

# CSC Operating Rules

July 30, 2017

New members should first learn the rules in Section A. To prepare for their first ratings, new members should then also become familiar with Section B and the relevant Sections C through G. Sections H through M cover advanced ratings.

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## A. General Rules

These general rules apply to all members.

### A.1. *Safety*

1. Members are responsible for their safety and that of their guests. Recklessness, taking of needless risks and other activities that create unsafe conditions are prohibited.
2. Club equipment undergoes extensive use under extreme sailing conditions. Members sail and use Club equipment at their own risk and should inspect all equipment carefully before use.
3. Sailing and windsurfing may be restricted or prohibited in high winds, fog, or other unsafe conditions.
4. Novice, Junior, and J+ rated members may not use club boats or boards if there is no Dayleader or there is no operable rescue skiff.
5. Secondary flotation (PFD, or long-sleeve, long-leg wetsuit and windsurf harness) must be worn when sailing or windsurfing. A windsurfer rated Junior or above may use a long-leg wetsuit and windsurf harness without a PFD.

**A.2. *City, State, Federal Regulations***

1. Members are responsible to know and obey City, state, and federal regulations, especially Berkeley Marina and US Coast Guard regulations.

**A.3. *Enforcement and Cooperation***

1. The Dayleader on duty (the member with Dayleader rating who has signed in at the clubhouse) will generally supervise club operation and enforce club rules. [Penalties and procedures: see CSC Bylaws Article X]. Exception: Senior and Cruising members outside clubhouse and Junior Area.
2. When directed by the Dayleader, club members shall assist in any task needed for the operation of the club.

**A.4. *Membership Dues and Ratings***

1. As of January 2013 Dues are \$99 for 3 months, \$89 for 3 months for students and seniors, \$66 for minors (under 18 years old). Annual memberships are \$297. Combined dues for all the members of a family (related as parents/guardians/children) who purchase memberships at the same time in the clubhouse is \$149 for 3 months. Minor (under 18) memberships require approval by ExComm, medical form and liability waiver must be kept on file in the clubhouse, and dues can be discounted to \$1 for 3 months if the minor member agrees to show up on four Saturday mornings to help teach lessons.
2. Members can earn a free 3 month membership for teaching 10 hours in the scheduled sailing or windsurfing lessons, by giving a club cruise (Cruising Skippers only), or for providing 10 hours extra (above quarterly requirement) work approved by ExComm.
3. Ratings expire after two years lapse in membership.

**A.5. *Use of Club Equipment***

1. Use of club equipment by Novice, Junior, and J+ members may be restricted or prohibited by the Dayleader.
2. Sailboats, windsurf boards/rigs, kayaks, and standup paddleboards:
  - may only be used by appropriately rated members, and
  - must be signed in and out at the clubhouse, except that keelboats must be signed out at J dock.
3. Members are responsible for checking club equipment before and after use. Club equipment must be properly put away after use, Dayleader will judge proper stowage.
4. Windsurfing sails may not be left unattended on the dock or by the hoist.
5. All dinghies must have masthead flotation.
6. Dinghy sails shall be lowered or furled at the dock to prevent luffing damage, and secured so they remain in the boat.

**A.6. *Damage and Repairs***

1. Any damage found on club equipment, and any repairs done, must be recorded in the logbook in the clubhouse, the Dinghy Log on the Club website, or the J-Dock Maintenance Log binder.
2. If damage cannot be repaired by the member who caused it, that member is responsible for contacting the appropriate Vice Commodore and arranging to do equivalent club work appropriate for the damage.
  - dinghies and rescue skiffs—1<sup>st</sup> Vice Commodore
  - windsurfers—2<sup>nd</sup> Vice Commodore
  - keelboats—3<sup>rd</sup> Vice Commodore

**A.7. *Lessons and Club Activities***

1. Members may sign up for scheduled lessons
  - Dinghies:
    - Monday and Thursday, 1-4pm (1-6pm during Daylight Savings Time)
    - Saturday, 10am – 1pm
  - Beginning Windsurf: (weather permitting): Saturday 10:30am – 2pm and Sunday 11am-2pm as scheduled during late Spring, Summer, and early Fall
  - Keelboat; (requires Jr Skipper rating) Wednesday 6–10pm
2. Tides, wind, and other factors may require cancellation or rescheduling
3. Scheduled lessons take precedence over all other activities.
4. Club activities are scheduled by the Executive Committee and by the officers responsible for activities.
5. Club activities take precedence over individual members' recreational sailing and windsurfing.

