

LAHAINA YACHT CLUB SKIPPER REQUIREMENTS AND BOAT USE POLICY

Adopted by the Board of Governors: December 21, 2005

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 and guests. Only Authorized Skippers, as certified by the Skipper Director may skipper a LYC boat.

When a skipper takes out a Club boat, the skipper assumes 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 SKIPPER:** Any LYC member who has successfully completed the qualification and certification procedures explained below and has been authorized by the Skipper Director to use the LYC boats. The Skipper Director has been delegated this power by the LYC Board of Governors (BOG).

B. **CHECKOUT SKIPPER:** An Authorized Skipper specifically designated by BOG to conduct on-the-water checkout of potential authorized skippers.

III. CHECKOUT PROCEDURES TO BECOME AN AUTHORIZED SKIPPER

To be an Authorized Skipper, a member must have completed a basic seamanship course approved by the LYC Skipper Director. To further promote safety, members may become Authorized Skippers only after successfully passing 1/ a written test that demonstrates their knowledge of the Navigation Rules, boating knowledge and LYC boat use procedures, and 2/ an on-the-water test demonstrating that they can safely operate the type of boat for which they wish to become authorized. The Checkout Skipper will sign a checklist certifying that the member has passed the water test. Copies of both the written test and the on-the-water checklist will be retained in the member's skipper file.

The on-the-water checkout process is intended to confirm that the potential skipper has the boat handling skills and seamanship abilities to take full responsibility for the safety of the crew and boat, even when sailing with an inexperienced crew. Therefore, the potential skipper is expected to have another person perform crew tasks at his or her direction during the checkout process.

IV. CERTIFICATION PROCEDURES

To be certified each year as an Authorized Skipper, a member must have:

- 1/ submitted a written resumé of his (her) sailing experience;
- 2/ successfully completed both the written and on-the-water test;
- 3/ paid the annual dues for the current membership year in accordance with the current dues and fees policy of the Club;
- 4/ given the Skipper Director proof of completion of an approved basic seamanship course; and
- 5/ signed a Skipper Agreement Contract.

Once a member has been certified for the first time as an Authorized Skipper, the member is not required to take either the written or the on-the-water test in any subsequent year, provided that

- 1/ the member is not subject to discipline for improper boat use as described below, or
- 2/ the member does not allow their membership to lapse. Similarly, proof of completion of a basic seamanship course need be provided only once and a copy will be retained in the member's skipper file. However, each Authorized Skipper must annually sign a new Skipper Agreement Contract. In connection with doing so, they must review the current version of this policy and SIF(s) for the boats they skipper to ensure that they are familiar with any changes.

The Skipper Director 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:

- A. The skipper must ensure conditions and equipment for sailing are safe before taking command of a boat and setting sail:

- 1/ 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 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.

2/ BOAT CAPACITY. No more than 6 people, including the skipper, are permitted on the Olson 30 and 4 people on the Lido 14. Weather conditions may dictate a lower number. A minimum of 2 people are required for operating to Olson 30 under sail.

3/ 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:

1. 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, unserviceable 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.

2. 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.

3. 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 preservers.

4. 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; the Lido 14 with a whistle.

5. 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. This

means our Lido 14 is exempt.

6. 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.

7. Recreational vessels are required to display navigation lights between sunset and sunrise and other periods of reduced visibility. Because neither the Olson 30 nor the Lido 14 is to be operated after dusk, they are not equipped with lights.

8. 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.

9. 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.

10. All recreational boats with installed toilet facilities must have an operable marine sanitation device on board. The head on the Olson 30 must be maintained in accordance with the procedures in the SIF.

11. 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.

B. The skipper must give appropriate safety instructions to the crew:

1. Instruct crew members on the location and use of safety equipment.
2. Explain crew overboard procedures to crew members before departing the dock.
3. Explain what the crew is to do if the skipper is the person overboard.
4. Ascertain swimming ability of crew and instruct crew on proper safety procedures accordingly (e.g., wearing life jacket if crew person does not swim).

C. The skipper must know and obey navigation rules, lighting requirements, and other U.S. Coast Guard and local rules.

D. 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:

1. Complete and sign log sheet fully before and after sailing. Enter in the log any repairs required, any repairs made and by whom.
2. Ensure all non-LYC guests or crew sign the waiver/release form before sailing.

3. 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.
4. 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.
5. 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.
6. 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.
7. Notify the Fleet Captain of any needed repairs to boat, trailer or lockers.
8. Not allow access to the locker/boat keys to anyone other than another Authorized Skipper unless instructed to do so by the Skipper Director.
9. Participate regularly in scheduled maintenance days and assist in other maintenance projects.
10. Be available to skipper LYC boats at LYC events upon request of responsible officer, such as the Fleet Captain.

VI. BOAT SCHEDULING PROCEDURE

- A. Skipper will call scheduler and give person the following information:
 1. Type of boat
 2. Specific date and time period desired
 3. Skipper name and telephone number
 4. Float plan detailing estimated time of departure, route, and estimated time of return.
- B. Skippers who cannot keep a reservation shall call Scheduler immediately to be removed from the reservation list. Members who consistently make reservations and “no show” without canceling may have privileges suspended.

VII. BOAT USE PRIORITIES

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

- A. 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.
- B. Training or instruction
- C. Racing
- D. Board Approved Club Functions
- E. 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 under sail. Single-handing skippering is a privilege granted at the discretion of the BOG and renewed annually. Every year, the Skipper Director 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 Skipper Director. The Skipper Director will notify the BOG of the complaint and file a written report. The BOG shall deal with the matter according to the Bylaws.