



MEMBERS' HANDBOOK

AMENDED: 26 APRIL 17



The purpose of this handbook is to provide information that will help you to enjoy the facilities available to you as a member of Shearwater Yacht Club.

Related Documents to this Handbook

Shearwater Yacht Club Constitution

Shearwater Yacht Club Bylaws

CPSP Directive 2013/001 March 7, 2013

About Shearwater Yacht Club

Shearwater Yacht Club (SYC) affords you the best sailing or power boating waters in the area.

Shearwater's sailors range in age from toddlers to "old salts, all keen to enjoy the thrill and magic of sails and the sea. The Club membership's boating interests include cruising and racing. But you do not need to own a boat to enjoy an active membership in the Shearwater Yacht Club. You can enjoy all the amenities the club has to offer, including sailing, cruising, and social functions, by being a social member or crewing on someone else's boat. This is a great way to make new friends, and find out if the life of a sailor is for you, or your family.

Volunteer effort is the basis of SYC's growth and success. What SYC is today, is due to this dedication to volunteer participation and is fundamental for keeping fees low. All members are required to participate in work parties and support committee work. While health and ability may limit the active participation of members in some volunteer activities, there is usually something to do at SYC to support the work of the club.

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General Information

Club History



The Shearwater Yacht Club has its origins in the Canadian Forces Sailing Association (CFSA); formerly the Royal Canadian Navy Sailing Association (RCNSA) The RCNSA was founded in 1949 in an old seaplane hangar near the Club's current location.

From 1957 to 1967 the Club shared facilities with the Royal Nova Scotia Yacht Squadron at a location known as Seaward Defense, now the site of the Halifax Container Pier. In 1967, RCNSA relocated to our present site at Shearwater to make way for the construction of the container piers. The facilities have been built up over the years by the efforts of members on the principle of self-help, a cornerstone of the Club's operation.

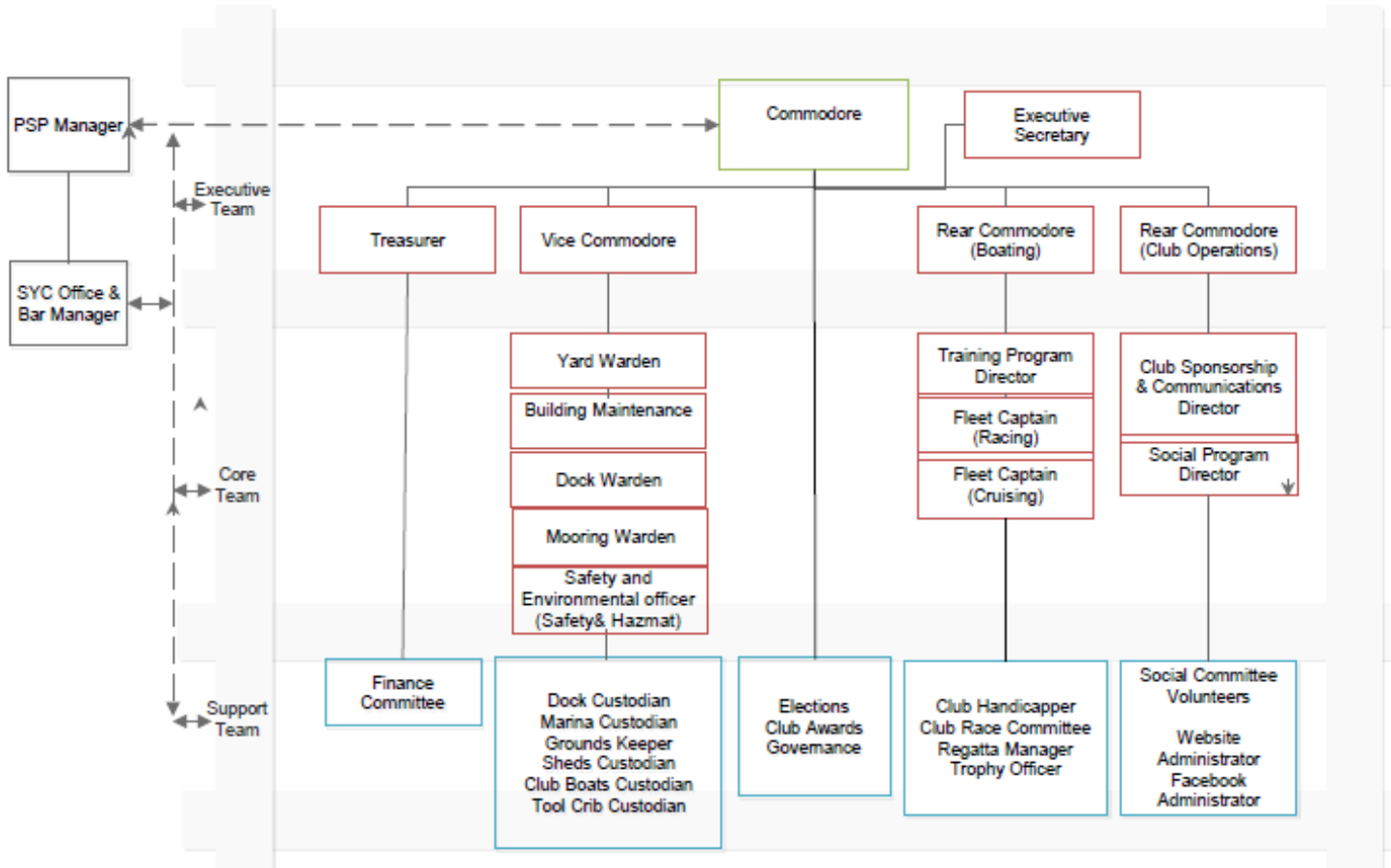
With the unification of the Canadian military in 1968, the name of the Club was changed to CFSA (Halifax Squadron). The Club continued to operate under the auspices of CFB Halifax until 1982 when it was directed to enter the CFB Shearwater NPF organization.

