

SEAS – BERGEN CHAPTER

KEELBOAT POLICY MANUAL

The boat purchased in 2007 is a 27' Catalina sloop-rigged sailboat, named ZEPHYR. It is currently docked at Haverstraw Marina in W. Haverstraw, NY. This policy manual shall serve as a general guide and, if printed, may not be current. The most current manual will be found on the SEAS website.

Statement of Policy

- A. There shall be a committee of SEAS-Bergen members who shall be responsible for facilitating and managing the current keelboat. The commodore shall appoint the chairperson of this committee. The committee will be in charge of policy making, financial management, maintenance, scheduling, education and skipper qualification, subject to approval by the SEAS-Bergen executive board. Keelboat meetings shall be open to all members, but only K5 and K7 members present shall have voting privileges. The club commodore is by definition a member of the committee. The chairperson shall schedule meetings as he/she sees appropriate with a recommended schedule of monthly except for any off-season months when no immediate actions or decisions are required.
- B. An approved skipper must be at least 21 years old. Skippers are classified "A", "B" or "C" according to ability, with "C" being the lowest classification. Any member of unknown ability must be accompanied by a qualified skipper until he has demonstrated the ability to skipper the keelboat in a competent and safe manner. In addition, all "C" class skippers must submit to a refresher checkout at the beginning of sailing season for three years. If or when a new boat is purchased, all skippers must submit to a checkout aboard the new boat.
- C. There will be a SEAS-Bergen qualified skipper on board at all times when the keelboat is underway. A list of qualified skippers shall be available on the website.

- D. All educational classes aboard the keelboat will be taught by Bergen approved skippers only
- E. All policy clarifications (such as current fee structures, reservation rules, skipper lists/contact information, designated maintenance days) are posted to the web in an expeditious manner and that all policy decisions reached of a more general nature be amended to this keelboat policy manual if deemed appropriate.
- F. The keelboat committee shall be responsible for scheduling and organizing education and training, fall and spring picnics, and other events at the committee's recommendation.
- G. The keelboat has no smoking policy and 8 person (including children) limit. The only exception to the 8 person limit is within the confines of a marina for education purposes such as docking practice or for rigging/sail hoist reviews at skipper checkout. If children are aboard, it is the responsibility of the parent or guardian to provide proper size PFDs.

Policy on Education

Procedure

1. The keelboat committee will formulate an orientation curriculum and conduct "meet the boat" courses according to demand.
2. This committee will establish basic criteria for approved skippers and skipper rankings. Such criteria will take into consideration the following factors: a) sailing skills, b) courses taken, c) sloop sailing experience, d) Hudson River experience, and e) Zephyr experience.

3. Responsibilities of this committee include the following:
- a) Developing a curriculum.
 - b) Assignment of instructors to teach classes.
 - c) Coordinating the class schedule with other users/events.
 - d) Interfacing with SEAS-Bergen vice commodore to minimize conflicts with basic sailing courses.
 - f) Maintaining records of students' test and certification levels.

Policy on Reservations

Purpose

1. The policy provides a mechanism for scheduling educational and social activities, along with individual usage aboard the keelboat. Dates and reservation policies will be published in the minutes and on the website.

Procedure

Scheduling

In the spring a tentative calendar of the sailing training season and boat availability will be prepared and posted on the internet at www.sailseas.com/bergen. The educational sessions and picnics will be listed on the website calendar, along with all individual usage reservations.

Fees

Current membership levels are posted on the website.

Policy on Skippers

Purpose

Each activity aboard the keelboat will be conducted in the presence of a competent, knowledgeable person who is familiar with the handling of this specific boat. Skippers will abide by applicable laws and requirements for small craft including usage of life vests for children and non-swimmers. Skippers are responsible for insuring contact, via phone or email (with acknowledgement) for all discrepancies, maintenance needs or similar information at the conclusion of their boat usage. In addition, the logbook aboard the keelboat must be signed and all incidents and problems noted every time the keelboat is used.

Policy

There will be a voluntary donation of \$25 for annual checkouts, which are required, a) by every skipper after purchase of a new boat, and b) for three years by every "C" class skipper .

The keelboat committee shall maintain a list of approved skippers who have demonstrated sailing competence and who are familiar with the equipment and operation of the current keelboat. Inclusion on the approval list does not authorize anyone to take others out "for hire".

All skippers shall be designated as "A", "B" or "C" in accordance with policy designated by the keelboat committee; "A" being the most experienced and "C" the least. In general, "C" skippers are required to maintain sail activities during daylight in relatively favorable sailing conditions and limit their sail area to the Tappan Zee Bridge in the south and West Point to the north. No sailing activity will be permitted without a skipper aboard from the approved list. This skipper does not

necessarily have to be the educator or group leader of the particular sailing activity taking place.

