POLICY & REQUIREMENTS

Adopted by the Board of Governors 3/15/17

I. INTRODUCTION

The boats owned by the Lahaina Yacht Club (LYC) are used for events sponsored by the Club, such as training, racing, social sails, etc. The boats are also available for personal use by members in good standing and their guests. Only Authorized Skippers, as certified by the Fleet Captain may skipper a LYC boat.

When a Skipper takes out a Club boat, the Skipper assumes full responsibility for the safety of the crew and the boat. Each Skipper must follow the LYC procedures for things such as storing equipment, as set forth in this policy or in the Skipper Information File (SIF) for the boat. Similarly, only LYC-approved procedures for launching and docking boats, and so on may be used when operating the Club's boats.

II. DEFINITIONS

A. AUTHORIZED INSHORE SKIPPER: Any LYC member in good standing who has successfully completed the qualifications and certification procedures explained below and has been authorized by the Fleet Captain to use the LYC boats. The Fleet Captain has been delegated this power by the LYC Board of Governors (BOG). Inshore Skippers are limited to the inshore boundaries listed in the SIF. They may compete in regattas in the C-Class division and are not allowed to fly spinnakers at anytime.

B. AUTHORIZED OFFSHORE SKIPPER: Any LYC member in good standing who has successfully completed the qualifications to become an Authorized Inshore Skipper and has been approved by the BOG for Offshore status.

C. CHECKOUT SKIPPER: An Authorized Offshore Skipper specifically designated by BOG to conduct on-the-water checkout of potential authorized Inshore and Offshore Skippers.

III. CHECKOUT PROCEDURES FOR AN AUTHORIZED SKIPPER:

INSHORE SKIPPER: To initially be certified as an Inshore Authorized Skipper, a member must have:

- Paid the current annual membership dues and fees policy of the Club.
- Be a current member in good standing.
- Submit a written resume of his/her sailing experience.
- Successfully completed written test.
- Submit proof of the state of Hawaii's DLNR/DOBOR boater safety course.
- Submit credit card for damage deposit (annually renewed).
- Successfully completed an On-Water-Test with two LYC Check Out Skippers.
- Sign Skippers Agreement Contract (annually renewed).
- Copies of all documents will be retained in the members skipper file.

OFFSHORE SKIPPER:

- Current Inshore Skipper
- Submit a petition to the Sailing Committee for "Offshore" status.
 - The Sailing Committee will review each case individually. The Committee will submit its recommendation(s) to the BOG for approval. Recommendations will vary based on each skippers skills, experience, sea time and previous record with the Clubs boats.
- BOG has final decision.

CHECKOUT SKIPPER:

- Current Offshore Skipper
- Submit a petition to the Sailing Committee for "Checkout" status.
 - The Sailing Committee will review each case individually. The Committee will submit its recommendation(s) to the BOG for approval. Recommendations will vary based on each skippers skills, experience, sea time and previous record with the Clubs boats.
- BOG has final decision.

Once a member has been certified for the first time as an Inshore or Offshore Authorized Skipper, the member is not required to take either the written or On-The -Water test in any subsequent year, provided that the member is not subject to discipline for improper boat use or the member does not allow their membership to lapse.

Annually all Skippers must review the current version of this policy and SIF to ensure that they are familiar with any changes. A new Skippers Agreement Contract must be signed along with updating credit card information for Damage deposit.

IV. ON-WATER-CHECKOUT PROCEDURES:

This process is intended to confirm that the candidate Skipper has the boat handling skills, physical abilities and seamanship to take full responsibility for the safety of the crew and boat, even when sailing with an inexperienced crew. Therefore, the candidate Skipper is expected to have other people perform crew tasks at his or her direction during the checkout process.

