



*Welcome to*  
**Tradewinds Sailing Club**

Ahoy, Skippers and Crew!

You have chosen to become a member of the Bay Area's finest and Northern California's oldest sailing organization. We are pleased to have you with us. If you are a new sailor, you are about to experience the wonderful new world of sailing. Pure excitement or pure relaxation . . . you choose. Whatever the case, you will also enjoy the camaraderie that surrounds the sport. If you are an old salt, we hope your sails with us will add to your enjoyable sailing memories.

As a supplement to your Membership Agreement, we are supplying this Club Membership Manual, which outlines procedures and policies of Tradewinds Sailing Club. We try to keep things informal and fun, but some of the rules are serious, so read through this manual carefully. Although breaking some of these rules could subject you to a fine, we're happy to report that it is a rare occurrence, and we hope to keep it that way.

It's our goal to keep the rules and regulations of the Club to minimum. A little common sense and courtesy will make the whole experience a lot nicer for everyone, and will help us to achieve that goal.

If you have any questions at all, please give us a call at the office.

Once again, welcome aboard!

Sincerely,

*The Tradewinds Family*

# **TRADEWINDS SAILING CLUB MANUAL**

**Revised: November 2010**

## **TRADEWINDS OFFICE AND CONTACT INFORMATION**

Tradewinds Sailing School & Club  
2580 Spinnaker Way  
Richmond, CA 94804  
Phone: (510) 232-7999  
Fax: (510) 232-8188  
E-mail: staff@tradewindssailing.com  
Website: www.TradewindsSailing.com

## **OFFICE HOURS**

Open from 9:00 a.m. to 5:00 p.m. every day (except holidays).

During non-business hours, you may leave a message on the answering machine or in the event of an emergency, call the cell phone # 510-459-8606 (see 'Emergency Procedures' section below) and a family member will respond to your call.

## **SECURITY**

Gates to the docks: In order to access the boats and showers, you may obtain keys to the dock gates for Marina Bay at the Tradewinds office. There is a \$100 deposit for the keys. The key deposit will be refunded and we will stop monthly billing when you return the keys to Tradewinds.

We keep a parking lot pass-card in the office. You may park in the loading zone and borrow it to get into the parking lot. There is also a parking lot key code that is XXXX\* or XXXX\*.

All Club boats are locked with a padlock, and all of the padlocks use the same key. With your membership you have received a small key, which allows you access to all of the Club boats.

## **EMERGENCY PROCEDURES**

In the event of a boat emergency, please contact the Tradewinds office and/or call the cell phone # (510) 459-8606. This number is also located in the Boat Manual.

## **FOG ON SAN FRANCISCO BAY**

In both winter and summer, fog on the Bay can descend very rapidly and create extremely dangerous sailing conditions. If visibility is poor when leaving the marina, stay very close to home. If you are across the Bay and see fog rolling in or visibility worsening, immediately take a compass bearing to safety and head there.

## **POLICY LETTER**

Tradewinds will occasionally mail a Policy Letter to its members. This is our mechanism for updating you about changes to the manual, and for informing our membership of changes in schedules, policies or prices. Members are responsible for reading this Policy letter and for adhering to the changes described.

Tradewinds reserves the right to change any of its policies or prices, including Fleet Fees, Skipper Daily Use Fees, and Class Fees. The members will be notified in a timely fashion should any price changes occur.

Any boat use or membership rate changes will be effective immediately. Rate changes will not exceed 10% and will not occur more than twice per calendar year.

### **INSURANCE LIMITS**

As a member of the Club, you are covered by insurance as stated in your contract. Should you choose to disregard your contractual agreement regarding the operation of the boats (i.e. sailing outside your designated boundaries, west of the Golden Gate if not qualified, under the influence of alcohol or drugs), or if you operate a boat with negligence, your insurance becomes null and void. The consequence is full liability on the part of the skipper should any accident occur.

### **DAMAGE TO BOAT**

It is imperative that Tradewinds is informed by the skipper if there is any damage to the boat or dock. If there is damage or inoperative systems that will impact the ability of the boat to go out for the next skipper, it is imperative that you call the office or the emergency number. This helps us maintain the safety of the boat, and allows us to keep the boats ready for all members' use. Failure to report damage of any kind may result in a \$500 fine.

### **SKIPPER MEMBERSHIPS**

Skippers pay monthly dues plus the Skipper Daily Use Fee for each boat use. You may upgrade your membership to a Fleet membership at anytime, and it will be effective for 12 months from the date the new contract begins.

