

Cal Sailing Club Day-Leader Manual



Photo Credit: Jennifer Kroon

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Other resources (can be found at cal-sailing.org):

Club Operating Rules -includes detailed rules, restrictions, and requirements for ratings.

https://www.cal-sailing.org/images/stories/files/club_docs/CSCOperatingRulesrev072118.pdf

Skiff Operation Manual

<https://www.cal-sailing.org/images/stories/files/SkiffMotor.pdf>

Day-Leader Responsibilities and Expectations

Day-Leader Responsibilities

1. Safety

- Watching the water
- Monitoring radio
- Motor boat rescues
- Enforcing rules

2. Administrative responsibilities

- Open/Close Club
- Orienting new members
- Monitoring equipment sign outs

3. Customer Service

Day-Leader Expectations

- Arrive to your shift on time
- No drinking alcohol
- Always wear PFD with radio and knife
- Watching the water is your #1 priority
- Offer help to anyone that looks confused
- Restrict motorboat use to official club uses

Getting Paid and Other Job Details

In order to get paid:

You have to

1. (with some exceptions) Have financial aid that includes workstudy, apply for the job at the work study office and get accepted through the work study website
2. If you're 25 years old or less (2019), get a California Boater Card
3. Fill out a W4 with your tax withholding info and Social Security number and put it in the safe
 - You have to fill out your W4 to tell us whether you are exempt from withholding. Use the withholding calculator at www.irs.gov. You need to file a new W4 every year if you don't want taxes withheld.
4. Sign up for access to the googledocs timesheet spreadsheet, enter your current email address and phone # on the timesheet spreadsheet and keep it up to date
5. Log your arrival time in the googledocs timesheet spreadsheet when you arrive, and log your departure time when you leave
 - All you enter is your name (from the dropdown list), arrival time (use shortcut keys Ctrl and ;), and departure time, on the row with the correct date.
 - The spreadsheet calculates the hours.
 - If you need to insert a row, that's fine, but don't calculate hours.
6. Approve your timesheet on the workstudy website

Paycheck:

- Your paycheck is processed on the 1st of the month for the previous month.
- It will be in an envelope with your name on it, in the Treasurer's folder of the Excomm messages box, a black plastic file box that's kept on the shelf next to the computer.
- Do not lose your check. Stop payments cost the club \$35.
- If you want, you can have your check direct deposited, but it takes an extra week. You'll need to email the Treasurer your bank account number and routing number (or pic of a cancelled check) to set it up.
- If you want, you can have your pay (net of taxes) sent to your Paypal account, if you email the Treasurer your email address for your Paypal account.
- If you want, you can have your check mailed to you, if you provide the Treasurer with the mailing address, but Berkeley mailboxes aren't secure.

Workstudy Requirements:

- The club pays you, and work-study reimburses us for half your wages provided you have enough grant \$ and you have an approved timesheet
- Workstudy prohibits working more than 8 hours a day, or more than 20 hours a week during the time school is in session.
- The workstudy year ends when school ends in May, and starts again in mid-July. No

reimbursement during that May - July break.

- If you're registered to return full-time in fall, you can work up to 40 hours a week between mid-July and the start of school.

Missing Shifts:

- If you will not be able to make it to your shift:
 - a. Let the Port Captain know that you will be unable to cover your shift.
 - b. Email or call the other day-leaders to find someone to take your shift. Contact information for day-leaders is on the googledocs.
 - c. Let the Port Captain know who will be covering your shift
 - d. If you can't find another day-leader to cover your shift, then contact the Port Captain at least one day in advance to find a volunteer day-leader (preferably several days in advance).

W2: You will get a W2 emailed to you at the end of the year showing the amount of taxes withheld and your wages.

Work-Study Award:

- You have to deal with Financial Aid to make sure you have enough money in work study award for the club to pay you.
- If they reduce your award to the amount you've already earned, then you're out of a paid job at CSC.

California Boater Card:

- You have to study for this, take a test, submit an application with \$10 fee, and then email the portcaptain a pic of your boater card or proof that you have one.
- You will get paid for your time for this, up to 4 hours, and will be reimbursed for the fee if you email the Treasurer a pic or copy of your receipt along with the email address for your Paypal account.
- The easiest way to get the card is with the booklet titled California Boating published by the California State Parks Division of Boating and Waterways (get copy from Treasurer). There's a printed test, answer sheet, and return envelope in the back of the booklet. Take the test, mail the completed answer sheet in, and if you pass, you get a certificate with instructions to get your card online at www.californiaboatercard.com
- You can also take the free course at <http://www.boatus.org/california/> but first you will have to apply at <http://californiaboatercard.com/applynow/> by filling out an online application and paying the \$10 fee in advance, plus the online course and online test can be more cumbersome than the booklet and written test.

Opening the Club

1. **Unlock the club:**
 - Bring your key (see the Secretary for one) or pick up and sign out the club key from the Harbormaster's office (closed Sunday).
 - Unlock:
 - Club house front door
 - Club house windows (3)
 - Yard main lock
 - Two side gates to windsurf yard, next to clubhouse
 - Windsurf board locker
 - Board hospital
2. **Put on your uniform:**
 - Day-leader PFD
 - Radio
 - Day-leader knife
3. **Turn on the club house radio.** The club house radio should be monitoring channel 16. Your personal radio should be monitoring channel 16 while "dual watching" channel 69. Make sure the radio is oriented correctly and volume is loud enough for you to hear.
4. **Set up the equipment sign-out sheets** on the day-leader desk:
 - a. Sailboat sign out
 - b. Windsurfing sign out
 - c. Windsurf lesson sign up (only on windsurf lesson day)
 - d. Sailboat lesson sign up (only on sailboat lesson day)
5. **Update the chalkboard**
 - i. Day-leader: your name
 - ii. Low Tide: use tide charts on the club website at <https://www.cal-sailing.org/resources/csc-open-close-times>
 - iii. High Tide: use the monthly table in the tide chart at <http://www.dairiki.org/tides/monthly.php/bky>
Low and high tides each occur twice a day. Write on the board the low and high tide times that occur during, or closest to club operating hours.
 - iv. Sunset: use tide charts on the club website
 - v. Dock time: This is the time that all members need to return to the dock. Usually this will be 30 minutes before sunset. Examples of circumstances when dock time will be earlier include low tide and when the day-leader leaves early
6. **Read the daily log** for the last week. Note any equipment damage, suspensions or punishments, and any other notes that affect today's activities.
7. **Sign into your googledocs timesheet.** Enter your name and the time in using the club computer or your phone or laptop with the app for googledocs spreadsheets.

8. **Check the wind and weather forecasts.** Check the club website webcam page at <http://cal-sailing.appspot.com/wind> for predictions of thunderstorms, strong winds, wind direction, fog, and storms. See the NWS forecast linked on the webcam page
9. **Drop the skiff in the water** see the Skiff Operation manual at <https://www.cal-sailing.org/images/stories/files/SkiffMotor.pdf> for information on launching the skiff (especially prelaunch checkout and preparation) and operating the skiff motor.

