



SCYC Keelboat Program Manual

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Policy and Procedures

Mission

The mission of this *SCYC Keelboat Program* is to promote the club and sailing for the good of yachting and to provide equitable use and enjoyment of a club owned and operated keelboat through education, special events, regattas, and individual use.

These policies and procedures shall govern The Santa Cruz Yacht Club's *SCYC Keelboat Program*.

Usage

Boats in this *SCYC Keelboat Program* shall be made available for use by SCYC for their members. Members of this *SCYC Keelboat Program* shall meet local, state and federal requirements for safety as well as SCYC rules and these policies and procedures.

Safety

All *SCYC Keelboat Program* skippers are responsible for the safety of their passengers and crew and shall be aware of, and responsible for, following all USCG regulations. The *SCYC Keelboat Program* rules shall not supersede the participant's responsibilities defined in racing rules and local, state and federal law.

PFD

- All *SCYC Keelboat Program* participants under the age of 19 shall be required to wear a US Coast Guard-approved personal flotation device (PFD) while on water.
- All *SCYC Keelboat Program* participants are strongly encouraged to wear a PFD while on water.
- The *SCYC Keelboat Program* provides some adult and child-sized PFDs; it is the responsibility of the skipper (or guardian if present in the case of minors) to provide properly sized PFD's for all passengers.

Weather

- All *SCYC Keelboat Program* skippers shall be aware of USCG/NOAA small-



craft warnings and take appropriate action to avoid predicaments of judgment.

Boundaries

- All *SCYC Keelboat Program* skippers are required to maintain awareness of their location and be able to report their location to shore or rescue crews when required.
- All *SCYC Keelboat Program* skippers shall confine their passage to no more than 25 miles from the Santa Cruz Yacht Club and no further than 7 miles off shore.
- All *SCYC Keelboat Program* skippers shall maintain a safe distance from shorelines and partially and fully submerged obstacles (which may or may not be noted on available charts).

Communication & Waivers

- All *SCYC Keelboat Program* skippers shall be required to leave appropriate contact information (i.e. telephone number) with a Coxswain or Office Manager.
- All *SCYC Keelboat Program* participants and guardians of participants under the age of 18 shall be required to sign waiver of liability and hold harmless agreement to be held on file with the Santa Cruz Yacht Club at the Santa Cruz Yacht Club Office

Participants

No applicant of this *SCYC Keelboat Program* shall be considered, nor privileges granted, without the individual first being a member of the Santa Cruz Yacht Club.

Participants are defined as “a member (or spouse or child) in good standing of the Santa Cruz Yacht Club who has qualified for the program.”

Qualification Standards

All Sailors must meet a minimum qualification standard and shall take responsibility from trailer to trailer including on land maneuvering, hoist use, docking, in harbor, harbor mouth, and open water skills. Minimum qualification evaluations shall be performed regularly through out the year and ad hock when reasonable. *Appendix A provides a sample boat handling check list.*

1. Minimum Qualification Skills

- 1.1. Demonstrate knowledge of on-land operation, including trailer movement, hoist operation, cleaning and storage.



- . 1.2. Demonstrate knowledge of in-harbor maneuvers, including docking in and out and navigating the harbor & harbor mouth.
- . 1.3. Demonstrate knowledge of the fundamentals of sailing and seamanship in the bay, including points of sail, hoisting and dowsing, and use of the motor.
- . 1.4. Demonstrate knowledge of safety protocol, including man-overboard drills, radio use, and signaling tools.

Skipper Types

In conjunction with the minimum basic skills, sailors will also be evaluated with regard to their seamanship and rated according to the following rubric:

Type A.

Skills: Able to meet the minimum requirements for handling the boat and be able to sail in winds less than 15 knots or seas less than 5 feet.

Restrictions: Must sail with at least one other Type-A skipper or higher on board and may not skipper a race.

Type B.

Skills: Able to meet the minimum requirements for handling the boat and be able to sail in winds less than 20 knots or seas less than *10 feet*

Restrictions: May skipper a race with at least one other Type-B skipper or higher on board.

Type C.

Skills: Able to meet the minimum requirements for handling the boat and be able to handle the boat in a variety of sea state conditions exceeding the limitations of skipper type B.

Restrictions: Must conform to all safety rules, including general sea state limitations.

No *SCYC Keelboat Program Participant* shall be permitted to race without conforming to the guidelines set forth in **Appendix R**.



Participant Roles & Responsibilities

This *SCYC Keelboat Program* shall consist of the following participant roles with the following responsibilities and privileges:

Boat Coxswain

Responsibilities

- Must operate the boat within the required scope of safety at all times and must adhere to all program rules and requirements at all times.
- Meet the minimum requirements for Boat Skipper. Manage scheduling of the *SCYC Keelboat Program*.
- Manage the boating equipment, including sails, rigging, and safety equipment.
- Track damage reports and schedule repairs. Manage scheduling changes due to weather, events, or maintenance and repairs.
- Will be able to schedule and provide qualification testing for skipper types A, B, & C

Privileges:

- Receives priority access to the boat schedule.