### **FLEET MEMBERSHIPS**

Fleet members pay monthly dues that include the membership fee, which allows them unlimited use, depending on boat availability, of the boats in their fleet size. If you decide to use a boat that is one fleet above your contract guidelines, you may do so for 50% of the Skipper Daily Use Fee for that boat, provided you are qualified to sail that boat. If you decide to use a boat that is two or more fleets above your contract guidelines, you may do so for 75% of the Skipper Daily Use Fee for that boat, provided you are qualified to sail that boat. Payment for this boat use must be received in the Tradewinds office at least 48 hours before boat use, or call the office to arrange for payment by credit card. Changing to a fleet membership is not retroactive. Fleet members are restricted to a maximum of two reservations in the system at a time, totaling 48 hours. Reservations longer than 48 hours can be arranged with the office and will be charged an extra fee for each day beyond the first two equal to half of the full day rate.

### **CHECKOUTS**

All club members must be "checked out" on each club boat they intend to sail. Each sailboat has its particular nuances, and time needs to be spent learning where particular valves are located, how each engine operates, etc. Checkouts on our calendar are free of charge. There is a \$25 per boat charge for private checkouts so that we can hire an instructor to perform them. You are welcome to schedule private checkouts and split the cost with other members. See the online calendar for the checkout schedule. Fleets Bronze, Silver and Gold correspond to the Basic Keelboat, Basic Coastal Cruising and Bareboat Charter classes. Taking the class allows you to check out on the boats in the corresponding fleet. In order to check out on the Fleet Platinum boats, we ask that you have sailed in the Silver or Gold fleet a minimum of 10 times and have taken Advanced Motoring & Docking Class and Advanced Anchoring Class.

## **PAYMENT**

In order to keep our costs down (and your membership fees low), Tradewinds does not send out bills for daily rentals or monthly Fleet payments, etc. Please call ahead if you are unsure of the charge.

## **BOAT RESERVATIONS AND CANCELLATIONS**

You are allowed to reserve boats a maximum of 90 days in advance. You may only have two reservations in the system at any given time, totaling 48 hours. As soon as one of those reservations is used, you may make another. If you have two reservations in the system and would like to go sailing, you can call within 48 hours of the time you want to sail and we will book a boat for you if one is available. If no boats are available when you want to sail, you may use the “waitlist” feature of our reservations system.

Please be courteous and only reserve boats for times in which you know you will sail. Reserving the boat “just in case” and canceling two days ahead does not allow others to plan ahead. Show consideration to others and plan your reservations accordingly. Any member taking a boat at the wrong time, or taking the wrong boat, may be fined twice the normal Skipper daily rate for that boat.

If you have reserved a boat and will be unable to use it, we require you to cancel the boat no less than 48 hours prior to your reservation. This will make the boat available to other members who may want to use it. If you are canceling a boat, please cancel on the web. This gives us a chance to let someone know the boat is available who is on standby. NOTE: A penalty charge of \$50.00 will be charged to both Skipper and Fleet members if you do not cancel a boat at least 48 hours prior to the reservation. This charge is waived if the cancellation is due to inclement weather. You must cancel on the web and let us know at the office to avoid the automatic \$50.00 charge if you are canceling for weather conditions.

## **RESERVATION BUMPING**

Occasionally, boats may require unscheduled maintenance and repair, or other issues may impact the availability of a boat you have reserved. In these cases, we may have to bump your reservation. If this happens, we will make every attempt to notify you as soon as possible and try to reserve a different boat for you.

## **SAILING SCHOOL**

Sailing school classes are taught regularly. These include regular sailing classes, as well as special interest classes like Advanced Anchoring Class, Advanced Motoring & Docking Class and Navigation courses, etc. Announcements will appear in Windwords, our online newsletter and on the online calendar. Your sailing school spot is reserved with receipt of your payment in full, and confirmation will be provided to you in advance of the first class meeting. If applicable, textbooks may be provided with preliminary reading required.

## **PRIVATE LESSONS**

Private lessons are available with advance notification. The cost is \$75/hour plus the Associate Daily Boat Use Fee (Four hour minimum required).

## **CLASSES, CHECKOUTS**

Cancellations for classes must be received at least two weeks in advance, and cancellations for checkouts must be at least one week in advance. This allows Tradewinds to fill your place on these scheduled dates. Cancellations that do not adhere to these guidelines are not refundable unless your place is filled. No-shows for checkouts may be charged a \$50 fine.

## **BOAT MANUAL**

A boat manual is provided aboard each vessel in the Club. This manual includes four major sections:

- ♦ Skipper's Log - This sign-in log must be completed by the skipper each time the boat is checked out for a sail. It reaffirms that the skipper has thoroughly checked the boat for safety, is aware of the tides and currents, and that the skipper assumes total responsibility for the vessel as is.
- ♦ Boat Checklist - This checklist, along with SAFE TO GO and COOL, ensures a comprehensive check by the skipper of the boat and equipment prior to and following each sail.
- ♦ Systems Operations - This section provides the skipper with general and specific information regarding the various systems of the boat, including checkout information and a boat information chart. Familiarization with this information is recommended and could be helpful in an emergency.
- ♦ Documentation/Registration - This last section contains the documentation or registration papers for the boat.
- ♦ Places to go – This section contains information about destinations on the bay.

