

Guide to The CLUB SAILING FLEET (CSF)

Organization

The CSF is administered by the CSF Staff consisting of a:

- Fleet Captain: Bruce La Fetra bruce@lafetra.com 865-230-9900
 - Oversees the CSF: the “vision”, membership, the fleet, the budget, creating/updating policies, etc.
 - They are the point of contact for the CYC.
 - Ultimately, the Captain is responsible for the ongoing operation and success of the CSF.
- Fleet Manager: Greg Flaherty gregnfd@gmail.com 203-314-1784
 - Maintains the fleet resources specifically the boats and equipment.
 - Coordinates CSF maintenance and work activities either directly or delegates/assists other members who run/manage events.
- Fleet Social Coordinator: Melanie Schultz melanieschultz78@gmail.com (865) 385-5740
 - Coordinates CSF social activities either directly or delegates/assists other members who run/manage events.
- SignupGenius: Ziggy Forster siegfriedwforster@gmail.com 828-899-0592
 - Manages this software.

CSF Fleet

Includes:

- Dinghies:
 - (3) Sunfish
 - 1 person/skipper* - 2 people max.
 - (1) Laser
 - 1 person/skipper* max.
 - (2) Club 420
 - 2 people min/max = 1 skipper* plus 1 crew** (maybe 1 - “single handling”).
 - If 1, you must be checked out/certified for “single handling” first.
 - (1) American Sailing 14.6
 - 2 people min = 1 skipper* plus 1+ crew** (maybe 1 - “single handling”) – 4 people maximum.
 - If 1, you must be checked out/certified for “single handling” first.
 - Always check the weight limit rating on the label on the stern of the boat.
- Keelboat:
 - (2) Catalina 22
 - 2 people minimum = 1 skipper* plus 1+ crew** – 5 people maximum.
 - (1) Holder 20
 - 2 people minimum = 1 skipper* plus 1+ crew** – 5 people maximum.

* Only certified skippers can reserve and take out CSF boats (see details below).

** A crew member must be at least 12 years of age to qualify as “crew.”

The acquisition of additional boats and boat types to the CSF is part of a long-term plan to build a Club Sailing Fleet that supports the interest and activities of a substantial number of CSF members.

Boat Usage & Requirements. Member agrees:

- That CSF members are a **minimum of 18 years of age or a child of a CSF member.**

- Because of the responsibility of the skipper, the **minimum age of a skipper** (even the child of a CSF member) **is 16 years old.**
 - Exceptions may be allowed on a case-by-case basis. Before taking out a CSF boat, you need to get approval from one of the CSF Administrators - see contact information above.**
- **To sign and submit the “Waiver and Release of Liability” form before using any CSF equipment including boats.**
 - Download, print, and sign this form:
<https://docs.google.com/document/d/1W5IaDm-tdmzP84RXPJnq7oh2kdGRLeWz/edit>
 - Submit the signed form (via email, hand delivered, etc.) to: [CSF Administration](#)
 - Example: you can submit pictures of the completed form.
- That unsafe operation of boats or failure to comply with the policies/rules of conduct set by the CSF could result in loss of CSF membership status and/or will disqualify the user from further participation in the Fleet for the balance of the year.
 - The CSF works on an honor system. Members need to know and follow the policies.
- That media recordings (i.e. photos, videos, etc.) of myself, family or guests may be used for any purpose the CSF deems appropriate, including educational, promotional or advertising.
- Any damage to the boats and/or safety concerns, while using a CSF boat, shall be reported immediately by the member to the [CSF Administration](#)
- Repair costs for any damages resulting from negligence of the member will be charged to that member. Any damages not paid promptly will result in suspension of privileges. Unpaid costs for damages will be billed by the CYC Treasurer and will be due and payable upon receipt, and late fees will apply. Costs for damages deemed by the CSF Fleet Manager to be normal wear and tear will be waived.
- Not to take out any CSF boat before sunrise and return before sunset.
 - Sail only during daylight hours.
 - CSF boats are not equipped with navigation lights and/or batteries.
- Not to consume alcohol before or during your boat reservation.
 - Please be aware that there are severe penalties including jail time and fines for boating while intoxicated.
- Skippers must have an understanding of basic safety procedures of what to do if someone aboard gets hurt, gets ill or goes in the water.
- The sailing area for the Fleet will be confined within sight of the CYC Clubhouse except when participating in CYC or CSF sponsored events.
- Not to take out boats that they have not been checked-out/certified on.
- To be a good steward of the CSF boats and property, protecting them from harm, and maintaining them in a professional and seaman like manner.
- All skippers and crew are expected to conduct themselves in a courteous and responsible manner. Any conduct which is deemed inappropriate or unsafe may be cause for immediate termination from the CSF.
- **You and any crew or guests are required to wear PFDs at all times.**
- Wind range limit: if the forecast indicates winds over 15 knots (sustained or gusts):
 - Do not take any CSF boat out sailing unless you have been approved for high wind sailing.
 - There aren't that many who know how to do this but everyone should learn what to do.
 - This wind range will create “white caps” across the lake.
 - Do not leave the dock or beach in these conditions.
 - If already out sailing, head back to the dock or beach.
 - At the discretion of the CSF Administration, some CSF members, who have proven to have “high sailing skill”, may take CSF boats out in winds above 15 knots.
 - The CSF member must prove this skill level first before taking boats out in these conditions.
 - Then their CSF account will be updated to reflect this exception.
- Not to take out CSF boats when the air temperature is below 40 degrees F.