Boat Advocate

Responsibilities:

- Serve as a Representative to the SCYC Board of Directors on behalf of the *SCYC Keelboat Program* and oversee the Boat Coxswain. Will resolve conflict between participants.

Members unable to perform their roles and responsibilities shall be subject to penalties, including temporary or permanent removal of privileges.

Fees

Participation in this *SCYC Keelboat Program* shall consist of the following fees:
Regular members will be charged \$20 per reservation;
Corinthian & Junior members are free to use the program without any fees.



Weather Restrictions

All *SCYC Keelboat Program* skippers are responsible for accurately determining wind and sea state conditions of their voyage, should be aware of all USCG/NOAA small craft warnings, understand tide charts and conditions within and near the Santa Cruz Yacht Harbor, and take appropriate action to avoid predicaments of judgment.

All *SCYC Keelboat Program* skippers are restricted from sailing when weather is deemed to create conditions beyond the skipper's ability to sail safely and without causing damage to property.

No *SCYC Keelboat Program* skipper shall sail the boat in dangerous sea states when avoidable.

All *SCYC Keelboat Program* skippers shall have available and be able to consult weather radios, maps, and other aids when necessary for safe seamanship. Should weather become more severe while the boat is dispatched, it is the responsibility of the skipper to return the boat to the dock.

Reservations & Scheduling

Any *SCYC Keelboat Program* participant shall adhere to the following guidelines when participating in the *SCYC Keelboat Program*:

- Boats may be reserved no earlier than 60-days prior to the reservation. While scheduled reservation times may begin before or last beyond seasonal daylight hours, boats are only permitted to sail during daylight hours.
- Skippers must leave a reliable contact phone number with the scheduling system. Skippers must leave their anticipated schedule and route with the scheduling system.
- Skippers who fail to adhere to their reservation schedule by more than 1 hour may have their reservation assumed by any *SCYC Keelboat Program* participant who adheres to the following Reservation Assumption Guideline. The new skipper will attempt to contact the skipper for the original reservation via all means available and notify a boat coxswain that they will be assuming the reservation and pay all fees associated with the new reservation. The new skipper will also provide all necessary reservation information to a boat coxswain including contact information, schedule, and route.
- Participants are limited to five reservations per rolling-60-day period.
- Boats may not be reserved for scored races through the standard reservation system. Scheduling for race days will be determined by Appendix R.



Maintenance & Damage Reporting & Repair

SCYC Keelboat Program Boat Coxswains shall aim to maintain and repair boats within the annual budget set for maintenance and repair. Boat Coxswains shall keep a complete record of all maintenance and repairs for each vessel in the program.

All *SCYC Keelboat Program* Skippers shall evaluate their vessel condition and equipment inventory before and after taking possession of the boat by noting and photographing any damage or unsatisfactory conditions of the vessel and reporting it to the Boat Coxswain as indicated in Appendix D. In the event a skipper deems the boat not to be seaworthy, they shall inform a Boat Coxswain and receive a refund of their charter cost. Any boat deemed unseaworthy shall be physically marked as such by a Boat Coxswain as soon as possible. At no time shall any *SCYC Keelboat Program* skipper sail a vessel lacking seaworthiness.

It is the responsibility of all *SCYC Keelboat Program* skippers to avoid causing damage to property. It is the responsibility of the *SCYC Keelboat Program* to maintain the boats to the best of its ability so to provide opportunities for members to sail as frequently as possible.

Actions causing loss or damage will be the legal and financial responsibility of the Skipper. Actions causing loss or damage due to negligence may be grounds for disciplinary action, not limited to loss of program privileges and financial liability. Offending program participants shall be given an estimate for repair and notice of billing to their account. The SCYC Board of Directors shall hear disputes.

APPENDICIES

APPENDIX A - Boat Handling Basics

Sail only in the designated allowed areas as defined in the *SCYC Keelboat Program Policies and Procedures Document*. Watch for changes in wind and weather. Always allow enough time to get back to the dock unassisted. Call the Coast Guard for medical emergencies.

Heading Out:

(These instructions may differ for each boat)

1. Check all gear is on board.
2. Check for any damage and report it.
3. Stow sail & equipment covers.
4. Release any tiller constraints.
5. Attach sails & halyards.
6. Check Motor Fuel and Test Run
7. Depart Dock & Stowe Fenders

Putting the boat Away:

(These instructions may differ for each boat)

1. Replace Fenders
2. Secure all halyards
3. Ease sheets and douse sails
4. Carefully flake or roll all sails
5. Coil and stow all lines.
6. Check all gear is on board.
7. Note any damage and report it.