A 1986 amendment to CFAO 50-5 limited CFSA to service personnel. The Club wanted to retain a broadly-based membership and formed Shearwater Yacht Club as a recreation club of CFB Shearwater under the provisions of CFAO 50-20. The SYC was created at the Spring General Meeting in April, 1986, with all members of CFSA (Halifax Squadron) being granted membership in the CFB Shearwater Yacht Club. The constitution for the SYC was presented and approved at a Special General Meeting in May, 1986. After a period of uncertainty as to the location of CFSA Halifax Squadron, the SYC and CFSA formed a single Club at the Spring General Meeting in April, 1990, under one Commodore but with a double set of flag officers to represent the different interests of both CFSA and SYC.

Today the Shearwater Yacht Club (SYC) operates as a Non Public Funds (NPF) specialty interest facility under the auspices of Base Fund Halifax and direction of Canadian Forces Halifax Personnel Support Programs. Throughout the years the premise of the growth of the club has been primarily based on contributions of the club members for labour, knowledge, and funding. The principle of self-help has become a cornerstone of the Club's successful operations, keeping the operational costs low and fostering a community spirit.

Club Organization Chart

SYC Organizational Chart



PSP Halifax is responsible for the overall governance of the Shearwater Yacht Club. PSP staff employed to manage the club administration and the bar report directly to the PSP manager. For effective operation of SYC there is open communication and collaboration between the PSP manager and staff and the SYC Executive, Core, and Support Team members.

The SYC executive team is responsible for leadership and good governance.

Core team members ensure the ongoing operation of SYC programs and services by planning and coordinating their service or program.

Support team members implement the activities of the programs and services.

Club Communications

As part of the Canadian Forces Personnel Support Program, Shearwater Yacht Club is a military special interest activity club serving all units in the HRM area. Many of our support services are therefore located in 12 Wing Shearwater and CFB Halifax.

Club Contact Information

Mailing Address

Shearwater Yacht Club Box 280
Shearwater, NS BOJ 3A0

Phone Numbers

SYC Office	469-8590
SYC Fax	469-0639

Email syclub@ns.aliantzinc.ca

VHF Monitoring

The Club only monitors channel 68 on the VHF radio in the upstairs bar during bar and office hours. All members using the club radio must have a valid ROC (*Restricted Operator's Certificate*). Please attempt to initiate calls on low power.

Website

Volunteers maintain the club website. It contains the club calendar, breaking news as well as being an important source of club administrative information. The club website address is: <http://swyc.ca>

Facebook

SYC maintains a Facebook page that also contains information about upcoming events, news and information. Just log onto Facebook and search for Shearwater Yacht Club.

Emergency Contact Information

Ambulance (EHS) - 911

Police

Emergency	911
Shearwater Military Police - emergency	902-720-4444
Shearwater Military Police - non-emergency calls	902-720-1220
Shearwater Lower Guardhouse	902-720-1231
RCMP Coastal Watch	1-800-665-6663
Canadian Coast Guard Joint Rescue Coordination Centre	902-427-8200
	VHF Ch 12 or 16

Fire

Emergency	911
12 Wing Shearwater - emergency	902-720-3333
12 Wing Shearwater - non-emergency calls	902-720-1544
Eastern passage - non-emergency calls	902-465-6058

Club Security

Military Security

All areas of our club are located close to the confines of an operational military base. Security will be heightened during submarine or warship visits to the Navy's Jetty NA. Always comply with the 200 meter Controlled Access Zone around Jetty NA. Never pass between the end of Jetty NA and the special buoy marking the Controlled Access Zone.

The Navy's water security force monitors VHF channel 10 and respond to the call sign, "WATCHDOG". Should you suspect that an unauthorized person is in our yard please call the Military Police at 902-720-4444.

For any emergencies on the docks, the RCMP are to be called instead of the Military Police. Call 911, indicate the type of emergency and location, and state the RCMP are to respond.

The Military Police conduct random security rounds and may question anyone found on our premises after operating hours. It is recommended that you carry a membership card with you always.

SYC Security

All members of SYC have the responsibility for club security. Your common key will open the front entrance gate for access afterhours. Please ensure that this padlock is locked to the gate, even when the gate is to be left open.

The front entrance gate is to be locked by members when exiting after dark unless the bar is open. The fact that cars are in the yard does not change this requirement. Members leaving late should perform a quick security check to verify that the Sail Shed and Workshop are locked. If the gate lock is missing, remove the lock from the workshop and use it on the gate as a temporary measure. The 24/7 access door to the washroom hallway should not be blocked open.

Exceptions:

In the winter hours, the club manager may remove the lock from the gate to prevent it freezing shut on the gate and return it when closing the club for the day. In the event of a snowstorm warning, the club manager will open both gates after hours to allow for plowing. Please do not close the gates in this circumstance.

Nuclear Emergency Response

Should a visiting nuclear vessel have an uncontrolled discharge from its reactor, all personnel in our facility will immediately come under the control of the military authority. If necessary, the club gate could be locked and everyone present evacuated via the decontamination facility adjacent to the Fleet Diving Unit.

Member Responsibilities

Work Party and Committee Participation

All members are required to participate in work parties and club committees as part of their club membership. It is appreciated that some members, because of restrictions such as health issues, may not be able to contribute to work parties or may not have the expertise to participate in some operational committees. However, the diversity of volunteer needs for the club affords all members the opportunity to fulfill their membership requirement in some way.

The person in charge of the work party, committee or club social event provides the club manager with the names of members who participated so they can be recorded. The club manager also records work done by members outside of work parties and events. This information is reviewed at the time of annual membership applications as part of the decisions for assigning docks.

Pets

Dogs and other animals are not permitted inside the club buildings or on the decks. Pets must be on a leash and under control at all times when on club property. Please remember to clean up after your pet.

Garbage and Recycling

SYC does not have staff dedicated to cleaning and hauling garbage in the yard. It is each member's responsibility to manage their own garbage and to take the time and effort to dispose of garbage and recyclable items when found around the docks, in the yard and clubhouse.

