

RULES

**REVISED:
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INTRODUCTORY NOTE: These rules shall govern the activity of the Jolly Roger Sailing Club and have been adopted pursuant to the authority granted by its Constitution. For ease of reference they have been grouped by subject in the same order as in the Constitution and the appropriate section of the Constitution noted in parenthesis after each rule.

A. MEMBERSHIP (ARTICLE III)

1. Guest Privileges (Article III, Section 3, Paragraph C)

Members of affiliated clubs or yacht club associations with which this Club is affiliated (i.e. AYC, I-LYA, U.S. Sailing, Blue Gavel etc.) shall have temporary membership privileges.

2. Number of members: (Article III, Section 6, Paragraph A)

The number of Active members shall be limited to 200. However, the limitation shall not apply to:

- a) Former members who had previously resigned in good standing.
- b) Social members who buy a boat or Junior members who own a boat.
- c) Any applicant who has had a Board of Trustees interview prior to the 200 limit being reached.

3. Waiting List: (Article III, Section 6, Paragraph B)

Persons making application for membership shall be considered in the order in which their application is received. An application is considered to have been received upon submission of a written application for membership and payment of all applicable fees.

4. Membership Application Procedure: (Article III Section 7 Paragraph A)

- a) Applications must be made in writing on the form provided.
- b) Each applicant shall list three (3) references. two (2) of which must be Active members in Jolly Roger Sailing Club.
- c) The initiation fee must be paid.
- d) Notice of the application will be published in the Club newsletter or otherwise announced to the membership a reasonable time prior to a vote being taken.
- e) The Membership Secretary shall answer all membership inquiries in writing, via email, and/or by telephone. The Membership Secretary will coordinate the appearance of the applicant at Board Meetings and General Membership meetings and shall generally act as the applicant's contact with JRSC during the approval process.
- f) The Membership Chairperson or other person designated by the Trustees shall review the AYC financial delinquency list and otherwise confirm references.
- g) The applicant shall initially attend a General Meeting or Board Meeting where he/she will be introduced to the JRSC Trustees and any other members in attendance, and may be interviewed by the Trustees present at that time. At the Trustees' discretion, this interview may take place in closed session. A minimum of three (3) Trustees must be present. At a subsequent General Meeting, where the applicant is in attendance, an Active Member sponsor will speak to the applicant's qualifications for membership within JRSC. After the applicant has been excused, the membership will discuss the applicant's petition for membership and then vote on the application. After discussion, the presiding officer shall call for a secret ballot or at his/her discretion, a voice vote. Any applicant shall be rejected by three (3) or more negative votes. The seniority date will begin on the date of acceptance.
- h) During the period between the filing of an application and the vote on the application by the membership, an applicant shall have the following limited privileges:

- i. Applicants will be put on the Club mailing list to receive the Club newsletter and other notices.
- ii. Club social activities will be limited to guest privileges.
- iii. Boat owners will be allowed to sail in Thursday night races and use Club facilities on such nights.
- iv. The applicant may dock his boat at club facilities provided:
 - 1) all dock, bulkhead, and/or storage fees are paid in full;
 - 2) the vessel's proof of insurance and proof of ownership is provided to the club; and
 - 3) the applicant agrees to abide by all JRSC Rules regarding use of the facilities, yard, dock, and bulkhead.
 Should the applicant be denied membership in JRSC, his fees shall be refunded on a pro-rata basis.

5. Change of Membership Status (Article 111, Section 8)

It shall be each member's responsibility to notify the Recording Secretary Membership Secretary and Financial Secretary of any address or membership status changes in writing within 30 days of such change

B. DUES AND FEES (ARTICLE IV)

1. Work Obligation (Article IV, section-3)

Each class of member must accomplish the following number of work hours per year as provided for in these rules or pay the applicable fee:

- Active –16 hours
- Social ---6 hours
- Junior---3 hours

With the following exception: Any member exceeding 67 years of age, regardless of membership class, will no longer be required to perform work hours.

2. Amount (Article IV, Section 4)

A schedule of dues and fees shall be prepared annually, and shall be published in the Club newsletter as soon as practical after adoption.

3. Penalties

- a) Dues: A 50 % penalty will be added to all dues invoices over 45 days past due.
- b) Dock, Bulkhead, Trailer/Cradle, Summer, Winter Storage: A penalty of 50 % will be added for failure to fill out an application or pay for the service as well as a 50 % will be added for all invoices over 45 days overdue.