Two Authorized Checkout Skippers will be onboard to conduct the evaluation. Each candidate Skipper is expected to execute and demonstrate the following:

- On-Water Test Checkout checklist:
 - Knowledge of current & forecasted weather.
 - Correct protocol of pre-departure procedures:
 - Vessel inspection
 - Engine inspection
 - Safety gear & briefing
 - Rigging of appropriate sail selection for the days conditions
 - Float plans & liability forms properly filled out
 - Demonstrate ability to depart slip & harbor while leading crew with proper instructions:
 - Vessel prepared for departure
 - Radio communication
 - Rules of the road.
 - Proper crew instruction with correct terminology while:
 - Motoring.
 - Hoisting sail
 - Under sail
 - Reefing sail
 - Dousing/flaking sail
 - Demonstrate ability to sail on all points.
 - Controlled tacks
 - Controlled jibs
 - Perform proper man over board drill.
 - Demonstrate ability to return to harbor & slip while leading crew with proper instructions.
 - Fender placement
 - Fending off
 - Correct tie up
 - Demonstrate ability to correctly clean, dry & stow all equipment
 - Trash removal
 - Boat wash & dry
 - Lock up of boat & dock box
 - Captains log entry

The Fleet Captain will maintain a current list of Authorized Skippers who are certified in that Club Membership Year to use the boats. A current copy of that list also will be maintained in the LYC office, to allow the staff to make sure that a member reserving a boat is authorized to do so.

V. SKIPPER RESPONSIBILITIES

Skippers are responsible for operating the boats in a safe, prudent and responsible manner at all times. This includes, but is not limited to, the following:

1) The Skipper must ensure conditions and equipment for sailing are safe before taking command of a boat and setting sail:

2) WEATHER. Check marine weather current conditions and forecast. Consider tides, currents and surf conditions to ensure return by end of scheduled time.

a. LYC boats shall not be taken from the slip during severe or unsafe weather conditions, including high winds and lightning. In addition, boats shall not be taken away from slips if there is (or a forecast for) small craft warnings or winds of 25 knots or more. Even if lower wind or fair weather, no Skipper should take a boat out in conditions in which he or she feels that the safety of the crew or boat could be at risk; this is a judgment based on the skipper's confidence, skill level, experience, and weather conditions.

b. If, while a boat is out, winds rise to these levels, or a lightning storm begins or if indications are that these conditions will occur, the Skipper will return to the Lahaina Harbor or to a closer safe harbor as quickly as possible.

3) BOAT CAPACITY. No more than 6 people, including the Skipper and children, are permitted on the Olson 30. Weather conditions may dictate a lower number. A minimum of 2 people are required for operating the Olson 30. Three or more is recommended.

4) EQUIPMENT. Thoroughly check boat and rigging for safety prior to sailing from the dock. Check all onboard safety equipment and ensure that it is in working condition and meets Coast Guard requirements before using a boat.

a. A Skipper must not use the boat if an unsafe condition cannot be remedied or if Coast Guard required safety equipment is missing. This should be done by noting the condition in the log (including the fact that the

boat cannot be used and is out of service) and informing the Fleet Captain of the situation.

b. Applicable current Coast Guard requirements, other federal and local requirements, and LYC's implementation of those rules, are below.

Skippers are personally responsible for maintaining current knowledge of changes to safety requirements, and abide thereby, even if not specifically notified by LYC. In many cases, for safety reasons, LYC's procedures go beyond the legal requirements:

A. The Coast Guard requires that all vessels must be equipped with one Type I, II, III or V wearable Personal Flotation Device (PFD) for each person on board, U.S. Coast Guard approved, in serviceable condition, readily accessible, and of the appropriate size for intended use. A Type V (inflatable) PFD is acceptable only if used in accordance with the specific instructions on the U.S. Coast Guard approved labels. LYC boats are equipped with one Type II or Type III PFD for each person on board. If PFD's are not being worn, they must be readily accessible, e.g., not covered with equipment, stowed under sail bags, etc.

B. In addition to the PFD's above, the Coast Guard requires that each boat must carry in the cockpit at least one serviceable Type IV flotation device-LYC uses a boat cushion, which must be in the cockpit while the boat is being operated.