There are large containers in the club yard for garbage, cardboard and paper recycling as well as refundable and non-refundable items.

- a. All garbage is to be deposited in clear bags in the large brown garbage container.
- b. All cardboard must be collapsed before placing in the blue recycling bin marked cardboard.
- c. All papers must be placed in a plastic bag (ie. grocery bag) before placing in the blue recycling bin marked paper.
- d. All non-refundable plastic items must be placed in a plastic bag (ie. grocery bag) before placing in the recycling bin marked recyclables.
- e. Refundable items (ie. pop and alcohol bottles and cans) can be placed in the bins marked for refundables. Your contribution to the recycling bins is appreciated as the proceeds from these refunds go to support the annual fall pig roast.

Guests

Each member in good standing is encouraged to bring guests to the club and social functions. Members are responsible for their guests when they are on club property. Guests enjoying the club facilities and attending events and races on a regular basis are encouraged to take out a social or crewing membership. In accordance with our liquor license all clubhouse guests must be signed-in at the bar.

Alcohol Policy

The club maintains lower and upper deck bars. The bar and office hours are posted in the clubhouse and on the club website. The only alcohol allowed to be consumed on club property is that which is purchased through the club bar.

Beverages may be purchased with cash, credit card, debit, or with your prepaid bar chit. Members may add to their bar chit account at any time. The bars also have a selection of non-alcoholic drinks and snacks. The club is willing to try new products in the bar if they make fiscal sense.

In Nova Scotia, the fines, and penalties for driving a boat while under the influence of alcohol or drugs are the same as those applicable to operating a motor vehicle while under the influence of alcohol or drugs. There is NO difference between drunk driving and drunk boating. Boat passengers may consume alcohol on board a boat in Nova Scotia so long as the boat has a permanent toilet, cooking facilities, sleeping facilities and it is anchored or docked. Federal statutes dictate that, regardless if your craft is motorized, you can be charged with impaired operation of a vessel under the Criminal Code of Canada if your blood alcohol level exceeds the .08 threshold. This means you can be charged even if you are impaired while operating a canoe and a judge can, upon conviction, suspend your boating privileges. In the eyes of the law, impaired boating, like impaired operation of a motor vehicle, is a criminal offence that can have repercussions far beyond the loss of your boating privileges.

Skippers are reminded that they are responsible for the safety of the persons consuming alcohol on their boat, like a host at a house party. This includes going ashore and driving.

Smoking Policy

SYC is a base club located on DND property and is therefore subject to DND smoking regulation DAOD 5020-1. Smoking of cigarettes and e-cigarettes is not permitted inside any of SYC buildings, within 4 meters adjacent to any entrance doorways nor on the upper and lower decks. A designated smoking area is provided in the marked area adjacent to the club house in the rear. Smoking is not permitted in any area where there is fuel or flame hazards

Club Dress Etiquette

Shoes and shirts are required in the clubhouse when the bar is open.

Noise

Please maintain a good-neighbour policy with respect to noise. We are bordered by military family housing and members stay overnight aboard. Do not run generators or engines during silent hours. Use bungee cords, or more seaman-like methods, to stop halyard slap. These simple acts will go a long way towards a quiet night for those sleeping nearby.

Supervision of Children

Children under the age of 12 years must have adult supervision and always wear a life jacket when on the docks or near the water.

Offering Docking Assistance

Even the most experienced boater appreciates a helping hand while docking. If you are close enough, please offer line handling assistance to a boat returning from sea.

Management of Hazardous Wastes and Materials (Hazwaste and Hazmat)

All SYC members and their guests are responsible for the proper handling and disposal of their hazardous waste and materials. Refer to the club policies and protocols - copies are posted on the club's bulletin board.

Hazardous wastes are any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or with other factors. Characteristics of hazardous wastes are:

- a. They are flammable or can start a fire
- b. They can react with other chemicals and start a fire or release toxic fumes and gases.
- c. They are corrosive – can cause skin burns or environmental damage
- d. They are toxins - if they are ingested, breathed in or come in physical contact with humans and wild life, can cause health issues and body system damage. They are also damaging to the overall environment, including water.

Examples of common hazardous wastes include: paints, solvents, gasoline and diesel fuels, motor oil, antifreeze, insecticides, propane cylinders, cleaning agents, and some batteries (lithium).

Handling of hazardous waste:

Hazardous material shall never be left unattended unless it is in its appropriate container and properly stowed.

Do not dispose of hazardous materials in the regular domestic waste disposal system.

Water used in outboard test tanks shall be considered contaminated and therefore shall not be released untreated into the environment

The mixing of incompatible hazardous materials can cause fires, explosions, spills, dangerous gases, or death. It is extremely important to follow the proper protocols and SYC policy.

Hazardous waste spills

Members are responsible to clean up any spills they cause. Familiarize yourself with the location of the spill kits and reporting and documentation requirements.

If the spill enters the waterways, contact Queen's Harbour Master at 902-427-3199 and report the incident.

Skipper Responsibilities

Boat Insurance

Skippers must provide proof of insurance of all boats before they are allowed on SYC property. Visiting boats using SYC facilities must provide proof of insurance on arrival. Boats which allow their insurance to lapse must be removed from SYC property.

Skippers must be aware of their insurance coverage and steps necessary to make a claim. Inventory the property on your boat and take pictures, as appropriate. Keep legal documents such as registration, proof of insurance, radio license and pleasure craft operators card (POC) in a watertight container.

Skipper's Absence

Boat owners who are going to be away for an extended period of time, need to double their docking lines and install chafe gear. Storms often appear with little notice and preventative measures may save a boat. Approach another member of SYC to take care of your boat in your absence. Inform the SYC office of your intended leave so they know to keep an eye on your boat.

Safe docking and navigation of a vessel

The skipper is responsible for the safe docking and navigation of his vessel at all times. If at any time a boat makes contact with another boat, it is the skipper's responsibility to notify the skipper of the other boat.