- Unsafe operation of boats or failure to comply with the rules of conduct, including performing the required number of work hours annually as set by the Club Sailing Fleet staff could result in loss of CSF membership status and/or will disqualify the user from further participation in the Fleet for the balance of the year at the discretion of the CSF Staff and as directed by the CSF fleet captain.
- CSF membership requires 5 annual work hours towards the CSF.
 - These hours are in addition to the regular CYC work hours and should be completed by November 15 of each year.
 - These hours are prorated as follows depending on when a member joins: Jan/Feb=5, Mar/Apr=4, May/Jun=3, Jul/Aug=2, Sep/Oct=1, and Nov/Dec=0.
 - For members that do not complete these prorated CSF Work Hours before Nov 15 of each year, they will lose their right to reserve/use CSF boats and must discuss with the CSF Captain what options they have to clear themselves.**
 - **In addition, members will be charged the same fee per uncompleted hour as the CYC fee rate.**
 - In addition, members who have not completed at least 2 CSF Work Hours by August 15 of each year, will lose their right to reserve/use CSF boats and must discuss with the CSF Captain what options they have to clear themselves.**
 - **New members who join in July/August are exempt from this.**
 - Just like CYC work hours, senior CSF members are exempt from CSF work hours.
 - However, senior members have a lot of knowledge and it would be appreciated if you help out as you are able. Example: supervisor a project.
 - There are 2 different work hours: CYC work hours and CSF work hours.
 - These hours are not interchangeable (CSF hours don't count towards CYC hours and vice versa).
 - Both kinds of work hours are submitted here: <https://concordyachtclub.org/work-hours/>
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- CSF membership requires an annual fee of \$100 which entitles a family to check out one boat at a time during daylight hours.
 - This annual fee is very reasonable when compared to renting any water sport equipment even one time per year.
 - For an additional \$50 annually, a family can check out two boats at a time.
 - **These fees are not prorated. Not when you join the CSF. Not if you leave the CSF.**
- We sail all year long and the best wind is in Winter and Spring.

Getting “Checked-out/Certified” to use CSF boats

- All CSF members must be “checked out/certified for each type of boat” they wish to use. This is how CSF members are approved to be the “skipper” of a boat.
 - New CSF members get oriented to CSF boats, equipment, and processes.
 - Former CSF members that rejoin the CSF after 2+ years must get checked-out/certified again. At the discretion of the certifier, this may be a “light” version of the check-out/certification process.
 - Do not take out a CSF boat unless you have been checked-out/certified on it.
 - **CSF Keel Boat: prove boat and sailing competency.** Full/complete checkout including a swim test unless...
 - You have sailing certificates or other training which may reduce the check-out, at the discretion of the certifier.
 - CYC's Adults Learn To Sail (ALTS) Keel Boat class:** a person joining the CSF within 6 months of completing CYC's Adults Learn To Sail (ALTS) keelboat class, may reduce the check-out, at the discretion of the certifier. However:
 - You still need to meet with a CSF Certifier to orientate you to:

- o The CSF's C22 Equipment.
- o And other processes like **using the motor**.
- **All certified members who use a keelboat are responsible for checking that the fuel tank is at least ½ full.**
 - o If you need to fill up any fuel tank, use the "**100% gas**" (not the mixed gas) located in a grey/cream colored plastic fuel storage bin located near Dave's Dock right next to the large grey shed. Your CYC key opens the lock.
 - o You will be shown where this fuel storage bin is located.
 - o When you get certified on a keelboat this will be repeated again.
- You will need to demonstrate leaving and returning to the dock using the "motor" because that's not part of the ALTS class.
- At the discretion of the certifier, you may still have to go for a sail or do a full/complete checkout.
- This understanding with the ALTS is for the CSF's C22 "ONLY". Remember, all CSF members must be "checked out/certified" for **each type of boat they wish to use**.
 - o Each keelboat is different, so you must be "checked out/certified" on each type of keel boat before you can reserve or use it. See below "**get checkout/certified on additional CSF keelboats**"
- In addition, the above process applies to those who have participated in one of the following **within the past 6 months if they spent time sailing on a keelboat (not just a dinghy):**
 - Sea Scouts
 - College Sailing (Example: UT)
- To **get checkout/certified on additional CSF keelboats** (example: the Holder 20):
 - You still need to meet with a CSF Certifier to orientate you to:
 - o "Each" type of CSF keelboat you are interested in getting checked out on:
 - Where the boat & equipment are kept.
 - Any other processes before you can reserve or use it.
 - Example: managing a "boat on a trailer": towing, launching, retrieving, etc.
 - **For the Holder 20:**
 - **Main and jib only** unless you are experienced and demonstrate competence in managing higher wind ranges.
 - **No spinnaker** unless you and your crew have been certified to use the spinnaker.
 - At the discretion of the certifier, you may still have to go for a sail or do a full/complete checkout.
 - >>> Members who do not earn their certificate have options:
 - o Get more sailing experience:
 - Go sailing with other CYC or CSF members.
 - Take a class.
 - Etc.
 - o Then try to get certified again.
- Prior to leaving the dock perform a "pre-sail" inspection:
 - Boat paddle.
 - Boat hook.
 - Distress signal.
 - Throwable flotation device.
 - Enough gas?
 - Is the keel in the down and locked position?

- Review rigging for any obvious problems.
- Returning boats to the dock:
 - Tie boat in slip using proper cleat hitches, spring lines, and fenders.
 - Tidy cabin and remove personal items.
 - Replace any gas that you used.
 - Stow all sails and equipment per check-out/certification process.
- o **CSF Dinghy: prove boat and sailing competency.** Full/complete checkout on the first dinghy (including a Capsize Recovery, swim test, etc.) unless...
 - You have sailing certificates or other training which may reduce the check-out, at the discretion of the certifier.
 - CYC's Adults Learn To Sail (ALTS) Dinghy class:** a person joining the CSF within 6 months of completing CYC's Adults Learn To Sail (ALTS) dinghy class, may reduce the check-out, at the discretion of the certifier. However:
 - You still need to meet with a CSF Certifier to orientate you to:
 - o "Each" type of CSF dinghy you are interested in getting checked out on:
 - Where the boat & equipment are kept.
 - You do not have to complete a capsized recovery because this is part of the ALTS dinghy class.
 - Any other processes before you can reserve or use it.
 - At the discretion of the certifier, you may still have to go for a sail or do a full/complete checkout.
 - In addition, the above process applies to those who have participated in one of these **within the past 6 months if they spent time sailing on a dinghy (not just a keelboat):**
 - Sail Camp
 - Sea Scouts
 - High School Sailing
 - College Sailing (Example: UT)
 - To get checkout/certified on additional CSF dinghies:
 - You still need to meet with a CSF Certifier to orientate you to:
 - o "Each" type of CSF dinghy you are interested in getting checked out on:
 - Where the boat & equipment are kept.
 - At the discretion of the certifier, you may "not" have to complete a capsized recovery (as this was demonstrated before).
 - Any other processes before you can reserve or use it.
 - At the discretion of the certifier, you may still have to go for a sail or do a full/complete checkout.
 - >>> Members who do not earn their certificate have options:
 - o Get more sailing experience:
 - Go sailing with other CYC or CSF members.
 - Take a class.
 - Etc.
 - o Then try to get certified again.

Reserving CSF Boats

- To use CSF boats, a "CERTIFIED" CSF member must first "Reserve the Boat":