Closing the Club

1. **30 minutes before dock time:** go out on the skiff and remind everyone on the water that dock time is in 30 minutes, and that they need to start heading back. Start delegating clean up.
 2. **Make sure everyone has returned**
 - a. Visual check on the skiff for anyone on the water
 - b. Account for any empty sailboat trailers in the parking lot and yard
 - c. Check the windsurf and sailboat sign out sheets and make sure everyone has signed back in
 - d. Account for all of the boats in the yard:
8 RS Quests 4 RS Venture 9 JY15s 2 Lasers
2 RS 500's and 1 RS800 (these are for Seniors or higher rated sailors)
Unaccounted sailors/windsurfers: see section on missing sailors/windsurfers
 3. **Put the skiff away** See the Skiff Operation manual at <https://www.cal-sailing.org/images/stories/files/SkiffMotor.pdf> for information on flushing the motor and proper care of the skiff after use.
 4. **Make sure all the equipment has been put away**
 - a. Windsurf boards and sails
 - b. Sailboats are in the yard
 - c. Sailboat sling (on hook by gate, on front of windsurf container)
 - d. Return your personal radio to the charger. Ensure charging light is lit.
- Sailboats and windsurfing gear left on the dock:
- a. Put equipment away or delegate to a member for volunteer hours
 - b. Track down the member using the sign-out sheet.
 - c. Email the portcaptain or have any excomm member send the miscreant a message using the club website
 - d. Administer appropriate punishment (warning, work hours, suspension)
 - e. Note member's name, membership #, and punishment in the daily log.
5. **Entry in Daily log.** Write your name and time out. Document any suspensions/punishments, broken equipment, accidents or incidents, weather conditions, etc.
 6. **Turn off all electronics:** Lights, radio, heaters, and kitchen appliances
 7. **Lock up (and return loaner key to harbor master if you checked it out)**
 - Board hospital
 - Windsurf board locker
 - Yard main lock (make sure everyone is out of the yard, including the porta-potty)
 - Two side gates to windsurf yard by clubhouse
 - Club house windows (3)
 - Club house front door

**If there are still members at the clubhouse when you leave, a member with a senior key must

take responsibility for closing the club. Document their name and the transfer of responsibility in the daily log.

Introducing the Club

1. Background information

- Explain club structure: see club website especially basic info you can find at <https://www.cal-sailing.org/home-sp-700/who-we-are> and <https://www.cal-sailing.org/home-sp-700/faq>
- Explain rating system see <https://www.cal-sailing.org/ratings-menu/rating-for-sailboat> for info on sailing ratings and <https://www.cal-sailing.org/ratings-menu/rating-for-windsurf> for info on windsurfing ratings
- Describe club hours of operation, including low tide and high wind restrictions
- Tell them the membership dues and volunteer work hour requirements
- Direct them to Operating Rules and manuals on club website
- Explain chalkboard
 - i. Day-leader and skiff required for members to be on the water
 - ii. Tides
 - iii. Dock time
- Note key safety rules, especially wearing PFD's or long-sleeve, long-leg wetsuit and windsurf harness.

2. **Introduce new people to club members.** Make them feel comfortable and welcome!

3. **Club yard tour** (delegate to club member)

Weekly Calendar of Events

Also see the club website's calendar at

<https://www.cal-sailing.org/home-sp-700/calendar#year=2019&month=1&day=5&view=month>

for information on seminars, meetings, etc.

Day	Events	Hours
Monday	Dinghy Lessons	1:00pm to 4:00pm
Tuesday	Open sailing during regular club hours	
Wednesday	Keelboat Lessons at J-dock (preference to Juniors)	6:00pm
Thursday	Dinghy Lessons Thursday Night Dinghy Races (only in the summer)	1:00pm to 4:00pm 5:30pm
Friday	Open sailing during regular club hours	
Saturday	Dinghy Lessons Windsurfing Beginner Lessons	9:00am to 1:00 pm 10:30am
Sunday	Sunday Morning Dinghy Races Windsurfing Beginner and Intermediate Lessons	10:00am 11:00am

New Membership Sign Up

1. Membership dues:

- \$120 regular 3 months
- \$99 for students and seniors 3 months
- \$375 annual
- \$75 under 18 (see cautions) 3 months
- \$175 family's memberships (see cautions) 3 months
- 10 hr. volunteer work in exchange for 3 months membership
- 30 hr. volunteer work in exchange for annual membership

BIG CAUTIONS ON MINOR AND FAMILY MEMBERSHIPS:

- discouraged for new members because of complexity
- club does not supervise children, Cal Adventures does a great job
- parents sign up their children at their own risk
- family must include parents and children, not just couples
- hand the family member the laminated instructions kept in the dayleader desk
- for youth membership:
 - Find an excomm member or a member approved by excomm to deal with the parent; or have them email the portcaptain
 - Excom member or member approved for handling minor memberships must warn the parent the following:

“The Cal Sailing Club does not provide supervision, hazard screening, or an environment specifically for children. Your child will be exposed to an environment which includes alcohol consumption, cursing, and sexual language. Cal sailing club has a very open and varied membership. For a more child-appropriate environment, we highly recommend Cal-Adventures next door that offers youth specific programs. ”
 - Parent must print, fill out, and sign the Medical Form and Liability Form (club website, Resources, Official Documents) for each minor and file these two forms in the binder.

Each new member must create account on CSC website

- a. Go to cal-sailing.org and click on the tab **memberships**→ **join**
- b. Have the new member fill out the registration information and click **Sign Up** button at bottom of page
- c. Then on next page, they can go to Paypal and pay with credit card or Paypal account
 - Website will automatically update that the new member has paid
 - The credit card is processed through Paypal. Occasionally the credit card will get rejected. If this occurs then they can use Authorize.net (instructions by clicking on link on signup page).

- **If a member is paying with Cash, Check, Authorize.net, 10 hrs volunteer work:** they should click the text that begins with “**Cancel payment**” that is under the button for paying with Paypal. Then they need to email the Treasurer, or write a note with their name and put it in the safe. Cash or check goes in the safe beneath the dayleader desk by the windows. In 1-2 days the treasurer will manually activate the membership.

New member plan: Plan the new member’s first lesson with them. This will help them feel less lost as a new member.

1. Determine if the new member is interested in windsurfing or sailing.
2. Inform the new member of the lesson times and figure out the next lesson day they can attend
3. Let them know what to expect at the lesson (ex: Sign up on the lesson sign up sheet as soon as they arrive. Sailboat lessons are first come first serve. Lesson will last for about x hours. Bring warm clothes and a bathing suit to wear under a wetsuit)

Membership Renewals

Members will get an email when their membership expires.

Members can renew before their current membership expires. However, if someone has paid for their membership, they can't renew with volunteer hours before their membership expires.