No Wake Zone

Bow and stern wave wake causes unexpected and often erratic rolling of boats at rest. This may damage boats or result in fall injuries to unsuspecting personnel. The marina area inside the wave barrier and the mooring field are no wake zones. Reduce speed sufficiently to maintain steerage yet eliminate wake.

Member Arranged Launches and Haul-outs

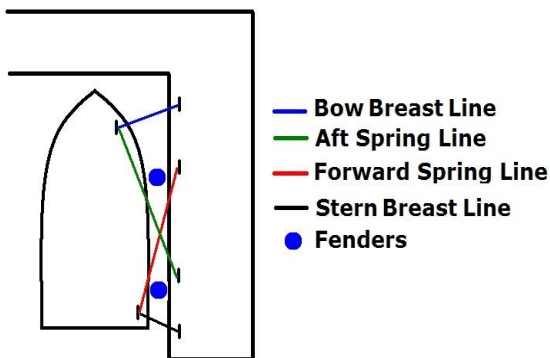
Boat owners not ready for the club launch or lift must make their own arrangements for their boat. Anyone arranging for mobile cranes or boom mobile cranes or boom trucks to lift or launch their boat must have prior approval of the SYC Vice-Commodore.

Dock Lines and Mooring Ball Bridles

It is essential to the safety personnel and of all boats and club property that each boat in the mooring field and on the marinas be adequately secured in accordance with good practice and good seamanship.

Boat owners are responsible for regular inspection and maintenance of their boat securing system. Periodic inspections may be done by SYC staff and dock lines and mooring bridles must be replaced or upgraded immediately if notified that they are insufficient to safely secure a boat in storm conditions. If deemed necessary by the Vice Commodore SYC or his representative, lines may be caused to be replaced and the cost of such replacement charged to the boat owner.

As a minimum, marina dock lines must include a bow line, after spring, forward spring, and a stern line. Additional lines may be run as appropriate. Boats must be secured so that no part of the boat projects over or in any way obstructs the use of the marina. Fenders should be used to prevent dock chafe. All mooring and dock lines should be of 3-strand nylon or braided nylon, of appropriate size. Nylon line will allow sufficient stretch to absorb wave action and minimize damage to the boat and the marina or mooring. Chafe protection shall be provided at points of wear.



Recommended Docking Line Sizes

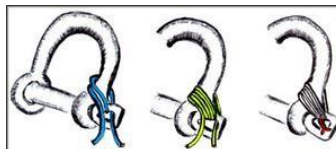
Boat Size	Line Diameter
< 20 feet	3/8" Nylon
20 – 30 feet	1/2" Nylon
30 – 40 feet	5/8" Nylon

Mooring ball lines must be a double bridle, secured to the mooring chain with a shackle through the bridle's hard eye. The bridle must be led through chocks and secured to the boat's cleats with turns or a soft eye. Bridles must have a flotation device to prevent their sinking when slipped. To minimize swing radius, the bridle's length must not exceed 14 feet. Polypropylene lines shall not be used as they become brittle when exposed to UV rays and break.

Mooring Bridle Pennants



All bridles must be fastened to the mooring ball shackle with a rated shackle that will support your boat's weight. This shackle must have mousing on the shackle pin with stainless steel wire to keep it from unscrewing.



Following is a system used by club member, Bill Stanbrook that is successful in preventing the bridles from wrapping around the mooring. He secures a float to the bridles near as possible to the mooring connection. This keeps upward pressure in the mooring lines and keeps them from wrapping around the mooring. The extra floats keep the line from wrapping around also. A slot is cut to get both lines through then the piece fitted back in and fastened it in place with rope. "The whole rig worked well and no more problems with the bridles wrapping and chafing on the mooring." For more detailed information on SYC mooring practices refer to the SYC website: <http://swyc.ca/resources/bridle-information/>



Cradles, Trailers, and Jack Stands

Boats under 30 feet require a cradle or trailer compatible with the SYC boat moving trailer.

Jack Stands, cradles and trailers are to be properly maintained by the owners. They are to be inspected periodically (at least once a year) and painted and repaired as required. SYC may undertake inspections of trailers cradles and stands and may require an owner to maintain, repair or renew as appropriate in consideration of appearance or safety.

NOTE: SYC reserves the right to refuse to store a boat if the Yard Manager considers its cradle, stands or trailer is unsafe. The owner will be required to either rectify the problems or remove his boat from SYC property.

Jack stands, cradles and trailers must be adequately constructed for the boat supported. Specifications for Jack stand fabrication vary depending on the size and weight of the boat. Jack stands designed for a 24 foot 4,000-pound boat would be inadequate for a 35 foot 14,000-pound boat. When buying for the first time, or replacing stands, furnish the manufacturer with the weight, length, and height (keel to deck) of your boat, it will make a difference to the specs to which the stands are built.

Guidelines for Using Jack Stands

We get very high winds from the North West at SYC, especially during the winter months. To ensure a high standard of safety, SYC stipulates that a minimum of 7 jack stands be used for boats over 26 feet long. Jack Stands are to be placed so that there is no more than 8 feet between stands. They are to be professionally built, of tubular steel for greater strength (Lunenburg foundries are recommended) and meet required safety standards. The keel of the boat supports the weight of the boat, and to avoid sinking into the ground, and to protect it, must be resting on wooden blocks. Jacks are not to be lifted on blocks, nor are blocks to be placed on top of the stand pads to increase height. They are to be arranged in pairs, directly opposite each other, and joined by a chain to prevent lateral movement. If the boat is on asphalt, gravel or earth, wooden pads are to be placed underneath to distribute the weight and prevent the stand sinking into the ground thus making the boat unstable.

Liability

Because the performance and safety of Boat Stands is dependent on the way they are used, the manufacturer assumes no liability beyond the purchase price of the Boat Stands. SYC will determine if the stands are being used improperly. Owners will be required to correct any deficiencies in use.