The skipper should be aware that he is responsible for reimbursement to SEAS-Bergen in case of damage to the keelboat and/or property damage. The crew's responsibility should be explained to them by the skipper. See "Policy on Liability" on another page.

Skippers donate their time; they do not receive financial remuneration.

Policy on Accounting

Purpose

The purpose is to establish an annual budget for the operation of the keelboat. Members of the keelboat committee and executive board will develop a fee structure for membership. The SEAS-Bergen treasurer will be responsible for maintaining the records. The treasurer will prepare a monthly Statement of Revenue and Expenditures.

Procedure

1. The annual budget, drafted by the keelboat committee, will be submitted to the SEAS-Bergen executive committee for final approval prior to the January general meeting. The committee shall report budget progress at each general meeting throughout the summer months and prepare a yearend statement and outlook for the commodore each November.
2. All revenue will be deposited into the SEAS-Bergen general treasury and all expenditures will be paid from the SEAS-Bergen general treasury.
3. At the conclusion of each sailing season, a portion of surplus operating funds, determined by the keelboat committee, shall be transferred to a "reserve" fund.

Policy on Liability

Purpose

The purpose is to determine who is responsible should personal injury or damage occur to the keelboat.

Policy

SEAS-Bergen carries an insurance policy, which includes coverage for hull and property damage, with varying deductibles. Current policy details are listed on the website: www.sailseas.com/bergen.

The skipper of the keelboat is responsible for these amounts in the event of such loss or damage. (See Policy on Skippers.)

During a chapter-sponsored educational activity, the *sponsoring chapter* is responsible for this amount.

Although not mandatory, it is recommended that skippers acknowledge their responsibility by taking courses such as Red Cross first aid and CPR.

MAINTENANCE

Purpose

In order to ensure that the keelboat is maintained in a safe and "ship shape" condition at all times, all keelboat committee members and users of the keelboat shall be responsible for cleaning the boat on a regular basis in addition to special designated times. Any maintenance issues are to be reported in a timely manner to the keelboat maintenance chairperson or the keelboat chairperson.

Policy

The responsibilities of the keelboat committee include the following:

1. The recommendation to the SEAS-Bergen executive board of dry dock and anchorage facilities.
2. The organization and scheduling of all repairs and maintenance.
3. The purchasing of parts, materials, supplies, and equipment.

4. The contracting of outside services when necessary and applicable.
5. Maintenance of a shipboard log which includes a checkout list which the skipper must fill out before and after each sail, and be signed by all persons aboard, and the incident report forms which the skipper must fill out in the event of any incident, damage or injury.
6. Submission of requests for appropriations to cover major repairs which exceed the annual budget.

NOTE: Repairs or alterations to the keelboat can only be made upon approval by the maintenance chairperson, emergency repairs being the exception.

KEELBOAT USAGE PRIVILEGES

Three levels of membership have been created to establish access privileges for the keelboat. The privilege of using the keelboat includes an obligation to supply 8 hours of either maintenance help during the spring or fall preparation periods, or assistance during club activities such as water training.

BASIC MEMBER:

Includes no keelboat usage privileges.

KEELBOAT 5 MEMBER:

Includes weekday keelboat usage, excluding holidays. New members are entitled to three onboard classes on skippering & maintaining a 27' keelboat, or a "checkout" to determine if the 3-day class can be waived.

KEELBOAT 7 MEMBER:

Includes weekday, weekend & holiday keelboat usage. New members are entitled to three onboard classes on skippering & maintaining a 27' keelboat, or a "checkout" to determine if the 3-day class can be waived.

Current dues for the three levels are posted on the website. A member may upgrade to a higher level at any time.

There will be a voluntary donation of \$25 for annual checkouts, which are required, a) by every skipper after purchase of a new boat, and b) for three years by every "C" class skipper .

All boat usage is by reservation via the website and subject to current reservation rules as posted on the website. While rules may vary from year to year, it is the intention that multiple, concurrent reservations are not permitted without the approval of the keelboat committee so that all eligible members can get fair access to the boat.

Keelboat privileges can be revoked without remuneration by the chairperson of the keelboat committee after discussion with the executive board. Such causes could be (but not limited to) violation of keelboat policy, unsafe usage of the boat, and blatant disregard for the shared status of the boat, which could include such items as leaving the boat unsuitable for usage by the next skipper (dirty, low/no gas, with unreported damage, etc.).

PAYMENTS

All payments are to be made by check payable to SEAS-Bergen. They will be given to the Treasurer or mailed to the chapter's post office box: PO Box 573, Fair Lawn, NJ 07410.