Sample Boat Handling Checklist

- | | |
|---|--|
| <ul style="list-style-type: none"> ○ Know the proper equipment and gear for the weather ○ Know the location to retrieve and return sails ○ Know the process for inspecting the boat and completing the Check Out ○ Know how to locate all necessary safety equipment ○ Know how to rig and hoist mainsail and jib ○ Know where to stow dock lines, fenders, and other equipment when sailing ○ Know the requirement and process of bailing out the bilge ○ Know the process of re-inspecting the boat and completing the Check In | <ul style="list-style-type: none"> ○ Cleat a line ○ Tye a bowline ○ Hoist sails ○ Depart the dock safely ○ Understand right of way rules ○ Understand CA Boating laws ○ Bear off ○ Head off ○ Tack and gybe comfortably ○ Steer comfortably ○ Sail upwind & downwind ○ Heave To ○ Get out of irons ○ Return to the dock safely |
|---|--|



APPENDIX D - Damage Reporting

SCYC Keelboat Program Skippers shall report any damage or missing equipment through the online damage reporting form at jackandjill.scyc.org. Damage, repair, accident, and other pertinent documents should be promptly delivered to the SCYC office.

APPENDIX E - Equipment List

It is your responsibility to check for and report missing or damaged equipment to a Boat Coxswain. A current equipment list for each *SCYC Keelboat Program* boat is located online at SCYC.org. A sample list may be provided onboard and in the program files in the SCYC office from time to time, but does not constitute a up-to-date list.

APPENDIX R - Race Policies

(including Participants, Scheduling, and Limitations)

Skipper Abilities

Any skipper of a race must be a level C skipper and must adhere to all sea state limitations provided in the *SCYC Keelboat Program Policies and Procedures Document*.

Race Team Membership Requirements

There are currently NO limitations as to whom may race under a certified skipper on *SCYC Keelboat Program* boats.

Race Reservations

Skipper wishing to enter any *SCYC Keelboat Program* boat into a race shall submit a bid to the SCYC Keelboat Program Coxswain no later than 60 days in advance of the race day or the first day in the event of a series. The first Bids shall include pertinent information, as deemed appropriate by the bidding skipper. A decision shall be delivered no later than 30-days prior to the race day or the first day in the event of a series.

Limitations of Use in Racing

No *SCYC Keelboat Program* boat shall be used for racing when it directly conflicts with the SCYC Keelboat Program Policies and Procedures Document unless explicitly approved by a Boat Advocate.



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SCYC Keelboat Program

Assumption of Risk and Waiver of Liability

I understand and acknowledge that sailing activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate.

I understand and acknowledge that some of the injuries or illnesses, which may result from participating in these activities, include, but are not limited to the following:

Sprains/strains, Fractured bones, Unconsciousness, Head and/or back injuries, Paralysis, Loss of eyesight, Communicable diseases, Death

I understand and acknowledge that participation in these activities is completely voluntary.

I agree to release the SCYC and its officers, directors, agents, employees and volunteers and to hold them harmless from any damages sustained by any person, or damage to any property arising out of or in any way connected with the operation of the SCYC Sailing Clinic whether in or out of class, on land, or afloat, or traveling to or from the program location and whether or not caused by the negligence of the SCYC or any of its officers, directors, agents, employees or volunteers.

Furthermore, I agree to indemnify SCYC and its officers, directors, agents employees and volunteers against any and all liabilities imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from and act or failure of participants, including all claims relating to the injury or death of any person or damage to property, whether or not caused by the negligence of SCYC or any of its officers, directors, agents employees and volunteers.

I acknowledge that I have carefully read this Assumption of Risk and Waiver of Liability form and that I understand and agree to its terms.

Print Name _____ Member # _____

Participant Signature (Junior Member Guardian's Signature)

_____ Date _____

(For Junior Members, Guardian Name _____)



SCYC Keelboat Program

Use Agreement

I agree that during the use of the boat, I assume custody and responsibility for the keelboat, its equipment and any loss or damage to the vessel or myself is my sole responsibility. In so doing, I agree to pay up to **\$250** for the cost of the insurance deductible. I hereby release SCYC, its officers, agents and staff from any and all liability for any injury to the boat or myself.

I agree to return the keelboat to its location with all of its equipment intact. I will record any lost or damaged parts in the ship's log and report it to the ship's coxswain according to the Santa Cruz Yacht Club Keelboat Program Policies and Procedures.

I have read, understand, and agree to abide by the Santa Cruz Yacht Club Keelboat Program Policies and Procedures as provided in the Program Manual.