The following article is the standard used by Dartmouth Yacht Club, based on the recommendations of Brownell boat stands, said to be the leaders in Jack Stand technology:

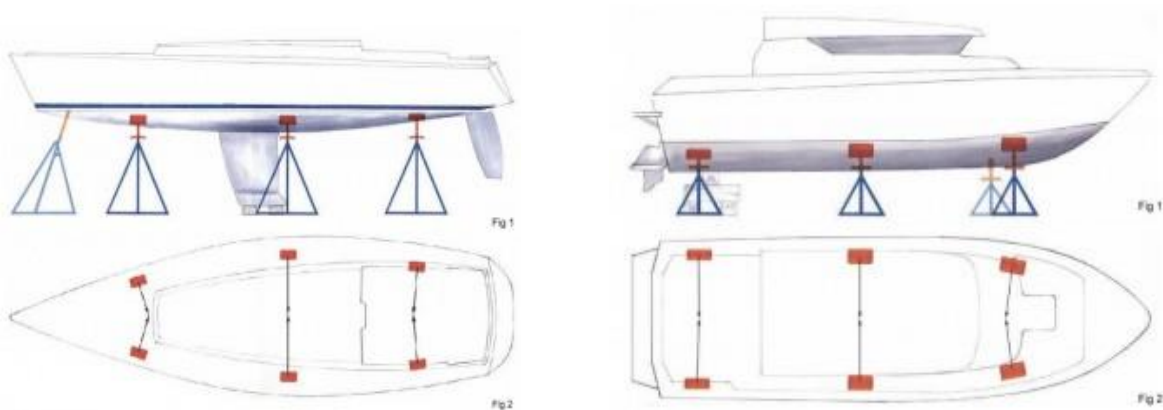
How to Choose Jack Stands

Type: The correct type of stand (sailboat vs. motorboat) is determined by the angle between the hull and the stand's center pipe. The threaded rod from the top that enters the stand's center pipe should do so at approximately a 90° angle to the Boat's hull. For example, a motor boat with a deep vee bow would use a pair of boat stands at the bow, with motor boat stands at the stem.

Size: To determine the proper Brownell Boat Stands to use, you first must realize boat stands are to stabilize the boat and the keel blocking supports the boat's weight. A simple method would be to take the draft of the boat (in inches), add the height of the blocking pile, and subtract about six inches. Base your decision on keeping a minimum amount of threads exposed.

Number Required

A minimum of four Boat Stands should be used with powerboats and a minimum of five boat stands should be used with sailboats. One exception: a full keel sailboat may not require a bow Stand. Use a pair of Boat stands, one placed port and one placed starboard, for approximately each 8 ft. of boat's length. If in extreme windy areas or leaving sailboat masts stepped, extra Stands should be used in addition to our minimum requirements. At SYC, as stated, any keel boats over 26ft length will require 7 stands, unless it is a full keel boat, and does not have a heavy bow, in which case 6 is acceptable. Always err on the side of safety, better too many than not enough.



Source: Brownell Boat Stands <http://boatstands.com/proper-use/>

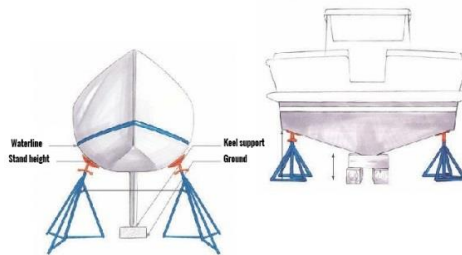
How to Use

Port/Starboard Sides: Choose an area to store the boat that offers hard, stable ground to prevent the sinking of blocking and the boat stands. Boat Stands should be placed outboard on the hull for stability. The Boat Stand tops should have minimum thread exposed with the threaded rod placed as close to perpendicular as possible to the hull. To guarantee the threaded rod being close to perpendicular, the Boat Stand Base Rear Legs are placed so they are parallel with the waterline. The Boat Stand to on the flat of the hull for stability.

Bow and/or Stem: Most sailboats require a Bow Stand with a Vee Top to prevent the bow from dropping forward. The exception to the rule might be a full keel sailboat that is not "bow heavy". Any excessive overhang in the stem requires two additional Boat Stands port and starboard on the after portion of the boat.

Safety Chains: For sailboat stands, the port (or starboard whichever comes first) boat stand is placed in position with the boat stand top snug against the hull. A 3/16" chain is placed in the safety chain notch of this boat stand and the chain is passed athwart ship before, after or under the keel to the starboard, or opposite boat stand chain notch. The starboard boat stand is placed in its approximate position but not snugged tight against the hull at first; the chain is pulled tight and placed in the starboard boat stand chain notch. Once snug in the chain notch, pull the starboard boat stand outboard until the chain is snug. Tighten boat stand top, making sure the rear legs of both boat stands are parallel to the hull. Use safety chains and repeat this procedure for all side sailboat stands to prevent the boat stands from sliding up a boat's hull.

Keel Blocking a minimum of 2 Blocking Piles placed on hard, stable ground to carry the boat's weight is recommended. Each blocking Pile consists of 3 blocks, i.e., two Base Blocks facing fore and aft running parallel to each other, and one Block placed across the two Base Blocks for the keel to rest on. This method has proven to reduce sinking of the Blocks. For each blocking pile we suggest two 8"x8"x22" Pine Blocks for the base blocks and one 6"x6"x22". Pine blocks placed across the base blocks. Higher or lower blocking piles can be used depending on how the boat drains, however, the lower to the ground, the better. More blocking piles should be added as necessary depending on the condition and length of the keel.



Source: Brownell Boat Stands <http://boatstands.com/proper-use/>

Maintenance: Boat stands and blocks should be checked on a regular basis while your boat is being stored. Make sure the boat stands are snug against the hull and the keel blocks are supporting the keel and not sinking into the ground. Also check the blocks for rotting or splitting. Do not tie tarps to the boat stands. During windy conditions, check more frequently for proper boat shoring and security of the boat stands. When not in use, it is recommended to lubricate the threaded rod section of our Tops (WD40 or axle grease may be used) and storing in a cool dry place. Nestable and stackable boat stand bases should be kept painted with rust preventative paint. Moisture and salt creep up from the ground and corrosion may start from the Boat Stand Base bottom up. Replace any badly rusted boat stands or rotted blocks if safety is jeopardized.