All renewals are processed through the Cal Sailing website

1. The member should sign into their account on the club website.
 2. Renew by going to Memberships-->My Account → Subscriptions → Renew now
 3. Payment:
 - **PayPal (includes credit card):** Member will follow the online instructions.
 - **Cash or check**
 - **Authorize.net:**
 - Log-out anyone who is logged-in to the CSC website
 - Go to tab **memberships-->join** and click on the “manual credit card buttons” link
 - Choose the amount to charge on the credit card
 - Member follows rest of the website’s instructions
 - **10 hours of volunteer work**
 - a. To qualify:
 - 10 hours must be in addition to the required volunteer hours for their rating
 - 10 hours must be from:
 - a. Teaching in the scheduled sailing or windsurfing lessons
 - b. Giving a club cruise (Cruising Skipper only)
 - c. Other work approved by ExComm(ex volunteer day-leading)
 - If someone has paid for their membership, they can't renew with volunteer hours before their membership expires.
 - b. Renew online: go to cal-sailing.org → have member sign into their account → my account → subscription. Follow directions on website to renew membership and choose payment method as 10 hours of volunteer work.
 - c. Cross out and initial 10 hours of qualified volunteer work from the member's white card
4. For cash, check, authorize.net, and 10 volunteer hours (everything except Pay-Pal), have the member email the Treasurer, or write their name on a note with the cash or check.

Monitoring Equipment Sign Out

This is a task that is important and can be delegated to a member for volunteer work hours.

Bolded items are the most important to check

Check first against the printed Member List that is kept in the drawer of the Dayleader Desk. If there's a problem, check again against the online club website (log in, go to Memberships, Member Lists or View White Cards). If there's still a problem, then politely ask the member to explain or to correct it.

Required Fields	Description
Date	Today's date. Important when a boat is missing.
Name	<u>First and last</u> name written legibly. If you can't read it then it's worthless
Membership #	Check name and number against printed list for match. The printed list includes only members with current memberships as of Saturday at 4 am. Catch expired memberships before they go on the water. Do not let people onto the water until they have renewed their membership.
Expiration date	Date isn't important as long as they are current.
Rating	<p>Weather conditions and the equipment signed out must be appropriate for their rating. They must stay in their rating area.</p> <p>Check Rating against the printed Member List first. The heading "Rat-DKW" shows their rating as follows: D is their dinghy rating, K is their Keelboat rating, W is their windsurf rating. An "xxx" entry means no rating, a "JxN" is someone with a Sailing Junior Skipper and a Windsurfing Novice rating.</p>
Windsurfing: Universal # Sail Size Board Number	<p>Information to help you identify them on the water</p> <p>Board numbers begin with a letter that signifies the required rating: anyone with a Windsurfing Novice or better rating can use a board with a board number beginning with N; A Junior Plus rating is needed</p>

	<p>to take out a board with a number that begins with J+</p> <p>Use this information (especially universal #) to determine who did not put away their equipment</p>
<p>Sailing: Sail Number Hull Number</p>	<p>Information to help you identify them on the water Use this information to determine who did not put away their equipment. <u>Coast Guard will need this information during a search and rescue</u></p>
Time out	Time out on the water
Time in	Members must sign in when they return. This is how we know they returned safely.

Forgotten Membership Numbers::

1. Current members can find their membership numbers using the printed membership list under their last name
2. Members can also sign into their account on the CSC website and find their membership number under “my account”
3. Dayleaders can log into the CSC website using
Username: VDL
Password: volunteer
Then go to Memberships-->Membership Lists or Memberships-->View White Cards

Important notes:

- Instructors on lesson days must sign out their boats on the sailboat sign out sheet. Signing out on the Sailboat Lesson Sign Up Sheet is not enough.
- “Buying” and “Selling” equipment must be reflected in the sign out sheet. The person “selling” the equipment must sign in, and the person “buying” must fill out a new line to sign-out the equipment.
- Paddleboards and Kayaks sign out on the windsurfing sign out sheet.

Damaged Equipment

1. Any damage found on club equipment, and any repairs done, **must be recorded in the logbook** in the clubhouse with date, the member's name and contact information.
 - Dinghy repairs should go in the dinghy logbook, not the daily logbook.
2. If damage cannot be repaired by the member who caused it, that member is responsible for **contacting the appropriate Vice Commodore** through the email listed on the club website and arranging to do equivalent club work appropriate for the damage:
 - a. Dinghies —1st Vice Commodore
 - b. Windsurfers—2nd Vice Commodore
 - c. Keelboats—3rd Vice Commodore

Guests (Non-members)

Members are responsible for the safety of their guests. Recklessness, taking of needless risks and other activities that create unsafe conditions are prohibited.

Members can take out non-members on:

- Sailboats if the member is a Junior, Senior, or Cruising Skipper.
- Kayaks

Non-members can not:

- Windsurf
- Take lessons
- Ride on the motorboat
- Kayak or sail without a club member

Make sure that guests are wearing a PFD and appropriate clothing to stay warm. Keep an eye on boats and kayaks with guests, and treat them like an open house boat (assume guests have no experience sailing).

Minors (Under 18):

1. Guests must be at least 5 years old
2. Their parents must fill out and sign a **Medical Form** and **Liability Agreement**. File them into the binder by last name.
3. The minor's PFD must fit correctly and be appropriate for their size

Volunteer Hours

Volunteer Hours are recorded on the club website. A member who has hours to record can log in and go to Memberships→ Enter Volunteer Hours, or they can ask a Dayleader or Excomm member to enter and approve their hours. To do this, you log in and go to Memberships→ Approve Vol Hours.

All members are required to provide at least 2 hours every 3 months. Members with Senior or higher ratings are required to provide at least 10 hours every 3 months.

An additional 2 hours is required for each Junior or Junior Plus rating.

An additional 10 hours can be used to earn a 3 month membership (30 hours for annual).

Work hours that do not qualify for quarterly requirement:

- 10 hours traded in for free membership
- fixing equipment that the member damaged
- punishment work hours

Suggested volunteer work for new members

- Cleaning the clubhouse and taking out trash
- Washing wetsuits
- Coordinating lesson days (contact Rear Commodore)
- Help with Open House (contact Vice Commodore)
- Organizing foulies and pfd area
- Checking equipment sign out sheets to find expired members, wrong ratings, and other problems
- Purchasing club necessities:
 - Purchases must be **pre-authorized** by the day-leader or Excom member, and purchaser must bring a receipt.
 - Purchasers must have a Paypal account to receive reimbursement, or else get someone else with a Paypal account to receive their reimbursement.
 - Purchasers can email a picture of the receipt to Treasurer@cal-sailing.org, along with the email address of their Paypal account, or they can write their email address of their paypal account on the receipt and put it in the safe, which is under the dayleader desk by the windows; put it in the slot on top and turn the handle to rotate it into the safe.

Rescue skiff use by others

As the signed in dayleader, you are responsible for the use of the skiff by others, and you should only permit them to use the skiff under the following conditions:

1. Dayleader rating. Only rated dayleaders (paid or volunteer) can use the motor boats
2. Approved club activity: Member must be using the boat for an approved activity such as teaching, buoy placement during racing, or transferring students to and from boats.
3. Safe conditions: Weather conditions and factors such as the number of boats and boards on the water should be at a level that you do not expect to need the boat while the member is using it.
4. Radio and PFD: Member **MUST** wear a radio, tethered to their PFD, oriented so that the member can hear it, volume turned up, and correct channels are selected.
5. You must perform a radio check with them before they leave the dock.
6. Kill switch: They must wear the kill switch lanyard. These are required to operate the motor boat and nonnegotiable. Do not assume they will do this on their own. **They won't**. Its your responsibility to make sure they do.