**A.8. *Work Requirement***

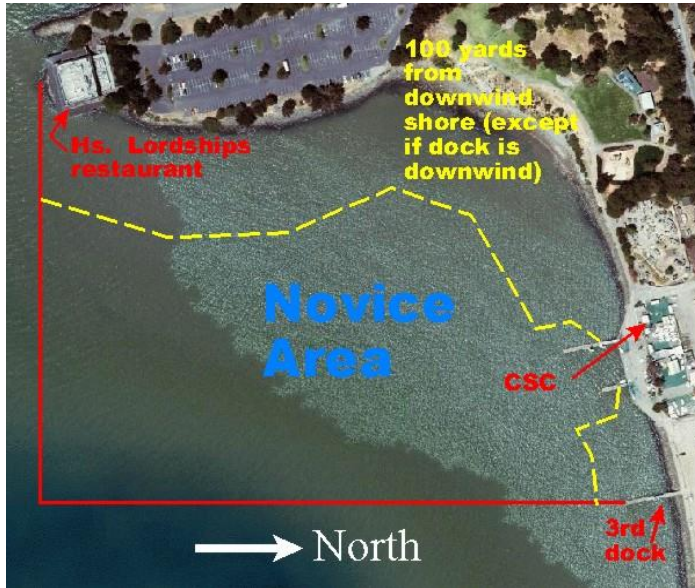
1. Members are required to teach, repair, clean, assist on Open Houses or other club activities, volunteer daylead (requires rating), clerical, or other tasks designated by Dayleader or ExComm.
2. Minimum: 2 hours every 3 months, recorded by Dayleader on the member's account on the Club website. Not included: work towards free membership, repair of own damage. Members with Senior and Cruising ratings are required to contribute additional work.

**A.9. *Kayaks and Standup Paddleboards***

1. Kayaks and standup paddleboards may be used only with the permission of the Dayleader, in the Junior Area. No rating is required. Equipment should be signed out on the Windsurf Sign-Out log.

## B. Novice and Junior Sailing/Windsurfing Areas

### B.1. Novice Area



100 yards from any downwind shore

(note: usually the shores in the Novice area aren't downwind, they're upwind or sidewind, because the wind is from the west, but in south or east wind there can be downwind shores),

North of Hs Lordships restaurant, and

West of 3<sup>rd</sup> dock

### B.2. Junior Area



Within sight of clubhouse, 100 yards from any downwind shore except to dock, north of Ashby Ave, and east of a line from the Emeryville Peninsula to Hs Lordships restaurant. The southern boundary can be determined by a range of the Ashby Ave. radio tower and the cupola of the Claremont Hotel.

### **C. Novice Windsurfer**

1. Required Tests: Novice Windsurfer Written, Self-rescue (paddle upwind 100 yards), Sail Handling (carry sail properly)
2. Work Requirement: None beyond minimum
3. Who gives tests: Dayleader
4. Restrictions: Novice Area only, wind less than 10 knots, dayleader must be notified
5. Equipment: Boards with code N, any sail

### **D. Junior Windsurfer**

1. Required Tests: Junior Windsurfer Written, Sailing (sail upwind ~200 yards in wind >10 knots with sail ~ 1 sq m too big for conditions, tack, jibe, dock)
2. Work Requirement: 2 hours in addition to minimum
3. Who gives tests: Senior Windsurfer for Sailing tests, Dayleader for written test
4. Restrictions: Junior Area
5. Equipment: Boards marked N or J, any sail

### **E. Junior + Windsurfer**

1. Required Tests: Rigging and Sailing (waterstart consistently on both tacks)
2. Work Requirement: 2 hours in addition to minimum
3. Administered by: Senior Windsurfer
4. Restrictions: Junior Area
5. Equipment: Boards marked N, J, or J+ any sail
6. Novice and Junior Skipper Ratings

