



Royal Victoria Yacht Club Keelboat Usage Policy

Purpose:

The purpose of the Royal Victoria Yacht Club Keelboat fleet is to encourage participation in the sport of sailing amongst our Junior, Intermediate, and Member category members, in particular those Intermediate and Member category members that do not own a boat of their own or do not have a boat at Cadboro Bay or Oak Bay.

Policy:

The following policies shall govern the usage of all the small keelboats (Cal 20 and M242) owned by the Royal Victoria Yacht Club (RVYC).

Competency:

1. a) The Member shall have or demonstrate a minimum of C.Y.A. Basic Cruising Level certification or C.Y.A. White Sail III with knowledge of use of outboard motors and safety procedures;
b) Members wishing to use any of the vessels in an approved race event shall have or demonstrate a minimum of CYA Learn to Race or, be a current or past member of the RVYC Race Team, or demonstrate a suitable level of equivalent experience;
c) For Spinnaker use the member must have a minimum CYA Bronze 5, Intermediate Cruising with Flying Sails Endorsement, or a suitable level of equivalent experience;
2. The Member shall be competent at docking and maneuvering the vessel within the confines of the marina. Competent is defined as the ability to operate the vessel in a manner such that no persons or property in the immediate area are threatened or damaged by their actions;
3. The Member shall possess a valid Canadian Coast Guard Pleasure Craft Operators Certificate (PCOC);
4. The Member shall be required to demonstrate the above skills to a certified employee of the club before they will be allowed to operate the vessel without supervision. This should be completed at a previously decided date;
5. Once a certified employee has approved the Member for use of the vessel, they will maintain that approval for two years, after which they will have to be re-approved for use of the club vessels.

Sign-out Procedure:

1. The Sailing Director will approve the use of vessels. Any members interested in using the vessels must apply to use the vessels by completing the Charter Application Form available at the Sailing Shed, Foreshore Office, Main Office or from the RVYC website (www.rvyc.bc.ca);
2. The approved application will be forwarded to the RVYC Foreshore office;
3. Applications for approved racing events must be received prior to the deadline dates published in the Mainsheet and posted to the RVYC website;
4. A minimum of 24 hours notice on weekdays, 48 hours on weekends, must be given for sign-out of vessels. This is to ensure that the Sailing Director or their staff will have time to prepare the vessel for the Member. Within these time periods, the Sailing Director will inspect the vessel, based on a predetermined checklist, for any noticeable damage or wear. This process will be repeated within 24 hours after the Member has used the vessel, with any new damage or wear being noted;
5. The Sailing Director will keep a record of vessel use, including Member name and status, hours and days used;

6. The Member will be expected to complete the vessel sign out book before each occasion of use of the vessel. The book will be located in the RVYC Foreshore office. The information to be completed will include time of sign out, expected return time, member number, a contact number and, upon return, a description of any problems or matters requiring attention;

Member responsibility:

1. The Member will be expected to sign a liability release stating that the Club will not be responsible for injury or damage caused or resulting through willful negligence or gross misconduct. The Member will also be held liable for injury or damage to other persons or property resulting from any willful negligence or gross misconduct. This release must be signed each time the Member uses a vessel. Note: improper or risky behaviour while racing will be considered willful negligence. Risky behaviour will be defined to include aggressive actions or tactics, sailing in a dangerous or reckless manner or sailing into areas where grounding is a risk;
2. The Member will be responsible for operating the vessel in a safe and seamanlike manner at all times;
3. The consumption of alcohol or other substances onboard the vessel at any time is expressly forbidden. Failure to comply with this rule shall result in forfeiture of all future chartering privileges and may result in discipline by the RVYC executive committee;
4. Members chartering the vessel for racing must ensure that the competency of the crew is sufficient for the event being entered;
5. The Member will be responsible for making sure that the vessel is returned in the same condition in which it left. This will exclude any wear to equipment caused by normal use of the vessel. The vessel should be properly secured to the dock, washed down and all sails stowed properly or brought to the sail shed if wet;
6. The Member will be responsible for the signing-in of the vessel to the RVYC Foreshore office. If there is any damage to the vessel, or any equipment that is not functioning properly, the Member will be expected to fill out a "Maintenance Request Form". These will be available at the place of sign-out. Members signing in 'after hours' shall follow the instructions noted at the Foreshore office. A copy of the after hours sign on procedure will also be available onboard the vessel;
7. Members will be expected to remember that they will be representing the Royal Victoria Yacht Club during the time that they are using the vessels and will be subject to applicable rules and Bylaws as specified by the Royal Victoria Yacht Club Yearbook;

Sailing Director's Responsibility:

1. The Sailing Director (or assigned staff) will ensure that the vessels are ready for use such that they can be taken out with 24 hours notice. This should include:
 - i. Engine working properly with a full fuel tank;
 - ii. Sails in working shape, with any damage repaired properly;
 - iii. All control / mooring lines are onboard and in good working condition;
 - iv. Any repair work to deck hardware or standing rigging completed;
 - v. The vessels are clean and free of any unnecessary debris;
2. The Sailing Director will be expected to ensure that the name of the individual signing out the vessel is written in the sign-out book located at the Foreshore office. Each time an individual requests the use of the vessels, their name will be written and initialed by the Sailing Director in the sign-out book. The Sailing Director will contact the Member to confirm the vessel has been signed-out in their name for the desired time period;