The motorboat is your responsibility. It is the only way you can rescue sailors and windsurfers who are in distress. You lose control of the motorboat as soon as another member leaves the dock and you are not able to communicate with them. The non-dayleader may not hear the radio when operating the motor boat at high speed, or may not hear it at all. You should assume they are not watching the water and do not see sailors in distress. Lend the motorboat sparingly. **DO NOT LOSE CONTROL OF YOUR MOTORBOAT.**

Operating the Radio

Things to remember:

- Push talk button a moment before you start to speak
- Speak slowly.
- Shield the radio from wind while talking. wind will interfere with the microphone.
- If you're told "you're broken and unreadable", ensure radio is on high power setting.

How to hail another boat:

- Clearly speak boat or skipper's name 3 times, then your name, and the channel you are hailing on. For example: "Bahia 6, Bahia 6, Bahia 6, this is CSC day-leader on channel 16 OVER"
- Wait for a response. If no response, wait a few minutes before trying again.
- Once a response is heard, ask hailed boat to switch and answer to a working channel. For example: "Bahia 6, switch and answer channel 69 OVER".
- The vessel should confirm they are switching to the new channel
- Once contact is made on the new channel, continue conversation.

Channels:

- **Channel 16** is for hailing boats and calling the coast guard only. Anything else should be conducted on a working channel such as channel 69.
- **Channel 69** is Cal Sailing Club and Cal Adventures working channel.
- **Channel 68** is Berkeley Harbormaster's working channel.

Radio terms:

AFFIRMATIVE	Yes
NEGATIVE	No
OVER	Used to signal you are done speaking and expect a response.
OUT	You are done speaking and do not expect a response.
SWITCH AND ANSWER CHANNEL <channel #>	Used to signal you wish to change from one channel to another channel. you will be usually be switching from 16 to 69.
COME IN	You may begin speaking now.
ROGER / COPY (COPY THAT)	You understand a request or statement.
HOW COPY	You are asking if they understood last message.
SAY AGAIN	You are asking them to repeat the last message.
WILCO	You understand a request and will follow it.

MAYDAY	Immediate risk of personal injury or loss of life
PANPAN	No immediate risk of personal injury but there is a state of emergency
SECURITAY	Important announcements that you want others to pay attention to
OVER AND OUT	This is contradictory and movie make believe. Do not use.

How to call for a MAYDAY:

1. Ensure radio is on Channel 16 and "high power" is selected
2. Distress signal:
 - a. "MAYDAY MAYDAY MAYDAY this is the Cal Sailing Club, this is the Cal Sailing Club, this is the Cal Sailing Club. MAYDAY this is the Cal Sailing Club OVER"
3. Wait for a response from the Coast Guard
4. Respond with
 - a. Your position
 - b. Describe the nature of distress
 - c. Number of persons onboard or involved.
 - d. Kind of assistance required
 - e. "OVER"

Enforcing Rules

The Day-Leader is in charge. Older and more experienced club members may try to challenge your decisions or take charge. However, you are ultimately responsible for club safety. Do not be intimidated. Always operate by the club rules and your own judgement.

Be firm but respectful

Requesting assistance: If a request is safe and physically within the capabilities of a club member, they are obligated to help you.

Difficult club members: Club members may become frustrated with you for enforcing rules, or making safety judgement calls that restrict their water activities. If a club member becomes aggressive or harasses you, it is not your job to deal with them. Refer them to a Port Captain. You can also email the Port Captain if you feel that they have compromised a safe work environment. Always err on the safe side, and don't let disgruntled club members sway your judgement.

Punishments:

Be respectful, but firm when issuing punishments. All punishments should be recorded in the daily log, along with the club member's name, membership number, and description of the violation. The punishment you give is based on your discretion. Warnings and volunteer hours should be the majority of punishments you give out.

1. **Warning**
2. **Volunteer hours** (these do not count towards quarterly membership requirement) Email the Treasurer or Portcaptain to ask that they deduct hours from the member's recorded hours.
 - A reasonable number of hours is between 1 to 2 hours
3. **Suspension** - not allowed to go out on the water on club equipment
 - Up to 3 days
 - Not very effective punishment. Most people only come a few times a week or on weekends. Their suspension usually expires before they plan to come again.
4. **Refer punishment to an Excom member**
 - Contact an excom member. Relay the club member's name, membership number, and describe the situation
 - Excom members may suspend members until the next Excomm meeting for a disciplinary hearing. This is a very severe punishment.

Wind

Wind Direction

- Wind direction is defined by the direction the wind is coming from. For example, a wind blowing from west to east is a westerly wind.
- The easiest way to determine wind direction at CSC is by looking at the windssocks.



Dock viewed from the water, facing the club house

- In the South Sailing Basin, sailors and windsurfers will generally drift in the direction that they are pushed by the wind. Anticipate where troubled sailors and windsurfers will end up:
 - **Westerly wind:** drift toward the highway and end up on the rocks. Sailors/windsurfers can drift out of sight into the mystery cove or behind the Ashby beach parking lot.
 - **Easterly wind:** drift out towards the Golden Gate and out of your view.
 - **Northerly wind:** drift towards Emeryville, and may have trouble getting back to the dock. Sailors west of Junior area may drift past Emeryville, into Ikea Cove or towards the Bay Bridge
 - **Southerly wind:** will drift towards the seawall. It is difficult to leave the dock, and the risk of crashing into the seawall is heightened. Sailors west of the Junior area will drift North, out of your sight, into the Berkeley pier and rocks.

Wind Strength

- Wind strength is measured in knots (kts.)
- Wind strength can be determined at CSC in several ways:
 - a. Internet: The “webcam” page on the Cal-Sailing Website has the average wind speed measured at the meter at OCSC (other side of the Berkeley Marina). This is a rough approximation of the wind at the South Sailing Basin.

- b. Whitecaps: Whitecaps begin to form at around 10 kts. As you gain experience, you will be able to approximate wind strength by the number and density of whitecaps.
- c. Ask an experienced member: Regularly ask experienced club members to approximate wind strength. This is a great way to get a feel for the wind. They may have access to iwindsurf.com, which has a meter in the South Sailing Basin located at H.S. Lordships.
- The novice area is protected from the wind by the strip of land during a **westerly wind**. When the wind is blowing from the north, south, or east, the novice area is not protected. Include this in your safety assessment!
- **Gusts**: Conditions for a 15kt average wind day is very different between a day with 17 kt gusts and a day with 25 kt gusts. Be aware of both average wind speed AND gusts.
- General Guidelines:

Wind Strength (kts)	Conditions
0-5 kts	No/very little wind. Help out sailors and windsurfers by giving them a tow back to the dock.
5-10 kts	Low wind.
10-15 kts	Moderate wind. Novices may not sail in >10 kts. Less experienced Juniors will begin having problems
15-20 kts	Strong wind. Junior sailors must reef their sails.
20-25 kts	Very strong wind. Restrict sailing based on your safety assessment. Strongly advised to restrict Juniors and possibly Junior plus. Very challenging conditions for sailors and windsurfers
>25 kts	Restrict sailing and windsurfing for Juniors and Junior Plus

- **Small craft advisory** is wind expected to be above 20 Kts. Watch the water more diligently. Capsizes will happen and be ready for rescues. The Berkeley marina will fly one red triangular flag to signal a small craft advisory is in effect, visible behind the clubhouse across University Ave.
- **Gale warning** is wind expected to be above the limits for junior sailors and windsurfers. Sailing should be restricted to senior sailors and windsurfers only. The Berkeley marina will fly two red triangular flags to signal a gale warning is in effect.