C. The Coast Guard requires all children under 13 years of age to wear a U.S. Coast Guard approved PFD while underway, unless the child is below decks or in an enclosed cabin. Members may need to furnish their own child's PFD.

D. Any vessel less than 12 meters in length (39.4 ft.) is required to carry a whistle or horn, or some other means to make an efficient sound to signal intentions and positions in periods of reduced visibility. The Olson 30 is equipped with an air horn.

E. Most vessels must be equipped with U.S.C.G. approved distress signals. The Olson 30 is equipped with flares and orange distress flags. The Coast Guard exempts open sailboats less than 26 feet in length not equipped with propulsion machinery operating during daylight hours.

F. A fire extinguisher is required if one or more of the following conditions exist: a/

closed compartment under thwarts and seats wherein portable fuel tanks may be stored. b/ double bottoms not sealed to the hull or which are not completely filled with flotation material. c/ closed living spaces. d/ closed storage compartments in which combustible or flammable materials are stored. e/ permanently installed fuel tanks. f/ inboard engines. Because the Olson 30 meets one or more of these criteria, it is equipped with a fire extinguisher.

G. Recreational vessels are required to display navigation lights between sunset and sunrise and other periods of reduced visibility. The Olson 30 is equipped with anchors, steaming and running lights.

H. Most recreational vessels under 65.6 feet in length do not have to carry a marine radio, but if they do voluntarily carry a radio, they should maintain a watch on channel 16 whenever the radio is operating and not being used to communicate. The Olson 30 is equipped with a marine radio and it should be operating and monitored whenever the boat is in use.

I. The Refuse Act of 1899 prohibits throwing, discharging, or depositing any refuse matter of any kind (including trash, garbage, oil, and other liquid pollutants) into the waters of the United States. Members must stow all trash while boats are in use and remove the trash and dispose of it ashore after sailing.

J. The Federal Water Pollution Control Act prohibits the discharge of oil or oily waste upon or into any navigable waters of the U.S. LYC members may not allow gas, oil or similar fluids to be spilled at any time.

- 5) The Skipper must give appropriate safety instructions to the crew:
- a. Instruct crew members on the location and use of safety equipment.
 - b. Explain crew overboard procedures to crew members before departing the dock.
 - c. Explain what the crew is to do if the skipper is the person overboard.
 - d. Ascertain swimming ability of crew and instruct crew on proper

safety procedures accordingly (e.g., wearing life jacket if crew person does not swim).

6) The Skipper must know and obey navigation rules, lighting requirements, and other U.S. Coast Guard and local rules.

7) The Skipper must know and obey LYC policies, procedures, and rules as well as instructions in the SIF for each type of boat. Among other things, Skippers of all boats will:

- a. Complete the online log fully as soon as possible after sailing. Enter in the log any repairs required, any repairs made and by whom.
- b. Ensure all non-LYC guests or crew sign the waiver/release form before sailing.
- c. Douse and tie down sails if Skipper leaves the boat tied to a float or dock or when at anchor, even if only a few minutes, to prevent the sails from flogging or wearing.
- d. Be responsible for boats and equipment used and properly stowing all equipment in the correct location in the boat or in the appropriate locker after each use.
- e. Immediately notify the Fleet Captain if equipment is lost or broken while the Skipper is using the boat and, if authorized to make the expenditure by the Fleet Captain, make the needed repairs.
- f. File an accident report for any incident requiring such filing by law, with copy to Commodore and Fleet Captain. For any incident involving accident or injury for which a filing is not required by law, immediately notify the Fleet Captain verbally to be followed by a written report on the incident.
- g. Notify the Fleet Captain of any needed repairs to a boat, trailer or lockers.
- h. Access to the locker/boat keys is not allowed to anyone other than another Authorized Skipper unless instructed to do so by the Fleet Captain.
- i. Participate regularly in scheduled maintenance days and assist in other maintenance projects.
- j. Be available to skipper LYC boats at LYC events upon request of responsible officer, such as the Fleet Captain.

