

Lac Deschênes Sailing Club

Rules and Regulations

Effective March 18, 2013

Previous Revision Dates:

October 16, 2012

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October 21, 1997

November 13, 1996

November 13, 1995

April 9, 1995

November 1988

I – GENERAL

Membership year
Renewal of membership
Application
Acceptance of membership
Partial fees

MEMBERSHIP

Membership in the Club shall be granted without prejudice towards sex, race, colour, or religion. The aims of the Club as specified in By-Law 1 will be the only criteria for setting and administering the rules of admission to Membership.

Membership year

Section 1. The Membership year shall be the calendar year.

Renewal of membership

Section 2. Early in the Membership year, the Membership Committee shall contact all persons who were Members of the Club the previous year to determine whether or not they plan to renew their Membership and dry/wet mooring privileges. All such persons who signify their intention to renew shall automatically retain their status upon receipt of their annual fees within the time limit set by the Board of Directors.

Application

Section 3. The Membership Committee shall receive all applications for new Membership and dry/wet mooring privileges. All such applications shall be on forms prescribed by the Club. Dry/wet mooring privileges are valid only during the sailing season and boats must be removed from Club premises by the date set annually by the Board of Directors. The date of receipt of a completed official application form shall be carefully noted. When applications are received by mail the postmark shall be considered to be the date of application. Applications shall be entered in written waiting lists maintained by the Membership Committee and the order of such entry shall be strictly in accordance with the date of receipt of the applications, subject only to the provisions of Section 2. Priority among applications received on the same day shall be determined by lot.

Acceptance of membership

Section 4. From time to time the Membership Committee shall post the names of:

- (a) all applications for Membership;
- (b) all applicants for dry/wet mooring privileges. The Membership Committee shall advise the first ranking applicant when a vacancy in waiting lists (a) or (b) occurs. The first ranking applicant in either waiting list shall be given a week to state whether or not they accept the

invitation and to pay the annual fee (or part thereof) as specified, and an initiation fee, if and, as specified by the Board of Directors. If the first ranking applicant in waiting lists (a) or (b) fails to respond within the allotted time, or declines to accept the invitation, the Membership Committee shall strike his or her name from the respective waiting list and shall advise the next applicant of acceptance, and so on. If, however, a ranking applicant declines an invitation in respect to either waiting lists (a) or (b) but wishes to remain on either list, then the application will be re-dated from the time that he or she declines the invitation. No person shall be entitled to dry/wet mooring privileges without first, or at the same time being a Member entitled to all sailing privileges.

Partial fees

Section 5. For purposes of calculating fees for a part Membership season, the season shall be considered to be five months long, May to September, inclusive. Members who resign from the Club during the season may, at the discretion of the Board of Directors, receive a rebate on their fees for the number of months remaining in the season, excluding the month of resignation. Members joining the Club during the season shall pay a partial fee based on the number of months remaining in the season, including the month of joining.

Initiation fees
Boat Registration fees
Boat launching
Boat membership limitation
Liability coverage
Road trailers

Initiation fees

Section 6. Except as noted below, initiation fees shall be payable on a one-time, non-refundable basis by each person granted Senior Membership status. The amount of the initiation fee shall be determined annually by the Board of Directors.

An initiation fee shall be payable on a one-time, non-refundable basis by each Student and Junior Member the first time they are allocated dry/wet mooring privileges.

Any member who has paid an initiation fee, who leaves the Club and later rejoins shall not pay another initiation fee. Where two Senior Members join under a form of family plan, only one initiation fee shall be payable.

Boat registration fees

Section 7. Payment of the initiation fee and the annual mooring fee entitles the Member to wet/dry moor one sailboat at the Club once a mooring is allocated.

Boat launching

Section 8. The use of Club property or facilities for launching or sailing of non-registered boats (i.e. boats for which no initiation/boat registration fees and annual mooring fees have been

paid) is prohibited except when the non-registered boat is either a canoe or a windsurfer and is removed at the end of each day's use; or, when specifically authorized for special events by the Commodore, Vice-Commodore, Rear Commodore or Harbour Master; or when the boat is a tender of a boat granted wet mooring privileges at the Club or when the boat is an Optimist owned by a Club member.

Boat membership limitation

Section 9. A Senior, Student, or Junior Member may have one boat only on the Club premises. The maximum number of Senior Members shall be limited to 250. Total annual dry/wet moorings will be limited to 125 boats. These limitations will remain until revised by resolution passed by the Board of Directors.

Liability coverage

Section 10. Persons making application for admission to, or renewal of a class of Membership in the Club which would entitle the prospective Member to dry/wet mooring privileges shall have and maintain in force insurance coverage against public liability and third party property damage risks. The minimum amount of such insurance coverage shall be \$1,000,000, or, as established each year by resolution, passed by the Board of Directors. Evidence of the existence of said insurance coverage may be required to be presented before an application for Membership or renewal of Membership is approved.