General Patterns:

Summer: Most days have strong westerly winds (>15 kts) that peak between 12PM and 5PM.

Winter: Most days have very little to no wind except for storms.

- Storms bring strong winds that are usually NOT westerly. Less experienced club members who are used to sailing in west winds will have trouble adjusting to new wind directions.

Watching the Water

Watching the water is your number one priority. Identify risky behaviour and prevent accidents before they happen. Even when you get bogged down with office duties, **check on the water every 3 to 5 minutes.**

Scan the water with binoculars

- Focus on windsurfers near downwind shores. Windsurfers far away, in the water, or on the rocks are difficult to see with the naked eye.

Regularly go out on the motor boat and check for boats or windsurfers in distress. Focus on downwind shores.

Factors to watch for:

- **Wind strength and direction** (see Wind section)
- **Weather conditions:** (see Special Conditions Storm and Special Conditions Fog sections)
- **Problems at the dock**
 - Juniors struggling to drop boats into the water, rig sails, and leaving the dock is a good predictor that they are less experienced and may have problems on the water.
- **Boats near rocks**
 - Juniors should stay 300 yards away from the rocks. Juniors sailing any closer are putting their boats and crew at risk to drifting ashore during a capsize. They minimize the time they have to fix problems themselves, and reduce your ability to notice and respond to the capsize before they hit the rocks. (Note: Operation rules states 100 yards from any downwind shore)
 - If skippers are sailing near the rocks, go out on the motorboat and request that the skipper sail further away from the rocks.
- **Experience** of the skipper or windsurfer
 - Juniors vary widely from brand new to almost a senior. Expect that new juniors are limited in their sailing abilities in winds above 15 kts, and are inexperienced at responding to capsizes, man overboard, and equipment failure, and dealing with inexperienced crew.
 - Windsurfers and sailors asking you for windsurfing/sailing advice is a sign that they are less experienced, and may have trouble on the water.
- **Hypothermia** (see hypothermia section)
- **Rating Area** (see Operating Rules for maps)
- **PFDs** (Personal Flotation Device)
 - PFDs must fit snugly and are secured by all attachments (buckles and zippers)
 - PFDs must be worn even on a boat tied to the dock or on shore around the hoist

when dropping in or pulling out boats.

- Secondary flotation device must be worn by EVERYONE including stand up paddleboarders and kayakers. PFDs or a long-sleeve, long-leg wetsuit and windsurf harness qualifies as secondary flotation device.
- **Capsized dinghies** (see Sailboat Rescues section)
 - Capsized dinghies near the highway, restaurant, or parking lot by the restaurant: call the fire department and let them know that a CSC boat is capsized near the highway and the situation is under control.
- **Windsurfers in the water** for extended period of time or self rescuing from far away.
- **Number of novice windsurfers in the water**
 - Novice windsurfers invariably will drift downwind and require a tow. Plan ahead so that they don't all need a rescue at the same time.
- **Anybody waving for help**

Kayakers and Stand Up Paddleboarders

Kayaks and stand up paddleboards may be used only:

- with the permission of the day-leader
- in the Junior Area
- on a low wind day (less than 15 kts.)
- You can also restrict them to the novice area if needed due to weather and busy club conditions

Sign-out on the windsurfing sign out sheet

No rating is required

Frontload kayakers and stand up paddleboarders before they leave the dock:

- That a PFD is required
- That they don't go out of sight. Stay in the junior area! Do not assume that the kayakers and paddle boarders know this. They are notorious for leaving the junior area.

Rescue Basics

- **Always bring help** with you on all sailboat rescues, and potentially difficult windsurf rescues.
- **Always have a plan** Keep the motor boat functioning and at a safe distance during the *approach, attachment, and separation* phases. Avoiding drifting on top of sails, boards, boats, and especially people
- **Practice 100% awareness** You should be constantly looking around building a picture of everything that is around you, then checking that picture regularly. Do not become focused on one aspect of the rescue.
- Always know where your motor is during a rescue. **Never allow your tow rope, any other line, and most importantly, anybody to get near your prop.**

How to anchor

1. Lower anchor upwind into the water, do not throw. Let most of the anchor line go out, then set the anchor by tugging hard on the anchor line, or wrapping the line around a cleat. Then let the rest of the line out.
2. Ensure the anchor is holding properly by “ranging” or visually lining up a nearby stationary object with a faraway stationary object that is not directly upwind. The anchor is set and the boat is not drifting if the objects do not change in relation to each other.

How to retrieve your anchor.

1. Either pull your motorboat up to the anchor by hand, or slowly motor upwind while pulling in the anchor line.
2. Once anchor is directly below the boat, pull it free, and bring aboard. Clean anchor first if there is time.
3. If the anchor is set too deeply in the mud, wait for the boat to drop off a wave, quickly wrap the anchor line around a cleat, and let the power of the boat's buoyancy pull the anchor free.
4. If you still cannot retrieve the anchor tie a PFD, fender or other buoyant object to the anchor line to retrieve later.

How to use a kedge anchor to perform rescues close to downwind rocks.

1. Anchor directly upwind of your target giving consideration to the length of your anchor line and the length of your towline. Let your boat drift downwind toward your target.

2. Ensure your anchor is set correctly by “ranging” on stationary landmarks.
3. You may also attach something buoyant to the end of the towline and let the towline blow downwind to your target.
4. Start Motor, retrieve anchor, and proceed with your tow.

How to bring a person into the motorboat from the water.

1. Direct other people on the rescue boat to the side of the boat the person in the water is on, to lower the rail closer to the water.
2. Use the “dunk and bob” method. Grabbing the PFDs straps, dunk the person into the water three times, and on the third dunk you pull as they kick and assist with their hands. Be aware of what is on the deck of the motorboat as they will be coming in face first.
3. Give high fives.

Sailboat Rescues

Sailboat rescues are especially challenging. Every rescue is different. The number, experience and physical condition of the crew, the condition of the boat, the position of the boat in relation to the wind and waves, lines in the water, the distance of a leeward shore, and whether the sailboats anchor is deployed all complicate a rescue and serve to change your response and handling of it.

Anticipating sailboat rescues:

High wind (15 plus Kts) will cause capsizes that are a normal part of sailing and learning to sail dinghies.

