



*Tradewinds Sailing
School and Club*

2580 Spinnaker Way
Richmond, CA 94801
PH 510-232-7999 F 510-232-8188

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, outlining procedures and policies of Tradewinds Sailing Club. We try to keep things informal and fun, however, 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 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,

Tradewinds

More Experience. More Time on the Water. More Fun.

TRADEWINDS SAILING CLUB MANUAL

Revised: March, 2017

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 staff 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.

Your Marina Bay dock key allows access to the parking lot next to the clubhouse. We keep loaner keys in the office. You may park in the loading zone and borrow it to get into the parking lot.

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.

PARKING PASSES

An orange/blue Tradewinds parking pass is REQUIRED to park in the lot. Members will be issued a pass. Visitors may check one out at the office. Parking passes must be clearly visible from the center of the lot (Back in and hang from mirror or pull in forward and place in rear window).

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 change 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 & INCIDENTS

It is imperative that Tradewinds is informed by the skipper if there is any damage to the boat or dock. It is also critical that you inform us of any contact between vessels or any grounding, regardless of whether you see any damage. All incidents that involve contact with another boat, dock, or grounding require submission of an Incident Report and/or Damage Report along with your checkout sheet. 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

Skipper members pay monthly dues plus the Skipper Daily Use Fee for each boat use. Except as provided below, payment for boat use must be received in the Tradewinds office at least 48 hours before boat use. Provided a valid credit card authorization is on file with the Club, payment may, at the discretion of the club, be collected at the completion of the boat reservation.

Members are restricted to a maximum of two reservations in the system at a time, totaling no more than 48 hours. Reservations longer than 48 hours may be arranged with the office.

On the first day of any month during your Skipper membership contract period, you may upgrade your membership to a Fleet membership. Upgrading to a Fleet membership requires a new contract effective for 12 months from the date of the upgrade. Changing to a fleet membership is not retroactive.

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. 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 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. Except as provided below, payment for boat use must be received in the Tradewinds office at least 48 hours before boat use. Provided a valid credit card authorization is on file with the Club, payment may, at the discretion of the club, be collected at the completion of the boat reservation.

Members are restricted to a maximum of two reservations in the system at a time, totaling no more than 48 hours. Reservations longer than 48 hours may be arranged with the office, and will be charged an extra fee equal to 50% of the full day rate, for each day (or portion of a day) beyond the first 48 hours.

Fleet membership at the Copper level may be upgraded to a Bronze or Silver fleet level, at the completion of any qualifying class or classes, while maintaining the initial Copper fleet contract effective date. Fleet membership at the Silver level may be upgraded to a Gold fleet level, at the completion of any qualifying class or classes, while maintaining the initial Silver fleet contract effective date. Once the current contract is fulfilled, downgrading fleet membership from Gold to Silver, Silver to Bronze, Bronze to Copper or from Fleet membership to Skipper membership may be completed at the discretion of Tradewinds, and will require the establishment of a new 12-month contract effective as of the date of the downgrade.

CHECKOUTS

All club members must be “checked out” on each club boat they intend to sail. Each sailboat has its 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 \$50 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. If enough members attend, Tradewinds may elect to waive the fee entirely. See the online calendar for the checkout schedule. The boat list given to you when signing up (and also downloadable from the message board) illustrates required class levels for checking out on each boat. In addition to Bareboat Chartering Class, you must complete Advanced Docking & Motoring to check out on some of the larger boats. We will also be expecting fairly polished boat handling skills during the checkouts on those boats, so we recommend having 10-20 charters under your belt before you sign yourself up for one of them.

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.

BALLENA BAY YACHT CLUB AFFILIATION

Members of Tradewinds Sailing Club may opt to purchase a Ballena Bay Yacht Club membership for an additional monthly fee of \$10/month, added to your member dues. This provides you an associate membership to Ballena Bay Yacht Club. Details about yacht club membership are available upon request from the Tradewinds Staff.