3. The Sailing Director will be responsible for ensuring the Member is qualified to use the vessels, or that they or a certified member of their staff is available to approve the Member for use of the vessel;
4. The Sailing Director or a certified member of their staff will be responsible for the pre- and post-use inspection of the vessel;
5. The Sailing Director, in conjunction with the Boats Committee will be responsible for ensuring that the vessels are properly certified for racing in local events;
6. The Sailing Director, in conjunction with the Boats Committee will ensure that the vessels comply with Canadian Coast Guard Safety Regulations, and carry all necessary equipment to comply with these regulations;

Equipment:

1. Members can expect to have the following equipment provided to them when using the vessels:
 - i. One full set of Martin 242 Fleet standard sails, including: main, jib, and spinnaker (if Member is certified for spinnaker use);
 - ii. All necessary lines and rigging for use of these sails;
 - iii. Lifejackets for four (4) persons onboard, if additional persons are to be on board, the Member must tell the Sailing Director so that more PFDs may be arranged – Members may wish to use their own approved PFD;
 - iv. A handheld VHF radio (to be used in emergency situations only);
 - v. All necessary safety equipment to comply with Canadian Coast Guard Regulations for a vessel not over 8.2m (27 feet);

Limitations of Use:

1. Intermediate and Junior Members will be given priority use of these vessels, however, if a vessel is not signed out fourteen days before a regatta or series event, any Member will have access to these vessels;
2. These vessels may be used, and are limited to use, by Members of the Royal Victoria Yacht Club:
 - i. as racing vessels. The vessels are available to Members and their crew to take part in approved local races or regattas. Members who sign out a vessel for this purpose will be charged based on the number of days in the event, regardless of how many days during the event that the Members uses the vessel. A single Member may only sign a vessel out for one event per season. Once they have done this they will be placed at the bottom of the priority list and assigned boats on the basis of item I of this section. Where Sailing Instructions dictate, Members may be required to purchase a membership in the local Martin 242 Class Association to allow them to participate in an event. Members may receive special permission from the Sailing Director, in conjunction with the Boats Committee to race these vessels outside of the Cadboro Bay / Oak Bay area;
 - ii. as day sailing vessels. The vessels are available for use by Members and their crew within the Cadboro Bay / Oak Bay area;
 - iii. as weekend cruising vessels. Members who have received permission from the Sailing Director, in conjunction with the Boats Committee, or their designate, may take the vessels overnight to a Royal Victoria Yacht Club Outstation or a secure Marina previously approved by the Boats Committee;
3. Anchors are provided as part of the mandatory equipment on each of the vessels. Members choosing to anchor the vessel must remain on board at all times. At no time is a vessel to be left at anchor, or any other non-approved moorage location, unattended;

4. A maximum of six (6) individuals is allowed on board at any one time;
5. Any member found in breach of these limitations will have their privilege of use removed for a two-year period, or longer if so determined by the Boats Committee or Executive Committee;
6. Repair of any damage resulting from the Member disregarding guidelines as laid out in this section will be the sole responsibility of the Member, regardless of cost;

Fees:

1. Members will be charged for use of the vessels as per the Fee Schedule attached to this document and posted on the RVYC website;
2. These charges will apply to both racing and day-sailing uses;
3. These charges do not include any costs for race entry fees or race program registration;
4. Members using vessels overnight will automatically be charged a full day fee for days surrounding the night of usage;
5. Members who do not leave the boat in a state of cleanliness will be charged a \$50 clean-up fee following use;

Release of Liability:

1. All Members will be required to read this Keelboat Usage Policy before being approved to use the vessels;
2. All Members will be required to sign a release stating they have read and understand the Keelboat Usage Policy and release the Club from liability for any incidents occurring on the vessel;
3. The Royal Victoria Yacht Club reminds its Members of the risk inherent to the sport of sailing. Any Member using the Royal Victoria Yacht Club's sailing equipment recognizes this risk and agrees to release the Club from any liability associated with this risk in accordance with the liability release to be signed prior to taking any Royal Victoria Yacht Club vessel out of the marina;
4. The Royal Victoria Yacht Club, its Staff, Executive or designates reserve the right to refuse access to these vessels to any Member at any time.

RVYC Small Keelboat Program – User Fees

Event		M242	Cal 20
Wed Nights	4 race series	\$ 100 / series	\$ 80 / series
	5 race series	\$125 / series	\$100 / series
Fall ATB	4 days	\$ 50 / day	\$ 40 / day
Spring ATB	4 days	\$ 50 / day	\$ 40 / day
Winter ATB	4 days	\$ 25 / day	\$ 40 / day
THRASH Regatta Thermopylae Regatta	2 day events	\$ 150 / event	\$120 / event
Winter / Spring / Fall OD events	1 day events	\$ 50 / event	\$ 40 / event
	2 day events	\$ 100 / event	\$ 80 / event
Other outside events		\$ 100 / day (max \$300)	\$ 80 / day (max \$240)
Club Match / Team Racing	TBD	TBD	TBD
Daysailing	Base charge – 4 hours	Junior - \$10 Intermediate - \$30 Member - \$45	Junior - n/c Intermediate - \$20 Member - \$40
	Each add'l hour	Junior - \$2.50 Intermediate - \$10 Member - \$15	Junior – n/c Intermediate - \$8 Member - \$12
	Maximum per day	Junior - \$20 Intermediate - \$75 Member - \$100	Junior – n/a Intermediate - \$60 Member - \$95

Note: Junior members and members designated as 'boat representatives' will be able to earn credits that can be used against rental fees. The credits will accumulate at rates to be determined by the RVYC Boats Committee.

The above rates are effective as of: June 1, 2010.