Situations that may need a motor boat rescue.

- A boat has capsized repeatedly in a short period of time.
 - The crew may be practicing capsizing. But this crew may not be experienced enough for the existing conditions. The crew is getting colder, wetter, and more fatigued with each capsizes. They will only struggle more with keeping the boat upright and recovering from future capsizes. This boat needs to be checked up on. You may direct the boat's crew to anchor, furl their jib, and to reef their mainsail. Use your judgement, the existing conditions, and the crews condition to decide if they should continue sailing. Bring a second person in case of rescue.
- A boat is capsizing repeatedly while trying to capsize recover.
 - This crew's experience level may not be enough to sail in existing conditions. They are only getting colder, wetter, and more fatigued. This boat needs checked up on. You may direct the boat's crew to anchor, furl their jib, and to reef their mainsail. If they still cannot capsize recover you can direct the crew to lower their mainsail. Use your judgement, the existing conditions, and the crews condition to decide if they should continue sailing. Bring a second person in case of rescue.
- A boat has capsized close to a downwind shore.
 - This boat is in real danger of drifting ashore, causing major boat damage, and more importantly, crew injuries. This situation must be responded to quickly. Bring a second person in case of rescue.
- A boat has anchored.
 - CSC sailors are expected to anchor when they capsize in high winds so this boat may be fully in control. This sailboat may also be practicing anchoring. CSC sailors are also expected to anchor when the boat breaks, when the capsize happens near downwind rocks, and when the sailors are having trouble righting the boat after a capsizes. Use your judgement and existing conditions to decide

how soon to check up on this boat. Bring a second experienced sailor in case of rescue.

- A boat has dismasted.
 - This boat must be rescued. Bring a second experienced sailor.
- A boat has turtled. It is completely upside down.
 - This boat must be rescued. It will have dismasted. Bring a second experienced sailor.
- A boat has a damaged rudder.
 - This boat needs checked up on, and probably needs a rescue. Bring a second person.
- A boat has a crewmember waving his arms above his head.
 - This is the club's distress signal. The crew is signaling for help and needs assistance. Bring an experienced sailor in case of rescue.

How to rescue a sailboat:

- **Bring a second experienced sailor with you.**
- Assign a responsible sober person to monitor the clubhouse radio during the rescue.
- Have tow ropes sorted, stowed and ready to use.
- Approach carefully from downwind of the sailboat, being aware there may be crew in the water around the sailboat.
- Determine if there is any crew overboard and loose from the sailboat. If there is crew overboard, they must be rescued before securing the sailboat.
- Secure the sailboat to the motorboat. You can pass or throw your towline to the boat's crew. Or you can maneuver close and your second person can grab the sailboat's bow painter, or secure your tow rope to the sailboat directly.
- If the sailboat is close to a downwind shore you must get the sailboat secured to your motorboat, motor upwind if too close to the downwind shore, and then anchor the motorboat. You can also anchor when well upwind. Reasons for anchoring your motorboat while the distressed sailboat is secured:
 - Effectively stops the situation from getting worse.
 - You can now turn the motor off and more easily communicate with the crew.
 - The sailboat's crew can now take their time recovering from their distress. They can more easily capsize recover, bring down and secure sails, fix their anchor and tidy lines.
 - You can take your time readying the motorboats towing lines, change the towlines length, transfer some crew from the sailboat to the motorboat.
 - You are now in a position to easily begin towing the sailboat, if needed.
- You may decide to transfer all but one of the crew into the motorboat before the tow. A dinghy with its sails down and secured is cramped and uncomfortable, and difficult for the crew to move for balance.
- To begin a tow the crew must be instructed to:

- Lower and secure the sails.
- Raise the centerboard 2/3rds of the way up. This prevents the sailboat from “tripping” over its centerboard, while still giving it control.
- The sailboat should aim for the motorboats motor during the tow.
- The towline should be long enough to keep the sailboat from riding up and over the motorboats stern wave. About 2 or 3 boat lengths.
- Assign the second person on the motorboat to watch the towed sailboat.
- Finish the tow by slowly approaching the dock from downwind, and securing your motorboat to the dock with your bow painter. Then the sailboat can be pulled up by hand and secured to the dock.
- Give high fives.

Sailboat rescue complications:

- Your prop is fouled by a rope.
 - Shut off motor
 - Anchor if close to a downwind shore
 - Raise the motor, unwind or cut the rope free from the prop.
- The sailboat's hull is full of water and can't be kept upright.
 - Transfer all crew to motorboat.
 - Tow very slowly back to dock.
- A distressed sailboats crew is hypothermic or injured.
 - If crew is seriously hypothermic or injured, radio Coast Guard for assistance. See Medical Emergency Section
 - Bring the affected crew into motorboat as soon as possible.
 - Radio clubhouse for assistance from the second motorboat, if available.
 - Radio Cal Adventures for assistance, if they are open.
 - Radio Berkeley Marina for assistance, if they are open. (they close at 5PM)
 - If no other boats are available to assist you, ensure the rest of the crew is safe. Have them anchor if they are unable to safely continue sailing. Return injured crew to the dock before attending to the anchored sailboat.
- The sailboat has dismantled.
 - Hypothermic or fatigued crew should be put in motorboat.
 - If the sailboat has turtled, it should be righted carefully, by a single crewperson, while the rest of the crew are clear of the sailboat. A dismantled turtled sailboat being righted can have cables, lines, and spars whip up and out of the water, injuring people.
 - The crew should roll up and secure the sail, and secure the mast on top of the sailboat.
 - Tow sailboat as usual.
- The sailboat is aground on a downwind shore
 - The crew's safety is the priority. Is the crew safely onshore or stuck on a the boat that's crashing up and down on rocks?

- Is the boat on rocks or on sand?
- Wind and water conditions.
- Waves may be too big to consider rescuing the sailboat. Focus on rescuing the crew.
- If you feel the present conditions are such that you can safely perform a rescue of the sailboat without damaging the motor boat, then use a kedge rescue.

Windsurf Rescues

Novice Rescues

- Expect novices to get blown downwind. It is a normal part of learning to windsurf.
- Beginners get 1 free tow. The second tow is back to the dock. If conditions are not busy, you can be nice and give more tows.
- During the first tow, encourage beginners to self rescue, and remind them the second tow is back to the dock and out of the water.
- Rescue novices as soon as they pass the third dock. Don't wait until they are near the rocks or in the toilet bowl.