8) Tsunami Watch:

- a. Each Skipper required to be responsible for two weeks per calendar year.
- b. Non-residents Skipper requirements based on a case by case basis at the discretion of the Fleet Captain.
- c. Minimum requirement: get the boat to a LYC *outside* mooring.
- d. If under designated Skippers watch, boat is left in the harbor, Skipper will be held responsible for damages.
- e. Calendar is posted on LYC website

VI. BOAT SCHEDULING PROCEDURE

1. Check availability on the LYC website calendar.
2. Payments:
 - a. Damage deposit, credit card on file with the Club.
 - b. Daily maintenance fee payed.
3. Tsunami watch scheduled and/or completed.
4. Contact Fleet Captain to request reservation.
 - a. Skipper name and contact information
 - b. Specific date and time period desired.
 - c. Float plan detailing estimated time of departure route and estimated time of return.
5. Receive confirmation from Fleet Captain.
6. Skippers who cannot keep a reservation shall contact the Fleet Captain immediately to remove the reservation. Cancellations within 24 hours reservations will not be refundable. Skippers who consistently make reservations and “no show” with out canceling may have privileges suspended.
7. Skippers may reserve a boat for individual use no more than two days per week. A third and subsequent reservation(s) may be made if the boat is available at the end of business day prior to requested reservation date.

VII. BOAT USE PRIORITIES

Boat are available for individual scheduled use year-round unless weather prohibits or one of the priorities (listed in order below) applies.

1. Maintenance: Boats may be taken out of service if an unsafe condition requires repair. In addition, scheduled maintenance days or special projects authorized by the Fleet Captain take priority over any other use.
2. Training or instruction.
3. Racing - LYC Teams have priority over individual Skippers.
4. Board approved Club functions.
5. Individual use Skippers may reserve boats for their personal use.

VIII. SINGLE HANDING CLUB BOATS

LYC boats may be single-handed only by those Authorized Skippers who have been specifically recommended by the Fleet Captain and approved by the Board of Governors. However, the Olson 30 may not be single handed. Single-handed skippering is a privilege granted at the discretion of the BOG and renewed annually. Every year, the Fleet Captain will furnish a list of recommended single-handed skippers to the BOG for approval. Extending the privilege from year to year will be based upon continuing strong and active service as a LYC instructor.

IX. RESOLVING COMPLAINTS ALLEGING PROBLEMS WITH SKIPPERS

LYC Bylaws allow the BOG to discipline members for cause, which may include, violation of Club policy, violation of State or Federal maritime laws, destruction of or damage to Club property, injury to other individuals or behavior otherwise not consistent with the purposes of the Club. If a member observes a Skipper operating a boat in an unsafe manner, the member should bring the infraction to the immediate attention of the Fleet Captain. The Fleet Captain will notify the BOG of the complaint and file a written report. The BOG shall deal with the matter according to the Bylaws.

X. OLSON 30 SAILBOAT USAGE FEE POLICY

Daily vessel maintenance fee of \$25.00

Fee will be collected for:

- Individual Member sailing prior to use.
- Casual ongoing training.
- Regattas.

Payment will be collected through 3rd party (PayPal, RegattaNetwork,TBD). Funds will be deposited directly into the Olson 30 maintenance account. All funds will be used solely for Olson 30 maintenance.

Incentives:

- Pay in advance for 10 uses, receive 12. To be used in same calendar year and are not transferable to other Skippers.
- Skippers who help above and beyond the call of regular maintenance may be rewarded with credit for a day(s) use. Subject to review and approval by the BOG.

*Refund available for weather, reservation canceled outside 24 hours of reservation or when boat is pulled out of service.

No Fee Collected for:

- Education - Adult & Junior classes.
- Individual Skippers education.
 - Each Skipper is entitled and encouraged to use the Olson 30 to promote new LYC membership and introduction to sailing.
 - Skipper is required to submit manifest and educational outline prior to booking date. Subject to review and approval by the Fleet Captain.
 - Not to be used during regattas.
 - Limited to twelve times per calendar year.