Safety during Land Storage

All portable fuel, including propane tanks and flares, must be removed from the club premises when the boat is on the hard. Electronics, alcohol and attractive items should be removed to lessen the chances of theft. Successful theft from one boat will increase the chance of break-ins on all boats. Please ensure that your assigned storage area is kept clean and that loose tarps, lumber, storage boxes etc are tied down during hurricanes and winter storms.

Unlaunched or Derelict Boats

Our club intends to launch all boats every spring. Any unlaunched or inactive boats may be ordered moved at the owner's expense. They will be stored elsewhere on our grounds to allow unhindered use of the facility or to make storage space available for active boats.

Members should provide as much notice as possible if they intend to: not launch, launch late, or haul out early. The club will then attempt to store the boat where it will not require subsequent relocation.

Boats, trailers, cradles or dinghies in disrepair or constituting an eyesore due to neglect may be declared as derelict by the SYC Vice Commodore and may be ordered to be removed at the owner's expense.

Any member who is posted or temporarily transferred to an area that precludes the use of their boat may, with the permission of the Vice Commodore, keep their boat at the Club for the duration of the posting/transfer. They must pay the relevant user fees in conjunction with Out-of-Port membership and ensure the boat is periodically inspected so as not to become derelict

Sale or Purchase of Boats

Members must immediately notify the office when they have either listed for sale, sold, or purchased a boat. During haul out the club will attempt to provide boats that are for sale with a storage location that enhances accessibility. The purchase of a member's boat does not guarantee or imply the availability of a membership in the club to the purchaser. Members are responsible to maintain insurance coverage for their sold boats until removed from our facility.

If a member's replacement boat has different displacement, length, draft, or beam it may require a change of seasonally assigned marina or mooring. A copy of the boat's insurance certificate is required on the member's file before the boat arrives at the club. No boat is allowed on the club property without proof of insurance.

No vessel, trailer or cradle is to be delivered to Shearwater Yacht Club without prior approval of the SYC Vice Commodore. A boat owner with more than one boat must pay the boat owners fee for each boat and the services they use for each boat. Non-members may not use our facility for storage.

Boat Maintenance

Owners may carry out their own routine maintenance or hire a service provider. The boat owner is responsible for his (staff) employees while they are in our yard. Any mess or damage done to other boats is the responsibility of the boat owner carrying out the maintenance.

Members shall not proceed with vessel construction, major overhaul or rebuild without approval of the SYC Vice Commodore so that the guidelines can be established as to scope of work, cleanliness, security and the specific time frame required. Welding, open flames, sandblasting or spray painting are not allowed outside of the work shed, unless in a confined area and subject to the SYC Vice Commodore's approval.

Major Work Parties

Pre-haul out Work Party

Each year, near the sailing season ending (or beginning) we must prepare the yard for haul out or launch. Cradles, trailers and jack stands must be moved to boat storage position by a work party a week or so before the start of haul out or launch. Please show up by 0830 hours with your gloves and work boots. The preparations for launching are very simple, and frequently there will be no need for a work party.

Haul Out and Launch Dates

Crane dates will be announced in advance with alternate dates in case of problems with weather, equipment, or military operational requirements. The haul out sequence will be finalized two weeks before haul out. Many factors determine boat placement and we work to ensure that all boats have adequate access.

Please inform the club office (902-469-8590) and Yard Manager as soon as possible if you plan to:

- a. List your boat for sale, so that the boat can be placed to allow easy crane access and visibility to potential buyers.
- b. Undertake heavy work such as sandblasting or painting.
- c. Intend upgrading to a bigger boat: this is imperative as we may not have room to provide winter storage for a larger boat; at the very least your winter storage spot will be changed.
- d. Not launch with the other boats in the spring.

Keeping the yard manager advised of intentions and requirements will allow your boat to be placed in the most advantageous position.

Haul Out and Launch Process

General Procedures

Every owner is expected to be present and to help other club members during launch and haul out. Owners who cannot be present to have their boats craned must have a designated, authorized representative present and the Yard manager and office must be informed. If necessary the owner can request the club to look after his boat for him, but he must (in writing) give the club permission to crane his boat out of the water and locate it in his winter storage. The owner must accept full responsibility for the lift.

Members should start un-stepping their masts in the final two weeks prior to haul out. End-of-season storms and uncooperative tides often cause long delays, resulting in frantic last minute activity.

To keep costs down, we must assist the crane operators in set up and operations as directed. Boats must be prepared and staged in an efficient manner to minimize wasted time. Ensure that sling points are well marked on the hull's topside. A long (30 ft or more) bow and stern line (in windy conditions two of each for the small boats) must be rigged for the line handlers and thrown overboard at the last minute. Safety lines must be used at the toe rail on both sides to tie the straps together, preventing them from slipping as the boat is lifted.

The Yard Manager will coordinate the lifting sequence. If a boat is not ready he will call for the next boat in sequence immediately, and the missed boat will be craned as soon as it is

ready. If for some reason the boat cannot be lifted during the scheduled haul out the owner must get a crane and lift his boat at his expense, unless the delay was caused by SYC.

Volunteer Requirements

Club volunteers are required to maintain time records of lifts, man Zodiacs used to assist lift/launch activities, assist in set up and rigging of cranes and pressure wash lifted boats. Each boat owner is responsible to organize a crew to position, tie, and release lifting strops; man the bow and stern lines to control boat position during lift; position boats on cradles and stands; and move the boat to or from the lift launch site.

Boats shall not be launched or hauled out until its owner has paid all dues and fees owed to the Club and provides proof of adequate insurance.

Boating Facilities

Assigned Marinas and Moorings

Yacht club membership is in strong demand all over our region. Our prime location and attractive rates cause no exception. Moorings and marinas are assigned on the basis of a member's seniority points and on the availability of slips to match your boat length, draft, and beam measurements. Membership seniority points are awarded for membership type, length of military service, length of SYC membership, and amount of volunteer effort. As a military club, Serving members shall have priority followed by Regular, Ordinary and Associate members.