Junior, Junior plus, and Senior Rescues

- Generally intermediate and advanced windsurfers do not need a rescue.
- Reasons for rescue:
 - Equipment failure
 - Insufficient wind to sail back.
 - Injury
 - Juniors unable to uphaul in swell
- When to anticipate rescues:
 - Windsurfer in the water near the rocks
 - Windsurfer is in the water for a long time
 - If the wind suddenly increases
 - If the wind suddenly decreases

Rescue Procedures (Not on the rocks):

1. Approach: approach the windsurfer from downwind. Approach slowly and stop one boat length away from the windsurfer. The motor boat should be stopped pointed into the wind, with the windsurfer at 9 or 3 o'clock of the boat.
<insert graphic>
2. Turn off motorboat when 1 boat length away from a person in the water.
3. Bring windsurfer to motorboat: Ask windsurfer to paddle to the boat or carefully toss them a towline.
4. Attach towline to equipment:
 - a. Novice equipment gets clipped to the nose handle or loop of the board
 - b. Junior, junior plus, and senior equipment gets the towline looped around the universal and clipped to itself.
5. Anchor if close to the downwind shore. Anchor only after you have secured the windsurfer and equipment.
6. Bring windsurfer into the boat. Windsurfer should climb onto the board then into the boat. Windsurfers can also ride the board on novice equipment. Advise the windsurfer to sit far

back on the board on top of the sail.

7. Maneuver motorboat into towing position. Be especially careful of fouling the prop with the towlines. Ask the windsurfer to watch the equipment while you tow.
 - a. To minimize equipment damage, tow only 1 set of equipment per tow line. (except when towing more than 1 set is required to prevent equipment and people from ending up on a downwind shore)
8. Drop off
 - a. Upwind of the dock - time saving way of bringing windsurfers back to the dock. Ask them to self rescue a few feet to the dock)
 - b. Far upwind (probably near the restaurant on a westerly wind) to continue windsurfing
 - c. Tie motorboat up at the dock, then bring equipment into dock

Rescues off the Rocks: must kedge (see kedging instructions under Sailboat Rescue section)

Special Conditions: High Wind Day (≥ 15 kts.)

1. **Front-load** sailors and windsurfers before they go out:

- Ask sailors/windsurfers to keep a larger distance from the leeward shore than usual.
 - Give them a definite boundary (ex: line between 3rd dock and the largest westward building in Emeryville)
 - This gives them and you more time to respond to problems.
- **Juniors sailors must reef their sails**
- Sailors should wear proper clothing to prevent hypothermia (a wetsuit and foul weather gear)

2. **Respond earlier** to sailboats and windsurfers in distress

- As the wind increases, so will the swell. Rescues will become more difficult, especially near the shores where swells will break and crash into the rocks.
- Distressed windsurfers and sailboats will drift much faster in higher wind.
- Ask sailboats to anchor early
- Rescue novice windsurfers as soon as they leave the novice area.

3. **Restrict sailing and windsurfing** based on rating:

- When sailing and windsurfing is restricted by rating, write the restriction on the chalkboard and on the equipment sign out sheet. Actively check people's rating as they go out onto the water.
- Official Club Restrictions:
 - Novices may not go out in >10 kts
 - Juniors and junior plus may not go out in >30 kts
- **The day-leader can restrict sailing and windsurfing at anytime.** Juniors and Junior Plus sailors and windsurfers should be restricted well before 30 kts.

Special Conditions: Storm Days

Storms are a special kind of high wind day with many dangerous factors. Follow the instructions for “Special Conditions: High Wind Days”. In addition to strong winds, take the following factors into your safety assessment:

1. **Wind direction:** The direction of the wind is usually not from the west. Since the South Sailing Basin usually experiences westerly winds, even experienced CSC sailors and windsurfers have difficulty with the wind from the south, east, or north.
2. **Gusts:** Storms can be very gusty, and require a higher level of skill to sail. Sudden gusts can knock down boats and windsurfers and damage equipment.
3. **Thunderstorm predictions:** All water activities are closed down if there is any prediction for lightning. including use of the motorboat. This applies to everyone, including seniors.
4. **Cold weather and rain** increases the risk for hypothermia, and may decrease your visibility to safely monitor sailors and windsurfers on the water.
5. **Rapidly changing conditions:** Storms can transition between high winds and very low wind. Sailors and windsurfers may find themselves suddenly overwhelmed. If a storm is predicted, take preventative precautions even if the conditions are calm. (ex: frontload sailors and windsurfers, ask sailors and windsurfers to stay near the dock).

During the winter when wind is almost nonexistent, many sailors and windsurfers eagerly await storm winds. Do not hesitate to restrict sailing and windsurfing. Sailors and windsurfers may be disappointed, but safety is more important.

Special Conditions: Open House

CSC offers free sailboat rides to the public to promote awareness of water safety during open house. Open houses occur regularly throughout the summer, and the dates are posted on our website.

Rules and Guidelines for Open House:

1. **No recreational sailing except for open house boat rides.** All members should be helping with open house.
2. **Senior sailors must have their senior kit to go out of the junior area.** This includes a radio.
3. **Rescue any capsized dinghy immediately.**
 - a. We do not provide wetsuits to the public during open house. Wet open house riders will get cold very quickly. If an open house rider is cold, take them back to the dock on the motor boat.
 - b. The skipper has inexperienced crew. Most open house riders have no experience sailing and can't help the skipper solve problems.
 - c. Open house riders include children, seniors, and physically challenged people. They may have trouble getting out of the water and back into the boat.
4. **Anyone who walks onto the dock must be wearing a PFD.**
5. **Delegate office work.** Watching the water is #1. Open house brings many prospective members who have questions and want to sign up. Delegate these tasks to volunteers as much as possible.

Special Conditions: Lesson Days

Dinghy Lessons

1. **Frontload** the instructors to stay well upwind.
2. Sailboats must be signed out on the sailboat sign out sheet in addition to the lesson sign up sheet.
3. No recreational sailing or private lessons during lesson hours unless there are no students waiting. If students show up, you can recall any recreational sailors.

Windsurfing Lessons:

- **Frontload:**
 - The instructor to emphasize self rescue and to stay above the third dock.
 - Remind students they need to get their self rescue test signed off at the end of their sail session
- The majority of windsurfers from the lessons will need a rescue. Start early and as you rescue the beginner windsurfersñ
 - Beginners get 1 free tow. The second tow is back to the dock. If conditions are not busy, you can be nice and give more tows.
 - Encourage beginners to self rescue after the first tow, and remind them the second tow is back to the dock and out of the water for the day.
- Lesson students have priority over novice equipment. If there is a large class, prevent members from taking out novice gear during lesson hours
- Junior, Junior plus, and Senior windsurfer can NOT recreationally windsurf during lesson hours without asking the instructor if they need help.

Lessons take precedence over individual members' recreational sailing and windsurfing.

Special Conditions: Fog

Fog is dangerous because it restricts your visibility as well as the skippers/windsurfers.

Predicting fog:

1. Weather forecasts
2. Look upwind for fog rolling in. You will often see the fog near Golden Gate Bridge before it comes into the South Sailing Basin.

If fog is forecasted:

1. Frontload sailors and windsurfers that they must come into view of the clubhouse if conditions become foggy

In fog:

1. As soon as you see fog coming in, go out on the motor boat and tell people to head in.
2. Go slow on motor boat in order to prevent hitting windsurfers, boats, waves, and other obstacles
3. Restrict sailing to the novice area or completely.
4. Wait until fog is completely clear before lifting restrictions

Special Conditions: Low Tide

Low tide affects club operations because there will be too little water at the dock for the regular (Boston Whaler) motorboat to operate. While the low tide skiff can be used instead, it is more limited in its ability to perform rescues, especially in swell and higher wind. No motor boat for rescues means no sailing or windsurfing for novices, juniors, and junior plus.