- o We use SignUpGenius to keep track of reservations:
 - <https://www.signupgenius.com/go/10C094BA4A62DA0FDCF8-club1#/>
 - If you need assistance with SignUpGenious, contact csfadmin@concordyachtclub.org
- o But only members who have been checked out/certified on a specific type of boat can make boat “reservations” for that kind of boat (see “All CSF members must be “checked out/certified” above).
 - The member who reserves a CSF boat is the “skipper” of the boat.
 - Skippers are responsible for everything: themselves, anyone else on the boat, the boat, etc.
 - **Skippers must be on the boat when it is being used.**
 - Example: a family (father, mother and 2 sons) pays \$150 to check out 2 boats at the same time. But only the father and mother have been checked out to use “Sunfish”.
 - That would mean that only the father and mother could make reservations and go sail 2 “Sunfish” – not their sons because Sunfish are single person boats and their sons have not been checked out/certified to use Sunfish.
 - The father and mother would be the “skippers”.
 - If the sons wanted to sail any CSF boat by themselves, they would have to get “checked out/certified” to use that specific kind of boat. Then they would be the “skippers”.
 - Nor could this family check out other CSF boats like the Laser or Catalina 22.
 - To include reserving/using “other” CSF boats, one or more of the family members would have to be “checked out/certified” on that specific kind of boat.
 - Example: if the mother gets “checked out” on the C22. Now the mother could reserve the C22. She would be the skipper and 1 or both sons would be her crew (remember, the C22 requires a minimum of 2 crew to take out: skipper and 1+ crew). Then the father could reserve one of the Sunfish. He would be the skipper of that boat. Now the whole family is out sailing on 2 CSF boats.
 - A crew member must be at least 12 years of age to qualify as “crew.”
- o **“Guest(s)” of CSF members:** sailing is a great activity and fun to share with others but there are restrictions:
 - Only CSF members who have been checked out/certified on a specific kind of boat can reserve that kind of boat. They are the “skipper” and must be on the boat when it is being used.
 - **This means that guests cannot take out any CSF boat by themselves.**
 - Example: a CSF member has paid \$150 to use 2 boats at one time. They want to go sailing with their friend (a guest). The CSF member has been checked out/certified to use the Sunfish and C22. The member reserves 2 Sunfish - 1 for each of them.
 - **This is NOT allowed.**
 - Guests are not CSF members, nor have they been checked out/certified on any CSF boats, etc. In short, this means they can not be the skipper of any CSF boat.
 - The only option is for the CSF member to pick a CSF boat that allows 2+ people (the skipper plus crew) and this CSF member would have to be checked out/certified for that kind of boat.
 - In this example, the CSF member has been checked out/certified on the C22. So, this CSF member would simply reserve the C22 and their guest would be their crew.
 - So even though this CSF member has paid to use 2 boats at one time, they are limited to 1 boat because their guest is not a CSF member thus cannot take out a CSF boat by themselves.
- o **Do not “use/sail” boats without “reserving” them first.**
 - The CSF has grown a lot, and we need to assure that boats are available when members reserve them.
- o Guidelines/limits on boat reservations/usage:
 - We need to be courteous and work with each other when reserving boats.

- CSF Administration wants members to use the boats, but we want all members to have reasonable opportunities to reserve and use the boats.
- (1) Weekends are prime times – so don't reserve the same type of boat both Saturday and Sunday.
 - However, if no one has reserved the boat by **7am** the morning of the second day, feel free to make the 2nd reservation.
 - Example: you reserve a boat for Sunday afternoon but would like to sail the Saturday before too. If no one has reserved the boat by **7am** Saturday morning, go ahead and make a reservation to use that boat both Saturday afternoon and Sunday afternoon.
- (2) The same thing for reserving a specific boat each weekend for several weekends in a row.
 - Example: a member reserves a boat each Sunday afternoon for 3+ weekends.
 - This locks up this boat so no one else can use it during those times.
 - However, if no one has reserved this boat by **7am** the morning of, go ahead and make a reservation to use that boat to go out sailing.
 - Example: during a month, a member reserves a boat the 1st Sunday afternoon and the 3rd Sunday afternoon. If, by **7am** the morning of the 2nd Sunday, the boat hasn't been reserved, then go ahead and make a reservation to use that boat and go sailing.
 - Same thing for the 4th Sunday of that month.
- If CSF members want to participate in CYC races:
 - Reserving boats is “first come, first used” (first person to reserve gets to use the boat).
 - However, review the reservation guidelines above (1 & 2).
 - Keelboats:
 - Members need to use the Holder 20 for keelboat races.
 - You will only use the **jib and mainsail**.
 - No spinnaker unless you and your crew have been checked out/certified to use the spinnaker.
 - The use of the C22 for racing will be limited.
 - However, review the reservation guidelines above (1 & 2).
 - Dinghies, review the reservation guidelines above (1 & 2):
- If you've made a reservation but decide not to use it, please delete/cancel it so that others may use the boat.
- If it's an option, allow other CSF members to join you during your reservation. You could add a note to the reservation saying this or send out an email to the CSF membership.

Steps to Join the CSF and “use” the boats.