Shortly after April 1st, moorings and marinas are assigned. This will become the baseline for the current year. The office maintains a waiting list for members seeking a marina assignment. Serving members shall have priority on the waiting list.

Members intending to be absent for more than three days must notify the club manager or the SYC Vice-Commodore. Members may sublet or loan their seasonal spot to another club member, but the Vice Commodore must be notified before this occurs.

Guests will be assigned a mooring or marina, if available, by the Vice Commodore.

Dinghies

All members assigned to the mooring field are expected to provide their own transportation to and from their boats. Traditionally, dinghies are used and they may be stored on the shore or tied to the inside of the common face, adjacent to the main jetty. Dinghies should be moved to the shore, above the high-water mark, if the owner will be away for several days. If your motor remains on the dinghy at the dock it must not be tilted up out of the water. This will protect adjacent dinghies and boats from puncture/chafe damage.

Dinghies are not to be stored upon a jetty or marina finger. If stored in the water, dinghies must not protrude beyond the end of the finger nor limit marina access to adjacent boats. Members must have the name of their boat on their dinghy.

Club Boats

SYC boats are maintained for club use. This includes mooring field inspections, sail training, etc. Without exception, all operators of club power boats require a PCOC. If available, club Zodiacs may be used for transportation to and from the mooring field but shall not be retained in the mooring field.

Club boats contain emergency equipment in accordance with Canadian Coast Guard standards. If any of this equipment is used or removed, it must be replaced immediately. Any discrepancy in equipment shall be reported to the Vice Commodore SYC.

The pontoon boat is reserved for club use by designated members only.

Common Face Marina

The common face (running north/south on the innermost end of the north jetty) is available to all members on a 24/7 basis. It may be used to transfer personnel and equipment or for jobs that cannot be undertaken at the member's marina or mooring. As a courtesy, it is limited to unattended usage of 30 minutes and attended stays of up to 4 hours. Please contact the SYC Vice-Commodore or club manager if extended usage is required beyond these time limits. Overnight stays may be subject to marina charges. All boats staying overnight on the common face must have crew on board.

Mast Crane Use

There is no charge for use of the crane by members for lifting masts and cargo. The crane has a maximum safe working load of 1,000 pounds and is approved for vertical lifts only. Personnel are never to be hoisted. Experienced operators are to supervise the cranes use and a full crew is always required. Under no circumstances is the mast crane to be used as a swing. Hard hats must be worn when working with the mast crane.

The mast dock has less than two feet of water at low tide. High tide opportunity is limited and must be used efficiently. Members should approach the mast crane dock with as much preparation as possible, i.e. shrouds loosened etc, prior to lifting the mast. Allow deep draught boats access at the peak of the tides, as this is the only time they can get alongside.

To maintain focus and improve safety, the mast crane and launch ramp are not to be used on launch or haul out days, while crane operations are underway. If a problem is noticed while using the crane (i.e. cable frayed, clutch slipping etc), notify the Yard Manager or Vice Commodore SYC as soon as possible so the problem can be rectified.

Mast Storage

Only boats which are going to be lifted by crane need to remove their masts, boats launched and recovered by trailer can leave their masts in.

Once removed, masts must be stored as high as possible on the mast racks. Unless the mast racks are full, only the largest masts or those with RADAR antennas may be stored on sawhorses at the back of the clubhouse. Spreaders must be removed or folded against the mast. As with trailers, cradles and jack stands, all masts must be labeled with the boat name, owner's name and phone number. Space is limited, requiring that masts be stored in an efficient and cooperative manner such that no access is blocked.

Fleet Diving Unit Access

Under no circumstances is the gate leading to Fleet Diving Unit Atlantic (FDUA) to be obstructed by a mast, boat or trailer at any time of the year. This gate is there to provide emergency vehicles an alternate access to FDU(A).

Launch Ramp

Members are allowed unlimited free use of the launch ramp. Our ramp extends to the zero tide mark. For trailers requiring deep water access we have a 20 foot wheeled tongue extension. Please hook it up on the flat area at the top of the ramp, as hook up attempts on the ramp slope often end with a runaway trailer. Ramp use must be done with caution as a runaway boat is extremely dangerous. Use safety chains and adequate wheel chocks. Ensure that launch vehicle and hitch are adequate. Ramp slope is nominal 10%. The ramp surface may be slippery due to organic growth or overlying beach gravel requiring caution.

Boating Programs

Sail Training

SYC offers opportunities for adults to learn to sail on dinghies and keel boats when resources are available. Club members usually lead these sail training sessions. Members must use extreme caution when operating a boat in or near the area when students learning are on the water. Students often have little or no experience and will be very intimidated by approaching boats.

During the year training and information seminars are given by experienced club members and local community specialists and experts. These are free to members and guests. Information on the sessions will be announced by general email and will be available on the website and in the clubhouse. Please contact the Sail Training Program Director or Rear Commodore Boating Operations if you would like to provide training on an applicable subject.

Club Cruises

The Fleet Captain, Cruising and other club members plan cruises to explore our region if there is enough interest among members. The cruises are scheduled over the summer and include longer trips along the coastline, day cruises and local overnight stays. This is a great way for new sailors to expand their skills and learn coastal cruising from the old salts. Each trip includes a mixture of group sailing and time alone to suit all needs. Details are usually announced by club email and open to all boaters (power or sail), and all members and guests.

Club Races

The Fleet Captain, Racing, organizes the in-house club sailboat racing on Wednesday evenings and weekends during the sailing season. This low intensity sailing program is designed to build sailing knowledge and encourage participation in the club and area regattas and other racing events. Sail training courses are also offered on Monday evenings in June in which racing is used as a vehicle to teach sailing. These learn to sail sessions are conducted using members' own boats.

SYC also hosts an annual regatta at the end of June. Sailboat racers from other area clubs join with SYC sailors in friendly competition.