## **HEAD/ HOLDING TANKS**

This delicate subject must be addressed directly. We require everyone to pump out holding tanks after every sail. This will help with keep the holding system clean, working and the boat smelling clean. Remember to use fresh water when to flush out the system when pumping out. Use either the boat's water systems or the fresh-water hose on the dock. Run fresh water into the toilet bowl while pumping out. Do not leave salt water in the head system. Please inform your guests not to flush tampons, napkins, paper towels, or anything else that the head is not designed to receive, as they clog the head and holding tank. You, the skipper, will receive instruction on proper head use, and you are responsible for passing this information on to your guests. If you leave a boat with a clogged head, you may be fined \$150.

## **BOAT CLEANLINESS**

It is the skipper's responsibility to leave the boat clean for the next member's use. This includes hosing off the deck, hull and hardware, putting all galley and boat items back in their original locations, and wiping any grass, sand, etc. from inside the cabin. Please remember to wipe out the icebox, too and leave it open to dry. For your convenience, there are cleaning supplies located in designated dock boxes or on the boat. Vacuum cleaners are located in dock boxes on each finger. If you use the boat for more than one day, you are expected to vacuum the floor and cushions. Any skipper leaving the boat in an unacceptable condition may be charged a \$50/hour cleaning fee. There are more cleaning supplies in Dock Box D-6. You can pick up clean rags and return dirty rags there as well, to minimize trash from using paper towels.

## **CHECK-IN / CHECK-OUT SHEETS**

Be sure to fill out your check-in / check-out sheets and turn them in at the office. There is a mailbox inside dock box D-6. Please remember to fill in the boat name, your name, and the date of use. If you forget to turn in a check-in sheet, if we can't read it, or if you omit the boat or skipper name, you may be fined \$50.

## **NO SMOKING**

For safety, the comfort of members and their guests, and for boat cleanliness, smoking is permitted outside the cabin only.

### **NO ANIMALS**

Many people have severe allergies to animal hair and it is very difficult to clean pet fur from boat cushions and cabin floors. Therefore, animals are never permitted on Club boats.

### **FUEL FEES**

Tradewinds fills the fuel tanks on all boats regularly; however Skippers are responsible for paying for fuel used. Each boat has a small index card box labeled with the per-engine-hour fee for fuel use. Please place the amount owed in the box. Don't forget to note the fuel level and engine hours on the checkout sheet whenever possible.

### **DOCK LINES**

Please leave the dock lines on the dock when leaving the slips. Before departing, carefully inspect the method used for securing the boat to the dock. Each boat is slightly different and the spring lines at the bow and stern are tied at various locations. For the protection of the boat, these lines should be re-secured in the same fashion after each use. The first job of your crew upon returning to the dock is to secure the lines to the boat. Be sure this is done before beginning the regular, thorough clean up.

### **EXTRA SAFETY EQUIPMENT**

For your sailing safety and convenience, we have extra safety gear. If the boat you reserved is missing fire extinguishers, PFDs, horns, bells or throwable cushions, please notify the office.

DO NOT "BORROW" GEAR OR PFD's FROM ANY OTHER CLUB BOAT. This is a safety issue, and any member "borrowing" items may be fined \$100.

If your passengers out-number the regular allotment for lifejackets on a boat, you are responsible for providing your own lifejackets. Tradewinds will keep a few lifejackets on hand in the office, but ultimately you are responsible for providing them to your additional passengers.

### **DODGERS**

Don't remove the windows panels on the dodgers. The panels are fragile and can break if not properly done and stored away correctly. Please only rinse the dodgers with fresh water and replace the covers. Don't use any chemicals or brushes on the panels. This will cause scratches in the plastic.

### **OVERNIGHTING ON BOATS**

You are welcome to spend the night aboard a boat at a Marina, on a mooring, or safely anchored, provided you have the boat reserved for the evening time frame. If you have been checked out on the boat's systems (heads, stoves, plumbing, and electrical), you may use those systems. If you are checked out on the boat, remember you will need to pump out the holding tank if you use the head. From time to time, you may be allowed to sleep aboard a boat on which you have not been checked out. When this occurs, you may not use any of the systems or equipment. Please use shore side facilities instead.

### **NIGHT SAILING**

You may not operate boats under power or sail between sunset and sunrise on San Francisco Bay or in the delta. If you are planning to moor or anchor out, leave plenty of time to make the boat secure before the sun goes down. Any member violating this rule may be subject to a \$500 fine and/or cancellation of their membership.

