

Fairwinds
Sailing and Recreational Society

Club Operations

Standard Operating Procedures

Version: April 2011

Overview

This document describes the Standard Operating Procedures for Fairwinds Sailing and Recreational Association. This SOP is issued in compliance with the association's by-laws and is to be reviewed from time to time and altered as required so that it contains the latest relevant information. The most recent revision is published on the Association website.

If this document contradicts the constitution and bylaws in any way, the constitution and bylaws are to be upheld and this document changed.

Joining Fairwinds

Application for Membership

General

The Application

To join, an application and waiver must be completed and a joining fee sent to the address on the application. The Commodore will contact the applicant to introduce the club, determine their sailing skills and their expectations of the association, and pass judgement as to whether or not to admit them to the association.

Fees

A joining fee will be charged. This fee is due at the time of application and will be refunded if membership is not granted. See the web site for current rates.

Pre-requisite Requirements

Before a person can become a member, that person must have completed a CYA Basic Cruising Skipper course or equivalent. A Coastal Navigation course is also highly recommended. Members must possess a Pleasure Craft Operators Card (PCOC) or equivalent and VHF radio operators certificate. Members will be asked to provide photo-copies of these documents with their application.

Membership

Levels of Membership

Non-skipper

On joining Fairwinds, a new member automatically becomes a non-skipper. Non-skippers may request sailing time with the duty skippers. A member ceases to be a non-skipper after a successful check-out on an association boat and after paying the required dues. Non-skippers have the responsibility of working towards checking out to become skippers. Non-skippers do not pay a capital fee.

C&C Skipper

C&C skippers are eligible to take out the C&C 27. They will be placed on the duty skipper list (see *Bookings* section). If they wish to upgrade to *Full Skipper*, they may request sailing time on Jolie with a *Full Skipper*. To upgrade, a checkout will be required as detailed in the *Check-out* section of this document.

Full Skipper

Full skippers are eligible to take out any of the Association's sailboats. They will be placed on the duty skipper list.

Off-Season Skippers

Off-Season Skippers are eligible to take out any of the Association's sailboats during the periods not designated as summer sailing. They will be placed on the duty skipper list during the off-season months. A Fairwinds member must have been a skipper for at least one year before being eligible to become an Off-Season Skipper. *Off-season skipper may act as a Duty Skipper during the summer months when there otherwise is not a duty skipper available to go out with Crew for a training sail, or for boat maintenance.*

Membership Number Limits

The Association may place limits on the number of members in each category. Normally this will be done to ensure all members are able to get a minimum amount of sailing time during the summer season. Off-season membership may be restricted when there is a full complement of full-time skippers for a given boat.

Current member limits are:

Full Skipper:	6 members
C&C Skipper:	6 members
Off-Season Skipper	4 members
Non-skipper:	unlimited (will remain so until membership levels approach capacity)

Wait-lists

If membership at a level is full, members wishing to upgrade to that level will be placed on a waiting list until there is a vacancy. The waiting list is prioritized by the date of entry onto the list. A member is entered onto the wait list either: on the date of their check-out; or for members who do not require check-out, on the date of their written request to the Commodore. When a skipper position is available, members are offered the position by their seniority on the waiting list. Members who decline a skipper position shall maintain their seniority on the waiting list. Members who are skippers on the C&C and qualified and waitlisted for the Pearson, may sail her non-summer for a fee. Members who are qualified and waitlisted for the C&C may sail her non-summer for a fee.

Types of Membership

Active Members (also called Members)

Active members are fully paid-up members. Each paid-up membership entitles the member to one vote within the association. Members who have paid the annual sailing guarantee are entitled to book and use sailboats according to their level of membership.

Maintenance Members

Maintenance Members have voting rights and are eligible to hold executive positions. They do not have a sailing account or booking privileges. A Fairwinds member must have been a full skipper for at least 3 years before being eligible to become a maintenance member. This is an “active” membership status as opposed to “inactive”. Note that an important distinction with “inactive members” is that Capital Fees do not need to be paid again if a member decides to resume sailing. Members who are considering going “inactive” are encouraged to become maintenance members.