Club Facilities

Clubhouse Rentals

SYC members and military personnel may rent the club facilities at a reduced rate. For club rental information contact the club manager at 902-469-8590 or visit the club website.

Telephones

Members may use the club house phones for local calls in the upper bar and lower lounge.

Washrooms and Showers

The downstairs washrooms and shower are accessible from the 24/7 access door on the lower deck. This outside entrance is locked and can be opened with the common key.

Laundry

A washing machine is located at the end of the hallway inside the 24/7 access door. This is only to be used for clothing and domestic items and not for sails or grease stained rags. Do not use the sink for cleaning up paint brushes.

Ice

Packaged ice cubes are available for \$2.00 per bag from the freezer inside the 24/7 access door. Paying for the ice is on an honour system and is to be placed in the cashbox inside the freezer. Proceed from the ice go towards supporting club events.

Club Kit

Club embroidered merchandise can be ordered through the club manager.

Parking

Parking is provided for members and guests in the main parking lot and along the eastern side of the marina roadway and along the foreshore. During summer months, caution is to be taken to not block the boat ramp or brows to the marina. The marina brow areas are reserved for loading and unloading of gear only. Please move your car as soon as possible.

If you plan to be away from the club for more than one night, please park in the main parking lot near the clubhouse. This will clear the marina roadway parking for the members who will be day sailing during your absence.

Wheelbarrows

The club provides wheelbarrows to transport gear to the docks. They are located at the north brow and work shed areas. The wheelbarrows must be returned clean after use as people use them to transport food and beverages to their boats.

Work Shop

Members have access to the club's maintenance facilities and workshop. The common key opens the workshop, which must be locked during silent hours. Please clean up as required after each use. Welding equipment is available for those qualified. If you need welding please ask around as many of our members freely volunteer their expertise.

Yard Electrical Supply

There are many outside electrical connections throughout our winter storage areas, within convenient reach of an extension cord. Members have free use of this power whenever they are in the yard. As a fire precaution, and to avoid overloads, all extension cords must be unplugged when the owner leaves the premises.

Fresh Water Supply

Fresh water is available summer long on each jetty, with sufficient hose to reach every marina berth. Hoses and hose nozzles may be used for potable water and must be maintained in sanitary condition by all users. A yard hose at the west corner of the work shed has one length of hose, convenient for rinsing salt water from trailers after launch or haul out. In Spring and Fall the work shed connection holds enough hose to reach all boats in the yard.

Social Program

The Social Director leads a full social program all year round, relying on volunteers to assist with putting on the various activities. Social events may include theme dinners such as the Robbie Burns dinner and Oktoberfest as well as club sponsored events such as the New Year levee, Spring Meet and Greet and family Christmas party.

Friday evening meals are offered year-round. During the sailing season, full menu barbeque meals are available. Members are invited to forget the winter blahs by enjoying the SYC winter social program. During this time the Friday night dinners provide a variety of culinary delights, some hosted by club members, some potluck, and some theme dinners. Entertainment comes in the form of Beer Bottle Racing which is a sailing game invented by SYC members. In addition, there are hamburgers, hotdogs and sausages available for the BBQ whenever the bar is open during the sailing season and during the Wednesday night racing season.

Watch the club e-news and website for information on menus and events being offered. For the Friday evening meals, reservations are encouraged by Wednesday evening and can be left at 469-8590. Please leave a message stating your name and number of meals required. Children under 12 years of age eat for half price; children under six are free. If you have not been able to reserve for the Friday BBQ, there is always something for the grill until 9 pm and take out service is also an option. If you don't wish to take part in the meals and events being offered, come on down to the club anyway. Eating is not a requirement for enjoying yourself at SYC. A few moments spent with good people with a nautical bent is a grand way to unwind and enjoy life.

Club Storm Procedures ***"Life always comes before property."***

Club Storm Watches

When environment Canada issues a weather alert, the Vice Commodore will evaluate and initiate storm procedures, as appropriate. If severe weather, including a hurricane, is anticipated, someone will be appointed to organize the storm preparation effort and manage the activities and club response regarding safety and action during the event. Storm warnings and preparation activities appropriate to the timing and magnitude of the storm will be communicated to the membership by email. Members will meet at SYC and inspect all dock lines and fenders. A shift system may be set up to monitor the facility during the storm.

Boat Preparation

One of the most dangerous mistakes a skipper can make is to go onto the marina during a bad weather. If this is necessary, it should only be done with the approval of the person directing the storm watch. There is little, if anything, a skipper can do to save a boat in strong winds, surging tides and the visibility is only a few meters. It would be wise to have your boat properly secured long before any storm notices are issued.

Don't lead numerous lines to a single cleat, even if it is backed properly. Set up your dock lines so they can be adjusted from the dock. Leave spare lines in the cockpit of your boat for emergency use. Double up all mooring lines and ensure adequate chafe protection. Line lengths should be sufficient to take care of excessive high water. Ensure that the bow cannot be pulled forward to overhang the jetty. Members of the Boat US Catastrophe team estimated that as many as 50% of the boats damaged during Hurricane Fran could have been saved by using better dock lines: lines that were longer, larger, arranged better, and/or protected against chafing.

Take off all loose gear that will create windage: canvas covers, Bimini tops, spray dodgers, outriggers, antennas, anchors, running rigging, booms, life rings, dinghies, portable davits, etc Sails also create a lot of windage, especially when they come unfurled, and should never be left on deck in a storm. If there's time, windage can be greatly reduced on a sailboat by removing furling jibs and mainsails. Depending on the boat, you may consider unstepping your mast.

Electronics and other valuable gear should be taken home for safekeeping. Personal belongings and other loose gear should also be taken home. If it becomes necessary to pump out a boat, flotsam can plug a pump.

Top up battery bank so it is available for the bilge pump.

Close appropriate through hull valves and fuel lines.

Remove all spare oils and propane canisters.

After the Storm Passes

Check your boat as soon as possible when the storm passes. Assist others in need.