



Keelboat Fleet Day Use Handbook

CYC Mission Statement

“The mission of the California Yacht Club is to connect people with the Pacific Ocean”

CYC Core Values:

1. Community
2. Corinthian Competition
3. Spirit of Adventure
4. Continuous Education
5. Care for the Ocean

Keelboat Fleet Core Values

1. Treat the equipment and fellow sailors respectfully
2. Leave the boats better and cleaner than when you checked them out
3. Report damage and repairs as soon as possible
4. Ownership: Take pride in the boats and help our community to take care of them so they stay in great condition

1. Overview

SAILING LIMITS:

- The Martin 242s may be sailed in the Marina Del Rey Harbor and out past the break wall with a northern limitation of Venice Pier and a southern limitation of Playa Del Rey.
- A minimum crew of 2 is always required (skipper and one crew)
- The boats do not have running lights or lifelines and as such, may only be sailed during daylight hours.
- The boats may **not** be moored at any dock other than the designated areas at CYC
 - The “horseshoe” area around Hoist #1, must be kept clear at all times.
- The boats will be available for recreational use in morning and afternoon time periods on a daily basis, with the exception of club regattas and special events, including adult sailing instruction courses.

2. Skipper Certification

A. Any CYC member in good standing* over the age of 18 is eligible to request certification to use the club Keelboats. The certification process requires one on the water assessment and passing a written test. The certification process includes demonstrating the following sailing skills and ability:

1. Basic Nomenclature/Parts of the Boat
2. Simple knot tying
3. Rigging the Boat
4. CYC Keelboat Fleet Rules
5. Basic Maneuvers
 - i. Leaving the dock
 - ii. Hoisting Sails
 - iii. Line/Fender storage while sailing
 - iv. Three points of sail
 - v. Tacking/jibing
 - vi. Basic right of way rules
 - vii. Safety position and protocols
 - viii. Man overboard/retrieval/ability to swim
 - ix. Harbor and slip entry and attendant sail handling
 - x. De-rigging, sail storage and putting boat away properly

B. Upon passing the on-water assessment and test, you will be approved to join the keelboat club and will be able to charter the boats.

*Good Standing= in compliance with CYC Bylaws, House and Ground Rules (including remaining current on dues payments and any other ancillary payments) and not subject to any CYC disciplinary action limiting a member's use of the club or any of its programs or assets.

3. Boat Availability/Reservations

- A. Boats can be checked out for 3-hour block increments on days that CYC is open from 9am to 5pm, subject to Waterfront Department and CYC special event schedules. A return time will be specified at checkout on the Check In/Check Out form in Section 11.
- B. Boats may be checked out a maximum of 2 blocks per day per skipper during the week, one block per day during the weekends or holidays.
- C. While open sailing and education are a priority, there are a handful of regattas/special events the boats will be used for and therefore, some or all of the boats may not be available on a given day. A schedule of those dates is posted on the club website or if you have a question, you may ask the Sailing Manager or Dockmaster's office.
- D. Fees: \$600.00 annually with a maximum of 15 use periods with Keelboat Club membership or \$90.00 per three-hour sailing period for non-Keelboat Club members.
- E. Reservations to use club boats may be made by calling the Dockmaster's Office, Sailing Manager's Office, or by emailing at keelboat@calyachtclub.net. If reservations are cancelled on the same day as the scheduled sail or a reservation is made but not used, there will be a \$50.00 cancellation fee.
- F. **Keelboat Club**

1. Memberships are good for a 12-month calendar year commencing January 1 and ending December 31, or for 15 reservations, whichever occurs first. Partial year memberships are not available, but any member wishing to cancel their membership can receive a pro-rated fee for any time after the first 12 month period has concluded.
2. Membership fee is \$50.00 per month (\$600.00/year) and permits up to 15 periods of use. Additional fees will apply after 15 usage periods.
 - i. CYC reserves the right to adjust pricing as necessary with 30-days notice.
3. Membership does not include regatta or charter fees for any event entered.