### **SINGLE HANDING**

Single handing of Club boats is not permitted. Any member violating this rule may be subject to a \$500 fine and/or cancellation of their membership. If you are unable to find crew, use our online message board, or let us know and we will try to help you find someone.

### **MOTOR SAILING**

Motor sailing is not permitted on any club boats. Motor sailing can be hard on sails and rigging and can damage the engine due to a lack of raw-water cooling intake. Any member motor sailing may be fined \$150.

### **NO SAILING OUT OF MARINA BAY**

Sailing out of Marina Bay is not permitted on any club boats. Sailing out of the Marina is hard and dangerous due to the narrow channel. There is not enough room to tack many times with other boats coming in, rocks, piers and shallow water. We have had high boat damage in this area.

### **REEFING**

The reef points (cringles) on the main sail located between the tack and clew are not designed to be load-bearing points. Therefore, when reefing the main, do not tie the mid-sail reef points to the boom. Doing so may result in tearing the sail.

### **NO HOSTING ON TRADEWINDS BOATS**

Due to liability issues, we will not allow members to use Tradewinds Boats to host events for other organizations.

### **BOATS CAPACITY**

The maximum safe number of people on our boats is 8. The Bronze fleet is limited to 6.

### **BRONZE FLEET SAIL BOATS**

The area that the 25's can sail is limited. These boats must remain in the basic keelboat sailing practice area, regardless of the skipper's sailing level. The Bronze Fleet boats are no longer interchangeable. Please take the boat that you have reserved and return it to its proper spot. The dock is marked with the letter of the boat.

### **QUALIFICATION AND SAILING OUT OF THE BAY**

Members who have completed Advanced Coastal Cruising may sail our Platinum Fleet boats out of the San Francisco Bay. The range limit is 25 miles, which includes Half Moon Bay, Drakes Bay and the Farallones. Also required is a Float Plan filed 72 hours prior with Tradewinds, which must be left at the Tradewinds office where it will be kept on file. You must have at least one crew member that is Bareboat Certified or higher on the boat to assist you. Please include a back-up itinerary with your float plan. If we are not comfortable with the weather and sea conditions at the time of your departure, we may ask you to stay inside the bay.

### **MAPS OF SAILING AREAS**

For your reference, the following are included in this section:

Map of Sailing Area for 25' boats

Map of Sailing Area for Basic Coastal Cruising Practice

Sailing Area after successful completion of your Bareboat Chartering Class is anywhere on the Bay (east of the Golden Gate Bridge) or Delta.

Date

## **INVOICE – Due Immediately**

The items below were found to be improper after your use of \_\_\_\_\_  
Please call the office to pay by credit card or send in a check payable to Tradewinds Sailing Club.

<b>DESCRIPTION</b>	<b>AMOUNT</b>
<input type="checkbox"/> Night Sailing/Single Handing	\$500
<input type="checkbox"/> Clogged head/Holding tank not emptied	\$150
<input type="checkbox"/> Borrowing gear from another boat	\$100
<input type="checkbox"/> Thru-Hull valve(s) left open	\$75
<input type="checkbox"/> Boat cleaning charge	\$50 per hour
<input type="checkbox"/> Dock rash	\$50
<input type="checkbox"/> CNG valve left on	\$50
<input type="checkbox"/> Jib not properly furled/Jib sheets note secured	\$50
<input type="checkbox"/> Halyards not secured away from mast	\$50
<input type="checkbox"/> Fenders tied on life-lines/or not properly secured	\$50
<input type="checkbox"/> No spring lines attached/or adjusted properly	\$50
<input type="checkbox"/> Main sail cover not properly put on	\$50
<input type="checkbox"/> Check-out sheets not filled out or turned in	\$50
<input type="checkbox"/> Lost winch handle	\$50
<input type="checkbox"/> Winch handle left out	\$35
<input type="checkbox"/> Throttle handles left out	\$35
<input type="checkbox"/> Lost fender/or throwable PFD	\$35
<input type="checkbox"/> Lines not properly coiled	\$35
<input type="checkbox"/> Battery switch left on	\$35
<input type="checkbox"/> Shore power not connected/or turned on/properly placed	\$35
<input type="checkbox"/> Cracked Dodger Panel	\$250
<input type="checkbox"/> OTHER – Marina Cleanup – trash left in dock carts	\$25
<b><u>TOTAL</u></b>	<b><u>\$0</u></b>

For the safety and enjoyment of others, please treat the boats as your own. Be sure everything is properly stowed and switches/valves are in their proper positions before you leave the boat.

Sincerely,

Tradewinds Staff

Sailor's Motto: Leave the boat better than you found it!

