

# Lac Deschênes Sailing Club

## Rules and Regulations

March 1, 2020

Previous Revision Dates:

March 18, 2013

October 16, 2012

September 1, 2002

October 2000

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
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### 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 Article II will be the only criteria for setting and administering the rules of admission to Membership.

#### Membership year

Section 1. The Membership year shall be from April 1<sup>st</sup> to March 31<sup>st</sup> of the following year.

#### Renewal of membership

Section 2. Prior to the conclusion of the Membership year, the Membership Committee shall issue a call for renewal of memberships complete with all rights and privileges pursuant to Membership. 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

(a) shall receive all applications for new Membership and dry/wet mooring privileges. All such applications shall be in a form as prescribed by the Club.

(b) Dry/wet mooring privileges are valid only during the sailing season and boats must either be removed from Club premises by the date set annually by the Board of Directors or stored and paid for in the prescribed manner in the area allotted for winter storage.

(c) Applications must be received by the date Set by the Board of Directors after which the cost of membership will be increased by a premium set by the Board of Directors.

#### Acceptance of membership

Section 4. From time to time the Membership Committee shall post the names of those accepted for membership in a secure manner on the club web site;

Acceptance as a member entitled to sail privileges will include one spot for either dry or wet mooring 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 after July 31 shall pay a partial fee for the remainder of the season as set by the membership director.

## 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 Membership status. The amount of the initiation fee shall be determined annually by the Board of Directors.

Any member who has paid an initiation fee, who leaves the Club and later rejoins shall not pay another initiation fee. The onus of establishing their payment of the initiation fee lies with the member.

## Boat registration fees

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

Additional craft may be wet/dry moored for an additional fee at the discretion of the Board of Directors.

## 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 generally prohibited. However, members may bring and launch portable/car toppable vessels such as canoes, kayaks, surf boards etc., which are not stored at the club and are to be removed at the end of the day; 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.

## Boat membership limitation

Section 9. A family membership fee includes the allocation of one boat on the Club premises. Additional boats may be brought onto the premise after May 31 with the permission of the harbour master and upon the payment of an additional boat fee if there remains space. The maximum number of 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 Membership in the Club shall have and maintain in force insurance coverage against 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, adjacent City Highway 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 in the prescribed manner in the area allotted for storage at a fee to be determined seasonally.

Club boats
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Section 12. The Board of Directors, at its discretion, shall review and 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 Manager appointed annually by the Board.
- (7) The aforementioned Manager 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 Manager 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 non-members until the returning member application date set by the board of directors . Priority among returning members and persons seeking membership will be on a “first come, first served” basis. 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 a waiting list to be established by the Harbour Master.

The responsibility for the adequacy and safety of these moorings is that of the Member using them.

## II - HOUSE & GROUNDS

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 shall be considered a special use, and subject to section 6 below.

Pets Liability Closing Swimming Smoking
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### 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 wilful 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).

### Smoking

We are required by the following government organizations to prohibit smoking as follows: NCC, Ontario and city of Ottawa regulations prohibit smoking in the

clubhouse; or in the proximity (9m) of the clubhouse, or within 20m of the playground, or beach areas or any area where children may gather.

### Cannabis Edibles

We ask that you follow the smoking rules above as the legislative frame work for cannabis edibles is still fluid. You should also note that in general it is prohibited to consume cannabis edibles in a motor vehicle or boat.

## USE OF CLUB FACILITIES

Section 6. Members may use the Clubhouse, and barbecues at any time. Provision of consumable supplies excluding propane for the BBQ 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 through the prescribed application 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 - please consult with the secretary for charges.

## 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 are published on the Club website.
- (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 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 and events at the discretion of the Race Committee or Event Chair 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 Manager 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 Membership fees, regatta income, storage fees, received in the fiscal year.
- (2) The operation of the Club during the fiscal year shall be funded from the annual operating revenue and the operational reserve fund.
- (3) The annual operating budget shall be classified by Director.

### Capital fund

#### Section 2.

- (1) The Club will establish such Capital Funds as may be required to provide a base for future development, as well as for unexpected or emergency capital replacement (eg from flooding, theft, fire etc).
- (2) The Capital Funds 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) The board may authorize the withdrawal of funds from the emergency capital fund at any time for unexpected capital expenses.
- (5) The contents of other Capital Funds 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 capitalization threshold for capital items 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.

## Operational Reserve Fund

### Section 4

- (1) The shall maintain an Operational Reserve Fund of 30% of the prior year revenue.
- (2) The Operational Reserve Fund shall be used to cover in year revenue shortfalls or extraordinary operational expenses from unforeseen events (eg flooding, fire, theft and damage)

## Expenses

### Section 5

- (1) Expense claims shall be accompanied up with receipts and submitted to the treasurer referencing the appropriate expense line, and copying the appropriate operational manager.
- (2) Volunteer's Mileage, for extended or out of town trips, may be claimed at the Federal Gov't Mileage rate with prior approval.
- (3) Employees may claim mileage for pre-approved business purposes. Eg trips to purchase equipment and secure supplies.

## Approvals and Signing Authority

### Section 6

- (1) The officers of the corporation shall have signing Authority.
- (2) Payments shall require the approval of two signing officers.
- (3) Payments in excess of \$2000.00 shall require the approval of any two of the Treasurer, Commodore, or Vice Commodore.