4. CYC Keelboat Fleet Basic Boat Usage Guidelines

A. Martin 242 Standard Equipment List

1. Day Sail Main
2. Day Sail Jib (on furler)
3. Bucket and Sponge
4. Bilge Pump
5. Paddle
6. Fenders (2)
7. Bow Line
8. Stern Line
9. Tiller Cover
10. Tiller Extension
11. Jib Sheets (2)

- B. All Persons onboard must wear lifejackets while sailing. (We will provide the legally required orange vests.)
- C. Boats to be sailed in the MDR Harbor with North and South limitations of Venice Pier and Playa Del Rey respectively.
- D. It is the Skipper's responsibility to use their best judgement when deciding conditions are appropriate for sailing given the experience and skills of their crew. The upper wind limit for Martin 242 use is 15 knots.
- E. A minimum crew of 2 is required at all times.
- F. All persons on board should be able to swim and be physically capable of maintaining their own safety. Children must be under the physical control of an adult.
- G. A handheld radio will be provided at checkout. The Dock Office will be monitoring channel 72 should you need assistance. The radio must be returned at check-in.
- H. Coolers, food and beverages are permitted, but all must be removed from the boats after use. Trash and other debris must be removed, or a \$100.00 cleaning fee will be assessed.
- I. Boats must be returned to where they left from.
- J. It is important, for the safety and success of the CYC Keelboat Fleet, that any equipment damage or discrepancies be reported in a timely manner (see checkout/check in process below).
- K. Skippers must know how to rig the boat unassisted.
 1. In case of assistance, there will be a \$100.00 charge.
 2. If assistance is requested more than 3 times, a member will be required to take additional private lessons at the current rate.

3. Any staff member in the Waterfront or Dock Office Staff can make the recommendation of #2 above.

L. Seamanship:

1. All members are expected to have a basic foundation of skills to operate the keelboats.
 - i. If a member is showing sub-par seamanship as witnessed by staff or other persons, we reserve the right to require additional private classes prior to taking a check-out refresher exam to ensure that they meet the above criteria.

5. Boat Check Out Process

- A. Reserve a boat with the Dock Office, Sailing Office, or through keelboat@calyachtclub.net.
- B. Pick up the clipboard assigned to the reserved boat, and handheld radio.
- C. When first on the boat, remove the tiller cover and stow in a secure place.
- D. Review the checklist on the clipboard provided and check to make sure all standard equipment is on board and note any discrepancies. If there is a discrepancy that prevents safe operation, immediately contact the Dock Office.

6. Boat Rigging and Leaving the Dock

- A. DO NOT HOIST SAILS WHILE AT THE DOCK until you are ready to depart. When ready, hoist one sail that will be farthest from the wind as you leave-typically the main in a westerly prevailing the wind.
- B. When leaving or returning to the dock, always use the sail farthest from the wind. For prevailing Westerly wind, for example, main only going out and jib only coming in.

7. Returning to Dock/Slip

- A. Drop Main in the "F-Basin" channel and sail back to the staging dock using only the sail farthest from the wind, typically the jib only, or paddle. If the wind is Easterly and you're using the main, backwind the main to slow the boat while approaching the dock if necessary, then drop the main as soon as possible and glide to the dock.
- B. Do not attempt to sail into the staging area or any slips. This will result in damage to your boat and possibly other boats while also endangering you and your crew.

8. De-rigging, Cleaning, Boat Check In

- A. Roll the main sail and store in its sail bag.
- B. Furl the jib and tie it on so it will not come undone.
- C. Secure jib and spinnaker halyards forward on the deck, main halyard to spinnaker sheet padeye on the starboard side.
- D. Bring Jib Sheets back to Dock Office
- E. Check for water under floorboards and bail out if necessary.
- F. Remove Tiller Extension and store below.
- G. Review the clipboard checklist, note any discrepancies, and sign.
- H. Put tiller cover on tiller.
- I. Return VHF Radio to Dock Office

9. Reporting Damage

Proper boat usage and safety is paramount. Any discrepancies or damage found upon checkout/while rigging must be reported to the Dock Office immediately after discovery.

Discrepancies or damage occurring while sailing or docking must be reported to the Dock Office upon check in.

- A. After damage/discrepancy has been reported, the Dock Office will inspect the reported damage/discrepancy and determine steps for repair or replacement.
- B. If outside labor and/or material are required to repair to restore the boat to prior and safe condition, Dock Office will use its best efforts to obtain and send estimate for repair or replacement within 72 hours to the reporting skipper.
- C. The reporting skipper will have 72 hours to approve the estimate; if there is no response within 72 hours, work will commence and the skipper will be invoiced on their club account after completion.
- D. ANY UNREPORTED DAMAGE REQUIRING REPAIR OR REPLACEMENT WILL BE SUBJECT TO A 10% ADMINISTRATIVE FEE OR \$500.00, WHICHEVER IS GREATER IN ADDITION TO THE COST OF REPAIR OR REPLACEMENT.