C. OFFICERS (ARTICLE VIII)

1. Duties of committee Chairpersons [Article VIII Section 4 Paragraph F)

- a) **The Chairperson of the Bulkhead Committee** shall be responsible for all hoists and dry sailing areas belonging to the Club; shall be responsible for the allocation of boat stalls and the posting of this on the bulletin board; shall formulate, recommend to the Trustees for adoption, and if adopted, post and enforce hoist and dry sailing rules; shall see that all hoists and tie downs are in good condition, and they are properly located, safely built and properly maintained; shall be in charge of all labor assignments on the bulkhead.
- b) **The Chairperson of the Dock Committee** shall be responsible for all docks and moorings belonging to the Club; shall be responsible for the allocation of dock spaces and the posting of this on the bulletin board shall formulate, recommend to the Trustees for adoption, and if adopted, post and enforce dock rules; shall see that all docks are in good condition and they are property

- located, safely built and properly maintained; shall be in charge of all labor assignments on the docks; shall inspect boats, dinghies and rafts on Club property for safety precautions, for adequate tie downs, and for proper size mooring lines on all boats in order to protect adjacent boats from mishap; when safety discrepancies are found, may order the boat removed from Club property if the condition found is not rectified within 24 hours of notification of the condition. It shall be the Chairperson's responsibility to inform members of any unsafe practices, and to enforce the rule concerning removal of unsafely moored boats.
- c) **The Chairperson of the Entertainment Committee** shall be responsible for all social functions. On the first meeting in January and June, shall present a calendar of social activities.
 - d) **The Chairperson of the House Committee** shall be responsible for the care, security and maintenance of the Club house. This person shall be the custodian of the Club house equipment; see that all equipment is in good order, including the fire extinguishers; shall post projects on the bulletin board and shall be in charge of all labor assignments in the Club house. Chairperson shall recommend to the Trustees for adoption, and if adopted, post and enforce all House rules and regulations. This Chairperson shall coordinate the Club rental, and so inform the Board of Trustees.
 - e) **The Chairperson of the Publicity Committee** shall handle all publicity, and shall notify media of special events, race results and regattas, and shall publish the Club's newsletter, "The Skulldugger".
 - f) **The Chairperson of the Yards Committee** shall be responsible for the care, security and maintenance of the Club yards; shall be the custodian of the Club's yard tools and see that all equipment is in good order. Chairperson is to post projects on the bulletin board and shall be in charge of all labor assignments in the yard. Chairperson shall formulate, recommend to the Trustees for adoption, and if adopted, post and enforce all yard rules and regulations.

D. COMMITTEES (ARTICLE IX)

1. Special Committees (Article IX, Section 2)

The Commodore may appoint the following Officers and Committee Chairpersons: 1) Fleet Surgeon, 2) Fleet Captain, Sail, 3) Fleet Captain, Power, 4) Chairperson of the Race Committee, 5) Coxswain, 6) Refreshment Chairperson, 7) Delegates to AYC, 8) Chairperson of the Sympathy Committee, 9) Chairperson of the Junior Sailing Committee, 10) Chairperson of the Honorarium Committee, 11) Perpetual Awards Chairperson, 12) Chairperson of the Membership Committee, 13) Regatta Chairperson, 14) Chairperson of the Audit Committee, 15) Annual Banquet Chairperson, 16) Club Historian, 17) I-LYA Delegate, 18) Work Hour Chairperson, 19) Ship's Store Chairperson, 20) Kitchen Chairperson.

2. Duties (Article IX, Section 4)

Each person so appointed shall have the duties and responsibilities listed below, and in addition, shall formulate, recommend to the Trustees for adoption, and if adopted, post and enforce the rules relating to their area:

- a) **The Fleet Surgeon** shall be responsible for the First Aid Kit and shall keep it in condition for immediate use at all times and also for appropriately posting emergency information.
- b) **The Fleet Captain, Sail** shall be responsible for all Club owned sailboats and shall assure they are properly registered, in good condition, properly maintained and equipped with appropriate safety equipment.
- c) **The Fleet Captain, Power** shall be responsible for all Club owned powerboats and shall assure they are properly registered, in good condition, properly maintained and equipped with appropriate safety equipment.
- d) **The Chairperson of the Race Committee** shall be responsible for all Thursday night races sponsored by the Club and the computing and posting of race standings of all races affecting the