### **F. Novice Skipper**

1. Required Tests: Junior Skipper Written, Rigging, Novice Sailing (dock, anchor, capsize recovery, tack, and jibe)
2. Work Requirement: None beyond minimum
3. Administered by: Senior Skipper for Rigging and Novice Sailing test (as part of lesson), Dayleader for written test
4. Restrictions: Novice Area only, winds less than 10 knots, single-hand or take one club member
5. Equipment: Trainer dinghies (RS Quests, RS Ventures, Laser Bahias)

## G. Junior Skipper

1. Required Tests: Junior Skipper Written, Rigging, Sailing (tack, jibe, small circles, man overboard drill, anchor, capsized recovery, and dock in wind >10 knots)
2. Work Requirement: 2 hours in addition to minimum
3. Administered by: Senior Skipper for Rigging and Sailing tests, Dayleader for written test
4. Restrictions: Junior Area, no use of bowsprits or gennaker on dinghies.
5. Equipment: Trainer dinghies (RS Quests, RS Ventures, Laser Bahias); special checkout by a qualified member is required to sail Lasers.
6. Reefing may be required by the Day Leader, based on wind and sea conditions, and other relevant factors.
7. Safety Equipment: Except for the Laser, anchor and paddle must be on board.

## H. Senior and Cruising Sailing/Windsurfing Areas

### H.1. *Senior Dinghy and Windsurfing Area*



North of a line from the southwest corner of the Emeryville Peninsula to the north end of Treasure Island, east of a line from the east end of the Bay Bridge to X buoy, and south of a line from X buoy to the northwest tip of Cesar Chavez Park

## **H.2. Senior Keelboat Area**



North of a line from the southwest corner of the Emeryville Peninsula to the north end of Treasure Island, east of a line from the Bay Bridge tower east of Treasure Island to the end of the Richmond Jetty, ¼ mile south of all of the Richmond Jetty and Brooks Island, and south of a line from a point ¼ mile south of the southernmost point on Brooks Island to Fleming Point.

## **H.3. Cruising Dinghy Area**



North of a line from the southwest corner of the Emeryville Peninsula to Clipper Cove, all of Clipper Cove, east of a line from the end of the jetty on the southeast corner of Treasure Island to the west end of the Richmond Jetty with room to round the end of the jetty, and east of a line from the west end of the Richmond Jetty to the end of the jetty at the southwest corner of Pt Richmond.

#### **H.4. *Cruising Keelboat Area***

1. The inland and tributary waters of the San Francisco Bay and outside of the Golden Gate no further west than a straight line drawn from Point Bonita Light through Mile Rocks Light to the San Francisco shore.

### **I. Senior Windsurfer**

#### **I.1. *Senior Windsurfer Rating***

1. Required Tests: J+ windsurfer; approval by ExComm based on judgment, sailing ability, and contribution to club; written, Sr Windsurfing
2. Work Requirement: Senior Project approved by ExComm
3. Administered by: Windsurf Rating Chair (written test) Rating Committee members authorized to give Sr Windsurfing test
4. Equipment: boards marked J, J+, or S.
5. Area: Senior Dinghy and Windsurfing Area
6. Restriction: daylight hours only

#### **I.2. *Senior Windsurfer Responsibilities***

1. least 10 hours teaching, repair, cleanup, volunteer dayleading, Jr tests, or administration every 3 months, signed off on member's account on the Club website.

### **J. Senior Dinghy Skipper**

#### **J.1. *Senior Dinghy Skipper Rating***

1. Required Tests: Jr Skipper, Approval by ExComm based on judgment, sailing ability, and contribution to club; Written, two Dinghy tests on different dinghies (heavy weather, usual and unusual maneuvers)
2. Work requirement to get rating: Senior Project approved by Ex Comm. This project can be applied to the Senior Skipper rating also, without the need for a second project.
3. Administered by: Rating Chair (written test), two separate Rating Committee members authorized to give dinghy tests



4. Equipment: All Club dinghies. Equipment Required on Dinghies for Cruising (see below at M.4) when sailing outside Junior Area. Additional sign-off by a qualified member is required to sail the Laser and RS-500.
5. Area: Senior Dinghy and Windsurfing Area
6. Restrictions: Single-handing any Club dinghy during the hours of darkness outside the Novice Area requires the presence of another CSC boat.