- Now that you have a better understanding of the CSF, here are the ways to join the CSF:
 - When you first join the CYC, you can tell the Treasurer to “add” the CSF Membership fee.
 - When you renew your annual CYC membership, you can tell the Treasurer to “add” the CSF Membership fee.
 - Anytime during the year, you can email the Treasurer asking to bill you for the CSF Membership fee.
 - csc@concordyachtclub.org
- **The CSF Membership fee must be paid first** before anything else happens.
 - This can be done online or by check.
 - **By paying the CSF Membership fee you (the applicant) hereby agree that you have read and agree** to the rules in the CYC handbook (see website below) and this “CSF information” that you are reading now.

- Scroll down to Club Sailing Fleet information (about page 29).
- Treasurer then emails these people letting them know that the member has paid.
 - secretary@concordyachtclub.org
 - Secretary puts a “check” in the CSF Column on the CYC online member directory.
 - CSFAdmin@concordyachtclub.org
 - CSF Administration adds new member(s) to CSF SignUpGenius so that they have access to the “CSF Work Hours” calendar.
- **New members must sign and submit the “Waiver and Release of Liability” form before using any CSF equipment including boats.**
 - This is repeated from the top of this file. If you haven’t already done it, do it now.
 - Download, print, and sign this form: <https://docs.google.com/document/d/1W5IaDm-tdmzP84RXPJnq7oh2kdGRLeWz/edit>
 - Submit the signed form (via email, hand delivered, etc.) to: [CSF Administration](#)
 - Example: you can submit a picture of the completed form.
- **Members need to be certified/check-off on each type of boat they want to reserve (see “All CSF members must be “checked out/certified”... above).** Please contact the CSF Certifiers below to get “checked out/certified” on a specific type of boat:
 - Certification checklist: https://drive.google.com/file/d/19xyW4bYbegDL9OM_AljsqmOlqGX9K7GI/view?usp=sharing
 - Sunfish
 - Beth Cooper bethtn@gmail.com 865-771-6575
 - Ziggy Forster siegfriedwforster@gmail.com 828-899-0592
 - American Sailing 14.6
 - Antonio Dos Santos ant.mds@gmail.com 865-235-3343
 - Beth Cooper bethtn@gmail.com 865-771-6575
 - Ziggy Forster siegfriedwforster@gmail.com 828-899-0592
 - Laser
 - Beth Cooper bethtn@gmail.com 865-771-6575
 - Ziggy Forster siegfriedwforster@gmail.com 828-899-0592
 - 420
 - Ziggy Forster siegfriedwforster@gmail.com 828-899-0592
 - Catalina 22
 - Bob Rhea rhearc@aol.com 703-801-9496
 - Phil Haynie philhaynie@icloud.com 865-803-4595
 - Ziggy Forster siegfriedwforster@gmail.com 828-899-0592
 - Ray Morgan raybmorgan@gmail.com 865-599-4548
 - Holder 20
 - Bob Rhea rhearc@aol.com 703-801-9496
 - Phil Haynie philhaynie@icloud.com 865-803-4595
 - Ziggy Forster siegfriedwforster@gmail.com 828-899-0592
 - Ray Morgan raybmorgan@gmail.com 865-599-4548
- After a member is “certified” on a specific type of boat:
 - The certifier emails [CSF Administration](#):
 - Saying “who and what type of boat”.
 - Include an image of the certification.
 - CSF Administration:
 - Adds a SignUpGenius event to give the Certifier 1 CSF Work Hour.
 - Puts a copy of the members certification in the CSF Google Docs > “CSF Member Certificates Waivers Etc.”

- o If the member did not pass the check-out/certification process, they can practice with another member (preferably one that has been checked-out/certified on that specific type of boat) to gain knowledge and skills.
- Now the newly certified member can reserve that kind of boat via the SignupGenius boat reservation link and go sailing. Enjoy!
 - SignupGenius boat reservation link:
<https://www.signupgenius.com/go/10C094BA4A62DA0FDCF8-club1#/>
 - If you need assistance with SignupGenius, contact [CSF Administration](#)

Taking care of CSF boats.

- It is important that each of us takes care of our boats. That includes cleaning, inventory equipment kept on board, proper use of equipment, and leaving boats in the same or better shape than you found them.
- A boat maintenance log will be maintained by the CSF Administration. The log will include maintenance performed by members or maintenance which is needed before the boat can be used again. Minor maintenance items that can be done by the member should be performed and reported to the CSF Administration indicating any spare parts used, etc. If repairs cannot be made, they should be reported to the CSF Administration who will note it in the Log and that boat can be taken out of service until the needed maintenance is completed.
 - o Watch this orientation video: <https://www.youtube.com/watch?v=RiN107abq0c>

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