- Club; shall be responsible for obtaining trophies for Club series awards for the Annual Banquet. Chairperson shall lay out Club series race courses to suit conditions and have the final word pertaining to postponements or cancellations; shall notify the Publicity Chairperson of race results; shall forward results to the Perpetual Awards Chairperson and to the Recording Secretary, and shall appoint a Protest Committee when necessary.
- e) **The Coxswain** shall perform the duties of a Sergeant at Arms at Club meetings and shall be responsible for the enforcement of law and order on the Club property..
 - f) **The Chairperson of the Refreshment Committee** shall take charge of all refreshment sales consistent with Club rules pertaining to the bar, and keep a good stock at all times and collect all moneys; shall maintain all Club cooling and storage facilities; shall make an annual report as required by these Rules or requested by the Board of Trustees.
 - g) **The Delegates to the AYC** shall attend the monthly AYC meetings and vote in the Club's behalf and shall report back to the membership all things of interest to the Club.
 - h) **The Chairperson of the Sympathy Committee** shall take care of sending all cards and remembrances.
 - I) **The Chairperson of the Junior Sailing Committee** shall organize all teams for Junior competition and shall be in charge of all Junior sailing activities.
 - j) **The Honorarium Committee** shall consist of the immediate past retired Officers of the Club with the highest ranking Officer as Chairperson. They shall meet at the end of each elective year to evaluate the performance of their replacements.
 - k) **The Chairperson of the Perpetual Awards Committee** shall be responsible for the scoring, engraving and maintenance of all Club sponsored perpetual trophies; shall make them available at the Annual Banquet and shall appropriately display them on Club property.
 - l) **The Chairperson of the Membership Committee** shall be responsible for the soliciting of prospective members and act as sponsor for non-sponsored applicants; shall be responsible for the investigation of prospective members by checking the references given on the application of the prospective member; shall report to the Board of Trustees findings before such time as the Board is required to make its report to the membership. In the event the report cannot be given in person, a written report shall be given to the Board of Trustees.
 - m) **The Chairperson of the Regatta Committee** shall be responsible for coordinating the organization of Club Regatta(s) and shall obtain all necessary permits and shall maintain a notebook of organizational procedures to be passed on to future chairpersons.
 - n) **The Audit Committee** may not also be members of the Board of Trustees or Officers of the Club. They shall review and audit the books of the Treasurer at the close of the elective year.
 - o) **The Chairperson of the Annual Banquet** shall take charge of all organization of the Club's Annual Banquet and shall maintain a notebook of organizational procedures to be passed on to future chairpersons.
 - p) **The Club Historian** shall maintain the written history of the Club.
 - q) **The Delegates to the I-LYA** shall attend I-LYA meetings and vote in the Club's behalf and shall report back to the membership all things of interest to the Club.
 - r) **Work Hours Chairperson** shall collect, compile and post at least quarterly, a record of work hours performed by the members.
 - s) **Ships Store:** There shall be a ships store which will sell clothing and other items that will promote our club. The Commodore will appoint a manager to be in charge.
 - t) **The Kitchen Chairperson** shall be in charge of all activities pertaining to the kitchen

- u) **Constitutional Committee** shall answer directly to the board, advising as to any discrepancies in the interpretation of the Constitution and suggesting needed amendments. The committee shall consist of Past Commodores not presently serving on the Board. Attendance at General and Board Meetings is required in order to serve on the Constitutional Committee.

E. FINANCES (ARTICLE X)

1. Limited Authority of Officers (Article X, Paragraph A)

No later than November 15th each year, each Officer and Committee Chairperson shall prepare a proposed budget item for his function or committee for their next year. Each budget item shall be divided into such detailed sub-items as requested by the Commodore. The Commodore and/or Trustees may modify any item or sub-item prior to the submission of the budget to the membership. After approval of the final budget, and unless otherwise directed by the action of the Trustees, each Officer and Committee Chairperson may spend up to the amount budgeted for any sub-item only without special authorization.