The tide charts at <https://www.cal-sailing.org/resources/csc-open-close-times> show green rectangles to indicate when the regular skiff can be used. Yellow rectangles indicate when the low tide skiff can be used, provided conditions are safe. Red rectangles indicate the times at which there will be no water at the dock. The times shown in the tide charts are estimates only, and the actual water levels can be affected by runoff (water levels increase when the Sacramento River receives large amounts of runoff) or barometric pressure (water levels decrease during high barometric pressure, which usually accompanies good weather). To determine actual water level at the dock, use the tide measuring pole, which is a length of white plastic pipe marked with tape at levels such as 1.5 feet.

On low tide days:

1. Determine Dock Time:
 - a. Use the tide charts at <https://www.cal-sailing.org/resources/csc-open-close-times> to determine at what time you will need to take out the regular (Boston Whaler) motorboat.
 - b. Determine low tide skiff hours from the tide chart and from the expected conditions. **The low tide skiff can NOT operate in greater than 13 kts of wind or large swell**
 - c. Dock time should be set before the tide reaches 0 ft., or earlier if the conditions are too dangerous to rely on the low tide skiff.

Frontload sailors and windsurfers before they go out to alert them of the early dock time and low tide.

2. Check the water depth at the dock using the tide measuring pole. The whaler motorboat must come out of the water when there is less than 1.5 ft of water at the dock
3. Switch to the low tide skiff at the time indicated on the tide when tide reaches 1 ft. If the situation is unsafe (e.g. high wind, large swell) to rely on the sketch skiff for rescues, make sure all novices, juniors, and junior plus return to the dock before you pull the motor boat out of the water.
4. 30 minutes before you take the motor boat out of the water:
 - a. Go out on the motor boat and tell sailors and windsurfers they have to start heading to the dock.
 - b. Stop anybody from going out.

Special Conditions: Day-leader Leaves Early

A day-leader with an operable motor boat for rescues is required for novice, junior, and junior plus rated members to use club boats or boards. If you have to leave early or the next day-leader has not showed up to take over, then you have the following options:

1. Close the club (see Closing the Club section). Everyone must be safely back to the dock before you can take the motorboat out of the water and leave. Call, text, or email the Port Captain that you are leaving early
2. Volunteer Day-Leader (VDL): Transfer responsibility to a sober VDL. The VDL must be signed off for both office training and motor boat rescue training on their white card. Have the VDL show you their white card. Document the transfer of day-leader responsibility in the daily log.

Hypothermia

Hypothermia is a serious consideration for Cal Sailing Club sailors. The south sailing basin is a challenging and dangerous sailing environment. High winds, big waves, year round cold water, and strenuous activities such as sailing and windsurfing make hypothermia a danger to all sailors in San Francisco Bay.

Symptoms:

- **First stage of hypothermia** includes symptoms such as:
 - Shivering
 - Slurred speech
 - Clumsiness and confusion.

Sailors showing any of these symptoms should not be allowed to continue sailing or windsurfing. They will NOT get warmer on the water.

- **Second and third stage of hypothermia** includes the symptoms for the first stage in addition to:
 - Very poor decision making
 - Lack of concern for the affected sailors own condition
 - Extreme fatigue
 - Shallow, slow breathing
 - Progressive loss of consciousness

This is a very serious medical condition. 911 should be called, or if on the water the Coast Guard should be called using channel 16 on the VHF radio.

Treatment

- **first stage hypothermia:**
 - Getting victim into warm dry clothes.
 - Remove anything wet.
 - Getting them into the clubhouse or car
 - Giving warm non-caffeinated non-alcoholic drinks.
- **Second and third stage hypothermia**
 - **Call 911 or Coast Guard**
 - Getting victim into warm dry clothes, sleeping bag, and solar blanket.
 - Remove anything wet
 - Use heat packs or hot water bottles wrapped in cloth and applied to the neck, groin, or torso.
 - Do NOT apply heat to arms or legs. this can lead to further loss of heat in the

body's core, heart arrhythmia, and death.

- Do NOT use direct heat such as a hot shower.
- If person's breathing has stopped, begin CPR if you are trained in CPR.

Medical Emergency

If a person is injured at CSC. Remember you are in charge! You will have many people trying to give you advice, but only one person should be in charge. That person will either be the day-leader or an excom member.

Injury on the water:

1. Do not risk your own safety. You will only add to the problem if you become a victim of the situation.
2. Bring help with you on the motor boat.
3. Assign a responsible sober club member to monitor and operate the clubhouse radio.
4. Secure the injured person from immediate harm. Make sure that they will not drown.
5. Call for mayday on Channel 16. Describe the situation to Coast Guard. (see Radio Operation section)
6. Alert the CSC club house on Channel 16 or 69. Ask a member to call for an ambulance if necessary and an excom member (phone numbers on emergency contact list)
7. Make sure everyone is in a safe environment. Perform CPR if necessary, and if you are trained.
8. If they are able to get on the motor boat, bring them back to the dock, and wait for medical assistance. Otherwise stay with them until help arrives.

Injury on Land

1. Call the Berkeley Police Emergency Number: (510) 981-5911
2. Secure the injured person. Make sure they are in a safe environment (ex: warm, dry, out of the road)
3. Contact an Excom Member and brief them on the situation

Missing Sailor/Windsurfer

1. Check the sign-outs to see if the missing person is a senior. Seniors are allowed to go out of sight, and be out when the club is closed. If a senior is out on a sailboat, you should be able to contact them by radio on channel 16.
2. Try to contact sailboat by radio
3. Designate a contact person who will stay at the club, has a cell phone, and will monitor the radio. Every search person/party should exchange phone numbers with the contact person.
4. Contact an Excom Member. They can help you determine if Coast Guard needs to be called.
5. Search on the motorboat
 - a. Take an experienced club member with you.
6. Areas to search:
 - a. Emeryville marina
 - b. In the Mystery Cove
 - c. Behind Ashby beach parking lot
 - d. Near the Berkeley pier and behind the restaurant
 - e. Olympic Circle
 - f. Ikea Cove (South of Emeryville Marina)

****This is the reason equipment sign outs must be accurate and complete****

Emergency Contacts

See also Contacts on club website at <https://www.cal-sailing.org/home-sp-700/contacts> for the names and duties of the club officers and their club email addresses, and the phone numbers in the log book.

Name	Position	Phone Number	Reason to Contact
Coast Guard		(415) 399-3530 Channel 16	Emergency on the water
Berkeley Police Emergency		(510) 981-5911	Emergency on land
Berkeley Marina Harbormaster		(510) 981-6740 Channel 68 also monitor Ch.16	Only open from 8am to 5pm. Closed Sundays.
Berkeley Fire Department Non-Emergency		(510)981-3473, or hail Berkeley Fire on Channel 16	Capsized CSC dinghy, no assistance needed
Berkeley Police Non-Emergency		(510) 981-5900	