## **J.2. *Senior Dinghy Skipper Responsibilities***

1. At least 10 hours of teaching, repair, cleanup, volunteer dayleading, Junior tests, and/or administration every 3 months, signed off by Dayleader on Rating Card

## **K. Senior Skipper**

### **K.1. *Senior Skipper Rating***

1. Required Tests: Jr Skipper, Approval by ExComm based on judgment, sailing ability, and contribution to club; Written, Dinghy and Keelboat Sailing (heavy weather, usual and unusual maneuvers)
2. Work Requirement: Senior Project approved by ExComm
3. Administered by: Rating Chair (written test), two separate Rating Committee members, one authorized to give dinghy tests and another authorized to give keelboat tests.
4. Equipment: All club boats, including Laser Bahia with gennaker
5. Restrictions: Keelboats may not be single-handed without Excomm approval. Single-handing any Club dinghy during the hours of darkness outside the Novice Area requires the presence of another CSC boat.
6. Area: Keelboats—Senior Keelboat Area; Dinghies—Senior Dinghy and Windsurfing Area

### **K.2. *Senior Skipper Responsibilities***

1. At least 10 hours of of teaching, repair, cleanup, volunteer dayleading, Junior tests, and/or administration every 3 months, signed off on the member's account on the Club website.

### **K.3. *Equipment Required***

1. Keelboats:
  - a. All Coast Guard Required Safety equipment
  - b. At least one working, waterproof VHF radio and/or cell phone
  - c. Anchor and rode, paddles
  - d. Working compass
  - e. First Aid kit, knife, screwdriver, wrench, and pliers
  - f. Non-overlapping jib (storm jib) and bailing bucket
2. Dinghies: when sailing outside Junior Area must carry Equipment Required on Dinghies for Cruising (see below at M.4).

## **L. Cruising Skipper**

### **L.1. *Cruising Skipper Rating***

1. Required Tests: Sr Skipper, Cruising written test, Standard First Aid Course, 3 qualifying cruises, approval by ExComm based on reports from skippers who administered the qualifying cruises
2. Administered by: Rating Chair (written test), Cruising Skipper (cruises)
3. Equipment: All club boats, only reefable dinghies may be taken outside Senior Dinghy and Windsurfing Area
4. Area: Cruising Keelboat Area, no cruises more than 24 hours without advance approval by ExComm
5. Private Cruises: Skipper entitled to one private cruise after each club cruise
6. Restrictions: Keelboats may not be single-handed without Excomm approval.

### **L.2. *Qualifying Cruises***

1. Candidate must administer at least 3 Lottery Signup Cruises, only one cruise may be in dinghies.
2. Candidate can skipper separate boat with approval by Cruising Skipper administering test, but must remain within sight and must stay in radio or cell phone contact
3. At least 4 different destinations among following areas:
  - Raccoon Strait: must extend into Raccoon Strait
  - West Bay: Outside the Golden Gate Bridge
  - North Bay: must pass to some point North of Bluff Point
  - South bay: must pass under the Oakland Bay Bridge

### **L.3. *Cruising Skipper Responsibilities***

1. All Senior Skipper responsibilities
2. Administer one Lottery Signup Cruise every year
3. Complete cruise form before cruise, leave in dock box during cruise, sign and place in cruising chair's folder at clubhouse after cruise

### **L.4. *Club Cruises***

1. Impromptu Cruise: Skipper must post signup sheet at clubhouse at least an hour in advance when clubhouse is open and inform dayleader.
2. Lottery Signup Cruise: skipper must post cruise notice at clubhouse and on web site at least 10 days in advance of cruise; skipper must administer lottery.
3. A Senior may skipper another boat with the approval of the Cruising Skipper giving the cruise.
4. Club cruises take precedence over private cruises.