2. Handling of Club Funds (Article X, Paragraph B)

All funds collected by an officer, committee chairperson, or event chairperson are to be turned over to the financial secretary within seven days or the next board meeting following the event whichever is greater, with the exception of the refreshment, kitchen and ships store chairpersons. The refreshment, kitchen and ships store may maintain cash on hand of \$100 maximum with excess to be deposited within 48 hours with the financial secretary, or a bank account in the name of Jolly Roger Sailing Club for that activity. At the end of each month, the bank accounts in excess of the amount shown in the table below are to be turned over to the financial secretary. Maximum of the bank account:

Refreshment:	\$2000
Kitchen:	\$500
Ships Store:	\$500

F. RULES AND REGULATIONS (ARTICLE XI)

1. Rules for the Docks, Bulkhead, and Boat/Trailer Storage

- a) Dock, Bulkhead and Boat/Trailer Storage assignments are made to persons holding an Active Membership status only.
- b) Dock and Bulkhead space shall be assigned annually based upon the member's seniority and the physical limitations imposed by existing Club facilities as set forth below. Application on the form provided by the Dock or Bulkhead Chairperson must be received on/or before 8:00 P.M. on the first day of December to receive consideration based on seniority. An updated seniority list shall be posted on December 1st of each year. Club records will govern all calculations. The assignments will be posted on/or before December 15. In order to finalize the assignment, all fees owed to the Club must be paid to the Financial Secretary by the following February 28.

The Dock and Bulkhead assignments will be made as follows:

DOCKS:

1. Dock assignments will be according to the following type of boats:

- a) Larger boats nearest the deeper water
- b) Grouped by draft as follows:

- over 4 ft. 6 in.
- 4 ft. 6 in. to 4 ft. 1 in.
- 4 ft.

3 ft. 11 in. to 3 ft. 6 in.
3 ft. 5 in. to 3 ft.
2 ft. 11 in. to 2 ft. 6 in.
2 ft. 5 in. to 2 ft.
Under 2 ft.

Seniority will reign within each of these categories with preferred berths going to higher seniority. The Dock Chairperson has authority to assign boats to certain berths for safety reasons.

Requests for special berthing must accompany the reservation and must be approved by the Dock Chairperson.

2. A person who buys a larger boat brings with him his accrued seniority into the new size category and receives preferential berthing accordingly. But he is governed by the reservation deadline for the season and may not assert his seniority rights for the remainder of the season.

If at the beginning of a season, the dock system is full and a boat from a previous year is displaced by a boat of higher seniority coming into the system, the boat, regardless of category, with the least seniority, must leave the system. This being the last resort after all dry-sailable small centerboards have been requested to leave the dock system (this request is strictly voluntary in the hopes of opening up dock space to a large non-dry-sailable boat).

3. In the event dock spaces remain unassigned after the deadline, they shall be assigned on a first come first serve basis without regard to seniority. The Dock Chairperson has authority to reassign boats to certain berths to assure the best utilization of the docks, but in no event will a boat be forced to leave the system because of the addition of a boat under this subsection.
4. If a member formally relinquishes a dock or bulkhead space he has reserved, the respective Chairperson is authorized to reassign this space. When the space is reassigned, fees that were paid by the original assignee will be refunded based upon a monthly pro-rated charge figured on a season of six months, which starts April 15.
5. At the time of reservations, deep keel boats should be made aware of possible low water problems and, if the Corps. of Engineers predictions show these problems, the Dock Chairperson should suggest the owner seek deeper water dockage rather than reserving space at our docks.
6. The docks are for the active participation in the sport of sailing and yachting. Any boat not actively used (evidenced by a mast laying across the deck of the boat or some other evidence of non-use), the Dock Chairperson will advise the owner of noncompliance. If at the end of ten (10) days the owner had not taken steps to show evidence of use, the boat will be removed from the dock system by the Dock Chairperson at the owner's expense. In addition, the member/owner will forfeit his right to receive a dock assignment for the next sailing season in which the owner would be eligible to receive a dock according to these rules.

BULKHEAD:

1. The Bulkhead arrangements will be according to the following type of boats. The largest and/or heaviest boats will be nearest the hoist. Fleets of one-design boats will take precedence over non-class boats of like size. Larger boats will be kept to the north side of the Bulkhead and smaller boats to the south side, if feasible.
2. A person who buys a larger boat brings with him his accrued seniority into the new size category, and receives a preferential space accordingly, but he is governed by the reservation deadline for that season and may not assert his seniority rights for the remainder of the season.