Spouses

A member’s spouse, who is a competent sailor and meets the prerequisites of the association, may make application to be a skipper. The spouse must submit an application for membership, pay a spousal fee, and carry out all of the normal procedures that any other skipper must carry out to gain skipper qualifications. On completion of a full check-out with the Vice Commodore the spouse may become a C&C Skipper or a Full Skipper. The spouse will then be eligible to take out sailboats according to their level of skipper qualification. Spouses who are skippers share the sailing guarantee of the member, do not get a vote within the association, share duty skipper responsibilities with the member, and are not eligible to hold an executive position.

If both the member and spouse hold different levels of qualification within the association, the member’s fees are based on the highest level of qualification held between the spouses. The member and the spouse may switch (spouse become the member and vice versa). To do this, the intent to switch must be announced at an AGM.

Inactive Members

If a member does not wish to actively sail for a season(s) they may become a “Maintenance Member” or opt to go *Inactive*. An inactive member must state their intention in writing or at an AGM so that it is entered in the minutes. Inactive members may be required to pay a nominal annual fee to maintain the inactive status. Inactive members do not have a vote within the association, are not required to be duty skippers and are not eligible to take out sailboats.

A member may remain inactive for a maximum period of five years, after which they must become a member again (if there is a vacancy) or resign their membership (unless by special permission of the executive).

Inactive members wishing to reinstate their membership may be asked to go through a check-out procedure. The decision as to whether or not a check-out is required will be made by the executive and based on the sailing experience of the member and the amount of sailing done (if any) during the inactive period. Inactive members will be required to pay the Capital Fee again upon resuming active skipper status.

The Society Act of British Columbia prevents associations from having more non-voting members than voting members. If a member wishes to go inactive, and this action would cause there to be more inactive members than active members, then the inactive member who has been inactive the longest will be asked to either resign or be reinstated as a member.

Inactive members are required to ensure that Fairwinds has current contact information in the membership register. If an inactive member neglects to inform Fairwinds of address/contact information changes, this may be deemed the same as a resignation from Fairwinds.

Expulsion of Members

A member is being considered for expulsion under the under the terms of the bylaws, the following process is to take place:

- a. The commodore must give the member being considered for expulsion written notice that they are being considered for expulsion. This notice is to include an outline of the reason(s) why. The member is then to be given the opportunity to present a defence of his or her case to the executive committee.
- b. The member is to be given not less than seven days from notification of consideration for expulsion to opt to present a case for defence, and to prepare and present their defence.

- c. The executive committee must consider the information presented by the member when making the expulsion decision.
- d. The executive committee must notify the member as soon as possible, and not more than seven days from the defence presentation, of the final decision of the executive committee.
- e. If the member opts not to present a defense, the decision to expel may be made not less than seven days from notification of expulsion or, as soon as the member informs the executive committee that they do not wish to present a defence, whichever is sooner.

Dues and Fees

Joining Fee

Once an application for membership is approved, the new member will join as a non-skipper and pay the one time Joining Fee.

Spousal Fee

This fee is payable by a spouse prior to being checked out and holding skipper status. It is monetarily equivalent to the current joining fee.

Capital Fee

The Capital Fee is a non-refundable fee payable in annual instalments over three years on becoming Skipper. The fee is used to recognize capital costs to upgrade equipment over the years and is payable only once.

Annual Sailing Guarantee

The Annual Sailing Guarantee is the annual membership fee to cover operating expenses of the Association. It also represents the member's sailing account for the fiscal year running from April 1 to March 31. That account is debited on the basis of boat charge-out rates (listed in the next section). Any excess sailing fees are invoiced at the end of the year. The Annual Sailing Guarantee is non-refundable.

Maintenance Fee

The Maintenance Fee is payable by members who wish to remain active within the association but not sail.

Current Fees:

Refer to the association web site for current membership fees.

Upgrading

Members upgrading from non-skipper to C&C Skipper, or from C&C Skipper to Full Skipper pay the difference in the Annual Sailing Guarantee between one category of membership to the next.

Prorating of Fees

The annual sailing guarantee and upgrading fees may be reduced on a monthly prorated basis from April 1 of each year, starting at the end of the summer season. This may be overruled by the executive.