Road trailers

Section 11. The presence of a member-owned road trailer on Club or adjacent National Capital Commission property is prohibited. The only exception to this Rule is a road trailer used for dry-mooring of a boat which, in the opinion of the Board of Directors, cannot be launched for reasons of size or weight from a privately owned or Club-provided boat dolly. The Board of Directors may, for a specified time, allow the presence of a road trailer on Club property, either stored or used as a substitute for a launching dolly, at a fee to be determined annually.

Club boats

Section 12. The Board of Directors, at its discretion, shall review and MEMBERSHIP determine the number of Club Boat Memberships to be let annually.

Section 13. The Club shall maintain a fleet of Club Boats. The Board shall review the size and composition of this fleet from time to time. The Board, with due consideration, will determine whether and how the fleet composition and size will change to meet the needs of club sponsored programs.

Use of the club boat fleet shall be in accordance with the following:

- (1) No priority of use shall be given to one type of event or activity over another except in the case of Club sponsored training programs and the Junior sailing programs.
- (2) Only Members holding Club Boat Memberships shall be permitted to use Club Boats.
- (3) Reservation for use of Club Boats shall be on a "first come, first served" basis.

- (4) Club Boat Members, when reserving Club Boats, shall not be permitted to make multiple reservations.
- (5) All Members holding Club Boat Memberships shall participate in the maintenance of Club Boats.
- (6) Organization and training for maintenance obligations shall be managed by a Director at Large appointed annually by the Board.
- (7) The aforementioned Director shall represent the view and opinions of Club Boat Members to the Board as required.
- (8) All Members permitted to use Club Boats shall demonstrate to the Director at Large responsible for Club Boats, or their designate, proficiency in preparing, sailing and mooring each class of Club Boat they wish to use.

Wet Moored Boat Membership

Returning Club members will have priority over nonmembers. Priority among returning members and members wishing to join the waiting list will be on a first come –first served basis. If a wet mooring membership is offered and declined, the person who has been offered the wet mooring membership will be removed from the waiting list (but may rejoin the list at any time in accordance with the aforementioned rules). Once a wet mooring membership has been offered and accepted, a member will have one year to moor a sailboat. If the member does not wet moor a sailboat within one year, the wet mooring membership will be offered to someone on the waiting list.

II - HOUSE & GROUNDS

Guests
Pets
Liability
Closing
Swimming

Guests

Section 1. Members are permitted to invite guests to the Club and shall be responsible for them while on the premises. The same guest may be invited to the Club no more than three times during the same Membership year. The visit of a guest must be noted in the Club's guest register. Children of Members shall be permitted to use Club facilities and when so doing shall be the direct responsibility of their parents. Larger parties of 10 or more guests (aged 13 or older) shall be considered a special use, and subject to section 6 below.

Pets

Section 2. Dogs and other pets are not allowed on Club premises.

Liability

Section 3. Members, their children and guests use the Club facility or property and equipment at the individual Member's own risk and the Member shall be held liable for damage to Club facilities or property and equipment caused by willful or irresponsible actions or by manifest negligence.

Closing

Section 4. The last Member to leave the property each day shall ensure that all doors are locked and that all normal and reasonable precautions have been taken to safeguard Club assets.

Swimming

Section 5. Swimming is permitted only at the swimmer's own risk, but is not permitted while boats are entering or leaving the harbour. (e.g., immediately before or after races).

USE OF CLUB FACILITIES

Section 6. Members may use the Clubhouse, and barbecues at any time. Provision of consumable supplies including barbecue charcoal/starter fuel will be the Members responsibility. Members wishing to use the Clubhouse and grounds for special purposes, for example, office parties, or group functions, shall apply to the Club Secretary for permission to do so. The Secretary will notify the applicant as to whether the request is approved. A fee will be charged to recover the associated cost of use. The minimum charge for each use will be \$50 per occasion or \$2 per nonmember (whichever is greater).

GUIDELINES FOR SPECIAL USE

Section 7. Special use of the Club facility by Members shall be granted subject to the following guidelines:

- (1) All Club Members have the right to use of the facilities at all times from May to October. Special use of Club facilities does not guarantee exclusive use of the facilities.
- (2) The sponsoring Club Member must be present and is responsible to ensure that the facilities are left in the condition found.
- (3) The sponsoring Member will ensure that all city Bylaws, such as noise levels, are observed.
- (4) The facilities will not be used for special purposes if the time and/or day requested is in conflict with a scheduled Club event associated with racing, training or social activities. A special use cannot be booked before the Club calendar of activities is published in the Backwind.
- (5) Bookings for more than 50 people, or on a Saturday or statutory holiday require approval by the Board of Directors. The Board may limit the number of these functions in the interest of ensuring that the facilities are available for use by Club Members. Consideration will be given to the potential exposure this special use could provide in recruiting new Members.