If at the beginning of a season the Bulkhead is full and a boat from a previous year is displaced by a boat of higher seniority coming into the Bulkhead, the boat regardless of size with the least seniority must leave the bulkhead. Dry sailing space is available in the back lot, but at the owner's risk.

3. Boats must be secured to the tie-down cable.
- c) Launching facilities and unreserved dock and bulkhead space may be used after August 1 by payment of fifty percent (50%) of the annual rate.
 - d) Approximately 80 feet to 90 feet of the dock system from the bulkhead shall be reserved for rigging on the hoist side and rigging and/or rafting-in-the-water mooring on the other side. Individuals will buy material, build, maintain, be responsible for winter storage of and own their rafts. They shall be built to Club specifications.
 - e) Boats or trailers should not be left in the yard for more than one (1) night without reservations. No fees shall be charged members of another recognized yacht club for launching, mooring, or dry sailing space used for a limited period not to exceed three (3) days. Extensions shall be considered upon application to the Commodore. Similar courtesies are offered to Jolly Roger Sailing Club members who make use of club facilities during local AYC regattas. Any other days will have a charge of \$5.00 per day.
 - f) Boats without bulkhead assignments should not be left on the bulkhead more than one night.
 - g) No running on the docks.
 - h) Children ten (10) years of age and under must wear life jackets while on the dock system.
 - i) All boats 20 fl. and over must have 1/2 inch nylon dock lines.
 - j) All boats docking bowed or sterned in must have 2 bow lines, 2 crossed stern lines, and optional 1 spring line, boats docking parallel must have 1 bow line, 1 stern line, and 2 spring lines. Variations of this rule must be approved by the Dock Chairperson.
 - k) No parking of cars on the bulkhead at any time.
 - l) No electrical cords to be laid across the deck of the dock sections.
 - m) All water hoses are to be kept coiled in a seaman-like manner when not in use.
 - n) No boat trailers may be parked in the grass area in front of the small boat racks. This is a sail folding area.
 - o) No bicycles on the dock sections.
 - p) The holder of a dock or bulkhead assignment may not loan, sublet, transfer or otherwise assign the use of the dock. This is the prerogative of the Dock or Bulkhead Chairmen only.
 - q) If any member continues in non-compliance with these rules after written notification by the Dock or Bulkhead Chairperson, the member will forfeit the use of the Club boating facilities for the next sailing season in which the owner would be eligible to receive an assignment according to these rules. This must be approved by a majority vote of the Board of Trustees and the member notified by a registered letter sent by the Club Recording Secretary.
 - r) A dock or bulkhead space must be used by the assignee on/or before June 15. When the space is reassigned, fees paid by the original holder will be refunded based upon a pro-rated charge calculated on a season of six (6) months which starts April 15.
 - s) Dock box size and weight to be approved by the Dock Chairperson.
 - t) Winter Boat storage and summer trailer storage is available to active members at the rear property of the club house grounds. The Yard Chairperson will assign storage space only after application and payment of appropriate fees are submitted. Boats placed in the yard storage area without an assigned space may be moved at the members risk and expense. Boats and trailers must be clearly identified with the owners name.

- u) All boats stored for the winter must be removed from the storage area prior to May 15th. Boats left on the club grounds after May 15th may be moved at the members risk and expense.
- v) Active members who do not plan on using their boats during the summer sailing season may request permission for summer storage from the Board of Trustees.

2. Rules Governing the Club House

The Club House is a smoke free facility, meaning no one is allowed to smoke within the Club House structure.

3. Rules Governing Club House Rental

The meeting room of Jolly Roger Sailing Club, including facilities, shall be made available to a member in good standing for purposes of conducting a private party upon written application made to the House Chairperson in advance of the requested party date. The application shall be accompanied by a rental fee and refundable deposit in an amount set annually by the Trustees. The deposit shall be refunded after the event, less any amounts necessary to return the facility to good order. The premises and Club facilities may also be made available to yachting and sailing activities and promotional groups upon application and reservation, as heretofore stated, being made to the Board of Trustees, and with the approval of availability by the House Chairperson, the decision of acceptance or nonacceptance of the Board of Trustees shall be final. The member or group contracting for the use of the Club shall be responsible for the conduct of guests and any damages not covered by the refundable deposit. Waivers of rental fee for the latter groups shall be at the discretion of the Board of Trustees, except that cleanup or cleanup costs, if any, shall be borne by the group using the Club. The Club basement and restrooms shall remain open to all members at all times. The bar will be available to guests of the private party or group using the facility, if requested, but a club member must tend and be in charge of the bar.