5. Skipper and each club member signing up may take one guest.

### **L.5. *Equipment Required on Keelboats for Cruises***

- a. All Coast Guard Required Safety equipment
- b. A working outboard motor and sufficient gas
- c. At least one working, waterproof VHF radio and/or cell phone
- d. Anchor and rode, paddles, working compass
- e. Two flashlights, at least one floating, first Aid kit, knife, screwdriver, wrench, and pliers
- f. Charts covering the area of the cruise
- g. Non-overlapping jib (storm jib) and bailing bucket

## **M. Cruising Dinghy Skipper**

### **M.1. *Cruising Dinghy Skipper Rating***

1. Required Tests: Sr Skipper, Cruising written test, First Aid Course, 2 dinghy qualifying cruises, approval by ExComm based on reports from Skippers who administered the qualifying cruises
2. Equipment: All dinghies, Laser and RS 500 require special sign off.
3. Area: Cruising Dinghy Area

### **M.2. *Cruising Dinghy Skipper Responsibilities***

1. All Senior Skipper responsibilities

### **M.3. *Dinghy Cruises***

1. Single handing outside the Senior Dinghy and Windsurfing Area is permitted only in the company of another CSC boat.
2. A dinghy skippered by a Senior may enter the Cruising Dinghy Area only with the approval of an accompanying Cruising Skipper.
3. All participating dinghies must stay in visual contact during a cruise.

### **M.4. *Equipment Required on Dinghies for Cruising***

- a. All Coast Guard Required Safety equipment
- b. At least one working, waterproof VHF radio and/or cell phone secured to PFD
- c. Anchor and rode, paddles
- d. Working compass
- e. Two flashlights, at least one floating
- f. First Aid kit, knife, screwdriver, wrench, and pliers

## **N. Dayleader**

### **N.1. *Dayleader Rating***

1. Required Tests: Office, Rescue Skiff
2. Administered by: Port Captain
3. Equipment: Rescue Skiffs

### **N.2. *Dayleader Responsibilities***

1. Dayleader is responsible for performing the following duties or delegating them to a responsible club member:
  - a. Opening and closing the club
  - b. Signing in when on duty, both in log book and on chalk board by clubhouse door
  - c. Launching and operating rescue skiff
  - d. Performing rescues, including obtaining and using club members to assist in rescues in >15 knots or rescues of sailors/windsurfers on or near rocks
  - e. Watching for sailors and windsurfers in distress on the water, especially in high wind
  - f. Selling memberships and answering questions at the desk
  - g. Administering written tests for Novices and Juniors, and Self-rescue test for Novice Windsurfers
  - h. Directing club members to fulfill work requirements, signing off volunteer hours on the Club website.
  - i. Supervising operations in the clubhouse, dock, and yard including lessons, club activities, work, and recreational sailing and windsurfing
  - j. Enforcing rules, and permitting sailing and windsurfing by N, Jr, and J+ rated members only when safe
  - k. Monitoring the VHF radio in the clubhouse, and responding to calls to Cal Sailing Club on Channel 16 and 69 or other specified channels
2. Important: The dayleader may direct any club member to assist in these responsibilities as needed. Dayleaders are required to get help on rescues in high wind or near rocks.

### **N.3. *Rescue Skiffs***

1. Only members with a Dayleader rating may operate the rescue skiffs
2. The rescue skiffs are only to be operated for rescues, lessons, and training; No unnecessary speed, wave jumping, etc.
3. Kill switch lanyard must be worn when driving; remove only for docking, picking up people, etc.
4. Before launching, skiff must be checked and readied for rescues, including gas, oil, anchor, tow line, extra line, drain plugs, and submersible VHF radio.
5. Area: Junior Area, unless skiff is needed outside Junior Area for rescues or club activities

**N.4. *Restriction/Prohibition of Sailing and Windsurfing***

1. Dayleader should generally allow N, Jr, or J+ rated members to sail or windsurf if the following conditions are met:
  - a. rescue skiff ready to perform rescues
  - b. wind <10 knots for N, <30 knots for Jr, J+
  - c. the member has properly selected and rigged the equipment
  - d. the member's sailing ability and physical condition is adequate for the conditions
  - e. the member is up to date on work requirement and other responsibilities