III – SAFETY

Mandatory Equipment

Section 1. Each boat utilizing Club facilities shall comply with all Provincial and Federal statutes and regulations and shall carry such other equipment as will ensure safe and seamanlike operation.

IV - RACES AND SAILING EVENTS

Eligibility

Section 1. Club events shall be open to all Senior, Student, and Junior Members sailing in Club boats or in registered boats as recorded in the latest Membership list. Other persons and/or other boats will be permitted to participate in Club races at the discretion of the Race Committee but shall participate as visitors with no placing being awarded. Eligibility requirements for regattas shall be announced with regatta instructions.

Sailing Committee

Section 2. There shall be a permanent committee of the Club known as the Sailing Committee which shall consist of the following persons:

- (1) The Rear Commodore, who shall be Chairperson of the Committee;
- (2) The retiring Rear Commodore;
- (3) The Director responsible for Junior Sailing Activities;
- (4) One representative from each of the Club fleets nominated by the Members of the fleet.

In the event of any duplication or absence of these offices and representatives, the Rear Commodore may appoint other Club Members to the Committee.

The Sailing Committee shall, in consultation with the Board of Directors:

- (1) Organize the Club racing program, training programs, open regattas and any other sailing activities to further the purpose of the Club;
- (2) Submit to the Board of Directors a budget to cover all expenses necessary to achieve (1) above;
- (3) Establish guidelines by which classes may be granted Club fleet status.

V - FINANCIAL MATTERS

Annual operating revenue

Section 1.

- (1) The annual operating revenue shall consist of boat registration fees and Membership fees received in the fiscal year.
- (2) The operation of the Club during the fiscal year shall be funded from the annual operating revenue.
- (3) The annual operating budget shall be classified by Director (for example, the Backwind and Archivist shall be assigned to the Commodore's expenditures).
- (4) In any fiscal year, the Board of Directors may draw from the Capital Fund, for contingency purposes and without approval of the Membership, an amount not to exceed 3% of that year's operating revenue.

Capital fund

Section 2.

- (1) The Club will establish a Capital Fund to provide a base for future development, as well as a contingency fund.
- (2) The Capital Fund will consist of liquid non-speculative interest-bearing instruments.
- (3) The Board of Directors will direct the following moneys to the Capital Fund each year:
 - a) a minimum of 5% of the annual operating revenue, the exact amount to be approved by the Clubs Members at the previous year's Annual General Meeting.
 - b) initiation fees;
 - c) net revenues in excess of expenses realized from the activities of the entertainment committee;
 - d) net revenues in excess of direct and indirect expenses realized in all regattas and any other events as the board may designate;
 - e) residual operating funds remaining in excess of 30 % (thirty percent) of operating expenses of the current fiscal year after all expenses incurred in, or accruing to, the current fiscal year have been paid;
 - f) all interest accruing to the Capital Fund and to the annual operating revenue;
 - g) any other moneys as the Board of Directors may designate.
- (4) Except as provided in Rules & Regulations V, Section 1, Item (4) above, the contents of the Capital Fund may not be used or withdrawn for any purpose without the approval of the Membership at a General Meeting.

Purchases, additions, or deletions from the Club's capital fund and assets

Section 3.

- (1) The Club's capital threshold shall be one thousand dollars (\$1000.00)
- (2) The Vice Commodore shall maintain a Capital Asset Register of all capital assets with associated depreciated values for both insurance purposes and the disposal of an asset.
- (3) All equipment purchases under the capital threshold shall be expensed out of the operating fund.
- (4) Equipment will be registered as a standalone capital asset and not grouped unless grouping is required for a viable system
- (5) All fixed capital assets shall be expensed to the Capital Fund at cost, to include all related costs necessary to place the asset in service, such as freight in, applicable sales or use tax and installation costs
- (6) Depreciation shall be computed on a straight-line basis over the estimated useful life of the capital asset.
- (7) Replacement parts, maintenance parts, and additions to a capital asset shall be expensed to the Capital Fund only if they extend the life of the capital asset.
- (8) Cost of incidental repairs and normal maintenance which neither materially add to the value of a capital asset nor appreciably prolongs its life but merely keep it in ordinarily efficient condition shall be expensed to the operating fund.
- (9) Additions to capital assets that exceed the capitalization threshold but do not extend the useful life of the original capital asset will be depreciated on a straight-line basis over the remaining life of the original asset. There would not be a "catch up" of depreciation for the period of time between when the original capital asset was placed in service and when the addition was added.
- (10) Disposal of capital assets that show a depreciated valuation above the Capital Threshold shall require approval at a General Meeting. All proceeds from the disposal of Capital Assets shall be added to the Capital Fund.