4. Rules Governing the Operation of the Club Bar

- a) The Refreshment Committee Chairperson will be responsible for the operation of the Club Bar. The sole purpose of the refreshment Committee will be to provide services to the membership in accordance with the rules and regulations of the Club.
- b) General Policy Statements:
 - i. It will be the policy of the Club that the Club Bar will be operated in accordance with the laws of the State of Ohio and the regulations of all governmental agencies that pertain.
 - ii. It will be the policy of the Club that the Club Bar will be operated in a decorous and dignified manner so as to permit participation in Club activities by all members, their families, and their guests.
 - iii. It will be the policy of the Club that the Refreshment Committee will not knowingly sell or give alcoholic beverages to an intoxicated person, minor or unauthorized non-member.
 - iv. It will be the policy of the Club that the Club Bar will not be expanded nor physically changed as to size and location and no capital expenditures will be made from the Refreshment Fund without the consent of the Board of Trustees.
- c) The Refreshment Committee Chairperson will keep accurate records in Compliance with the law, good business practice, and the needs of the membership and maintain a \$1000 reserve fund for bar contingencies in the Club Treasury. All profits in excess of those needed for the operation of the bar shall be returned to the Club Treasury.
 - i. Accurate records of a income and expense will be maintained, including depreciation and utilities.
 - ii. A system of accounting will be established and supervised by the Treasurer.

- iii. The Chairperson of the Refreshment Committee, or the Treasurer, will give an accurate written accounting of all income and expense, and changes in the balance of the Refreshment Fund, at monthly intervals as set by the Trustees.
- iv. The Audit Committee will audit any separate accounts established for operation of the Club Bar by end of the fiscal year.

d) Special Rules

- i. The bar shall be open only during Club sponsored events, to include: meetings, Thursday night races, social events, fleet events, and during club rental, if requested. The Commodore may close the bar during meetings if at any time, the behavior of the membership warrants.
- ii. Only Club members and family members of legal age shall be bartenders and may receive credit for work hours.
- iii. Only nonalcoholic beverages shall be served for children's activities to include: Junior Sailing Meetings, classes, fund raising activities, awards ceremonies, dinners and children's parties.
- iv. The Board of Trustees shall have control over how many keys are available and, who shall possess them.
- v. Any rules adopted by the membership may be added to or rescinded by a vote of the membership at any time, if there are found to be any abuses of the privilege of having liquor sales.

5. Rules for Junior Sailing Boats

- a) Club owned boats and equipment shall be stored and locked in a seamanship-like manner. Keys will be maintained by a Junior Program Chairperson or their designator.
- b) Only qualified skippers who are presently participating in the program will be allowed to sign out boats. Skippers shall assume responsibility, maintain the boat in good order, and report any equipment failure to the Junior Program Chairperson as soon as possible.

NOTE: Those who do not have a Qualified Skipper rating are encouraged to gain experience with a Qualified Skipper aboard.

- c) LIFE JACKETS shall be worn at all times while on the water.
- d) Boats shall not be left unattended. They shall be de-rigged and stored after each use unless signed over to a new skipper.
- e) Boats shall be signed out only by a Qualified Skipper and a sponsoring adult each time used. A sign out sheet will be maintained on the JRSC bulletin board at all times.
- f) Boats are reserved for racing only by a Qualified Skipper on Thursday evenings, AYC Regattas, tryouts, etc.
- g) Boats may not be sailed outside the Ottawa River without express permission of a Junior Program Chairperson or their representative. Skippers are responsible for compliance with all applicable marine regulations. They will assume financial responsibility for any fines, malicious damage, loss by neglect, etc.

6. Health and Welfare

Any member that has an illness (i.e. cancer, stroke, auto accident, etc.) and it causes them a financial hardship or inability to perform work hours, may have their work hour obligation and/or dues waived for one year at the discretion of the Board. The request for exemption from work hours and/or dues does not have to be made in person.