Boat Use Rates

Refer to the Association web site for the current Boat Use Rates and Season Date Schedule. The Rate Schedule reflects different seasonal rates as well weekday/weekend rates. In general, summer sailing is more expensive than off-season, and weekend sailing is more expensive than weekday sailing.

Other Information Rates and Bookings

A half-day rate will apply to boats booked during the period covered by Pacific Daylight Savings Time ending or commencing at 2:00 p.m.

A half-day rate will apply to boats booked during the period covered by Pacific Standard Time ending or commencing at 1:00 p.m.

Boat fees will be assessed to members' accounts on a shared basis among the members aboard according to the information given to the Bookings Director.

Week rate bookings begin on Saturday morning and end Friday evening. Monday to Friday bookings are based on weekday rates.

Use of a boat after a member's annual sailing guarantee is exhausted (over-sailing) will be charged at the normal rate. These fees will be calculated, and will be due, at the end of the fiscal year (March 31)

Bookings

Web Site Bookings

The *Bookings Director* is responsible for maintaining a register of all boat bookings. The web-based booking system is the primary register and members are required to use it to make their bookings. Each active member is provided with a user id and password for the system. If a member is unable to access the system, they may request the Bookings Director to make a booking on their behalf.

Booking Priorities

During the off-season, bookings are on a first come, first served basis. During the summer season, they need to be coordinated with the boat captain and other skippers.

In general, longer term bookings are given priority over short-term ones i.e. priority is:

- (1) Week-long bookings
- (2) Weekend bookings
- (3) Day bookings
- (4) Half-day bookings

It is important that all skippers have fair and balanced access to the boats. It is expected that members co-operate with each other to achieve this goal. If a member is making bookings in a manner that interferes with the ability of other members to have fair and reasonable use of the boats, then bookings may be cancelled and re-assigned by the Bookings Director (with notice).

Bookings made by a member who is into over-sailing (booking beyond the exhaustion of their annual sailing guarantee) are at a lower priority than non-over-sailing bookings.

For summer season bookings, bookings need to be coordinated with the boat captain before entering them into the booking system. Priorities are as follows:

1. A skipper's first week may be booked at any time, after April 1st, on a first come first served basis.
2. A skipper's second week may be booked at any time on a first come first served basis only if:
 - i. every other skipper has booked their first week already,
 - ii. all skippers who have not booked their first week yet have been contacted and have indicated that this second week will not interfere with their first week's booking, or
 - iii. it is less than three weeks prior to the start of the desired booking time.
3. A skipper may make other bookings as desired based on the priorities listed above.

It is in everyone's best interest to make their longer bookings as far in advance as possible. All skippers should attempt to do this.

Duty Skippers

Throughout the spring, summer and fall seasons, a duty skipper list will be maintained by the secretary.

The Duty Skipper is available to take out any non-skipper member(s) who wish to sail, and if requested, prepare for checkouts. The requesting member will make the booking and pay the cost of the boat including the fuel charge. Members should contact the duty skipper before 9:00 p.m. on Wednesday evening.

Duty skippers do not have priority over other members when reserving a boat. If a Duty Skipper is unable to fulfill their duty skipper obligations he or she is responsible for finding a replacement.

Members intending to invite family or guests on an outing should, as a courtesy, advise the Duty Skipper when booking.

Checkouts

Refer to the Association website “Checking Out” page for information on the checkout process. A copy of the Checkout Procedures and Written Test are available for download from that page.

The basic process for becoming a skipper is:

- The member must notify the Commodore in writing of his/her desire to become skipper on a particular boat
- The member must arrange to sail the boat of interest at least twice including once with the boat captain.
- The member must pass the written and practical exams set by the Association
- A skipper position must be vacant on that boat
- A member must become a C&C Skipper before becoming a Full skipper
- Priority for becoming a Full skipper is established by
 - Qualification Date
 - Seniority of notification to the commodore
 - Seniority as C&C Skipper
 - Seniority as Fairwinds member
- Priority for becoming a C&C skipper is given by
 - Seniority of notification to the commodore
 - Seniority as Fairwinds member

A member can go through the qualification process of becoming a C&C Skipper or a Full Skipper by successfully passing the written & practical test but cannot become a boat

skipper and take out the boat unless there is a vacancy on that boat and they are at the top of the appropriate waiting list.