Print Name _____ Member # _____

Phone Number _____ Email Address _____

Participant Signature _____ Date _____

SKIPPER'S EMERGENCY CONTACT INFORMATION

Emergency Contact Name _____

Phone _____ Relation: SPOUSE | FAMILY | FRIEND



SCYC Keelboat Program

Junior Member Use Agreement

I agree that during the use of the boat, I assume custody and responsibility for the keelboat, its equipment and any loss or damage to the vessel or myself is my sole responsibility. In so doing, I agree to pay up to **\$250** for the cost of the insurance deductible. I hereby release SCYC, its officers, agents and staff from any and all liability for any injury to the boat or myself.

I agree to return the keelboat to its location with all of its equipment intact. I will record any lost or damaged parts in the ship's log and report it to the ship's coxswain according the Santa Cruz Yacht Club Keelboat Program Policies and Procedures.

I have read, understand, and agree to abide by the Santa Cruz Yacht Club Keelboat Program Policies and Procedures as provided in the Program Manual.

Print Name _____ Member # _____

Phone Number _____ Email Address _____

Participant Signature _____ Date _____

SKIPPER'S GUARDIAN

Print Name _____ Phone Number _____

Guardian's Signature _____ Date _____

SKIPPER'S EMERGENCY CONTACT INFORMATION

Emergency Contact Name _____

Phone _____ Relation: SPOUSE | FAMILY | FRIEND

PHONE (831) 425-0690

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FAX (831) 425-7032

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SCYC Keelboat Program

Self-Certification Form

The SCYC Keelboat Program requires that any person skippering a club owned boat must perform a certification check with the SCYC Keelboat Program staff prior to using the boat. The results of the certification check are passed on to the SCYC Keelboat Program Committee who ultimately decides if the skipper is allowed to use the boat.

Skipper Name: _____ Member # _____

FAMILIARIZATION PROCEDURE: (Initial for proficiency)

- _____ Know the proper equipment and gear for the weather
- _____ Know the location to retrieve and return sails
- _____ Know the process for inspecting the boat and completing the Check Out
- _____ Know how to locate all necessary safety equipment
- _____ Know how to rig and hoist mainsail and jib
- _____ Know where to stow dock lines, fenders, and other equipment when sailing
- _____ Know the requirement and process of bailing out the bilge
- _____ Know the process of re-inspecting the boat and completing the Check In

ARE YOU CAPABLE OF: (Initial for proficiency)

- _____ Cleating a line
- _____ Tying a bowline
- _____ Hoisting sails
- _____ Getting away from the dock safely
- _____ Understanding basic right of way rules for power boats and sail boats
- _____ Bearing off
- _____ Heading off
- _____ Tacking and gybing comfortably
- _____ Steering comfortably
- _____ Sailing upwind & downwind
- _____ Heave To
- _____ Getting out of irons
- _____ Returning to the dock safely with fenders out and sails down

Skipper's Signature _____ Date _____



SCYC Keelboat Program

Certification Form

The SCYC Keelboat Program requires that any person skippering a club owned boat must perform a certification check with the club Keelboat staff prior to using the boat. The results of the certification check are passed on to the Club Keelboat Committee who ultimately decides if the skipper is allowed to use the boat.

Skipper Name: _____ Member # _____

FAMILIARIZATION PROCEDURE: (Initial for proficiency)

- _____ The proper equipment and gear for the weather
- _____ The location to retrieve and return sails
- _____ The process for inspecting the boat and completing the Check Out Form
- _____ How to locate all necessary safety equipment
- _____ How to rig and hoist mainsail and jib
- _____ Where to stow dock lines, fenders, and other equipment when sailing
- _____ The requirement and process of bailing out the bilge
- _____ The process of re-inspecting the boat and completing the Check In Form

IS THIS PERSON CAPABLE OF: (Initial for proficiency)

- | | |
|----------------------------------|------------------------------------|
| _____ Cleating a line | _____ Tacking and gybing |
| _____ Tying a bowline | _____ Steering comfortably |
| _____ Hoisting sails | _____ Sailing upwind & downwind |
| _____ Leaving the dock safely | _____ Heave To |
| _____ Understanding right of way | _____ Getting out of irons |
| _____ Bearing off | _____ Returning to the dock safely |
| _____ Heading off | |

Notes:

SCYC Keelboat Staff: _____ Date: _____

Keelboat Committee Recommendation: PASS FAIL **Skipper Rating:** A B C



Program Registration/Signup Form (online)

This form has been omitted from this document and is now located online.
Please visit JackAndJill.SCYC.org for an up to date version of the Program Registration/Signup Form.

Checkout/Reservation Form (online)

This form has been omitted from this document and is now located online.
Please visit JackAndJill.SCYC.org for an up to date version of the Checkout Form.

Damage Report Form (online)

This form has been omitted from this document and is now located online.
Please visit JackAndJill.SCYC.org for an up to date version of the Damage Report Form.

Equipment Checklist (online)

This form has been omitted from this document and is now located online.
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