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 72 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 72 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 our weekly emails. 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 boat use fee based on your membership level. (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/LOG BOOK

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

- ◆ Dock Map - With this info, you can access child-sized life jackets, BBQs, cleaning supplies, etc. Some of these items are located in dock boxes marked on the map. Others are located in a storage locker behind the facility. We may continue to move items around as the fleet and our slip needs change, but we will always update them on this sheet in the logbook.
- ◆ 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, currents and wind conditions, 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. Pay attention to your checkout sheets. Don't fall into the habit of checking all of the boxes without looking at them. We sometimes update items on the checkout sheets. Remember, if you check the box, you've accepted responsibility for the item!
- ◆ 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 section contains the documentation or registration papers for the boat.

HEAD/ HOLDING TANKS

This delicate subject must be addressed directly. *We require everyone to pump out holding tanks and flush the systems with fresh water after every sail, regardless of whether or not you used the head.* This helps keep the holding system clean and working and the boat smelling clean. Remember to use fresh water when flushing out the system while 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 or do not stop at the pump-out and perform a fresh water system flush, you may be fined \$150.

WATER TANKS

The skipper is responsible for filling the water tank(s) prior to departure.

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, anchor locker, anchor, chain, rode, *windlass*, hull and hardware **before putting on canvas covers**, 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, 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, or dirty the interior by any other means, 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 various dock boxes, marked on the dock map in the boat checkout book. 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 completely and turn them in at the office. There is a mailbox inside dock box D-6. Commonly forgotten items are boat name, your name, date of use, fuel level & engine hours. If you forget to turn in a check-out 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 and downwind of the cabin entrance 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.

DOCK LINES

Please leave the dock lines on the dock when leaving the slips (except the 22' and 25' Bronze Fleet boats – take the lines with you). 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. Dock lines are also provided on board for you to use at locations other than the boats assigned slip. These are clearly labeled with length and stored in bags that are also labeled with number of lines and length. Please return them to the proper storage location and notify us of any missing or damaged lines so that we can keep the inventory accurate.

RED ZIP TIES & GREEN DOTS

Red Zip Ties – if you see a red zip tie on anything, it is there to protect the sailors and the equipment or is something that we don't want adjusted. Except in the case of an emergency, please do not remove our red zip ties or adjust anything they are connected to without calling us first!

Green Dots – We are using green dots to mark electrical systems that should be left ON when the boat is put away. We've tried to make them as intuitive as possible, but be aware that on some electrical panels the dots won't fit on the side of the switch that indicates "on." The green dot has nothing to do with which way you should turn or leave the switch – it is simply an indicator that this switch or breaker should be left in the ON position when you secure the boat.

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 throw-able 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. Some may be checked out from Locker #1 behind the office.

DODGERS

Don’t remove the windows or panels on the dodgers. The panels are fragile and can break or scratch if not properly removed and stowed. 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. 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 often not enough room to tack with other boats coming in, rocks, piers and shallow water.

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, except for the 22' and 25' Bronze fleet, which is limited to 6 persons on board.

COPPER FLEET SAIL BOATS

Regardless of the skipper's class completion/experience level, the area that the 22' and 25' Copper fleet boats can sail is limited. These boats must remain in the Basic Keel Boat (BKB) Practice Area, as provided in the attached map. The Copper Fleet boats are not 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.

CLASS COMPLETION SAILING AREA(S)

Following completion of the Basic Keelboat class, skippers are limited to the Basic Keel Boat (BKB) Practice and Sailing area as shown on the attached map. Following completion of the Basic Coastal Cruising class, skippers are limited to the Basic Coastal Cruising (BCC) Practice and Sailing area. Following. Members who have completed Bareboat Cruising may sail anywhere on the bay, east of the Golden Gate Bridge, or in the delta.

QUALIFICATION AND SAILING OUT OF THE BAY

Members who have completed the Tradewinds Sailing School & Club, Advanced Coastal Cruising class, may sail designated 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, or with equipment on your chosen boat in relation to the planned itinerary, we may ask you to stay inside the bay.

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.

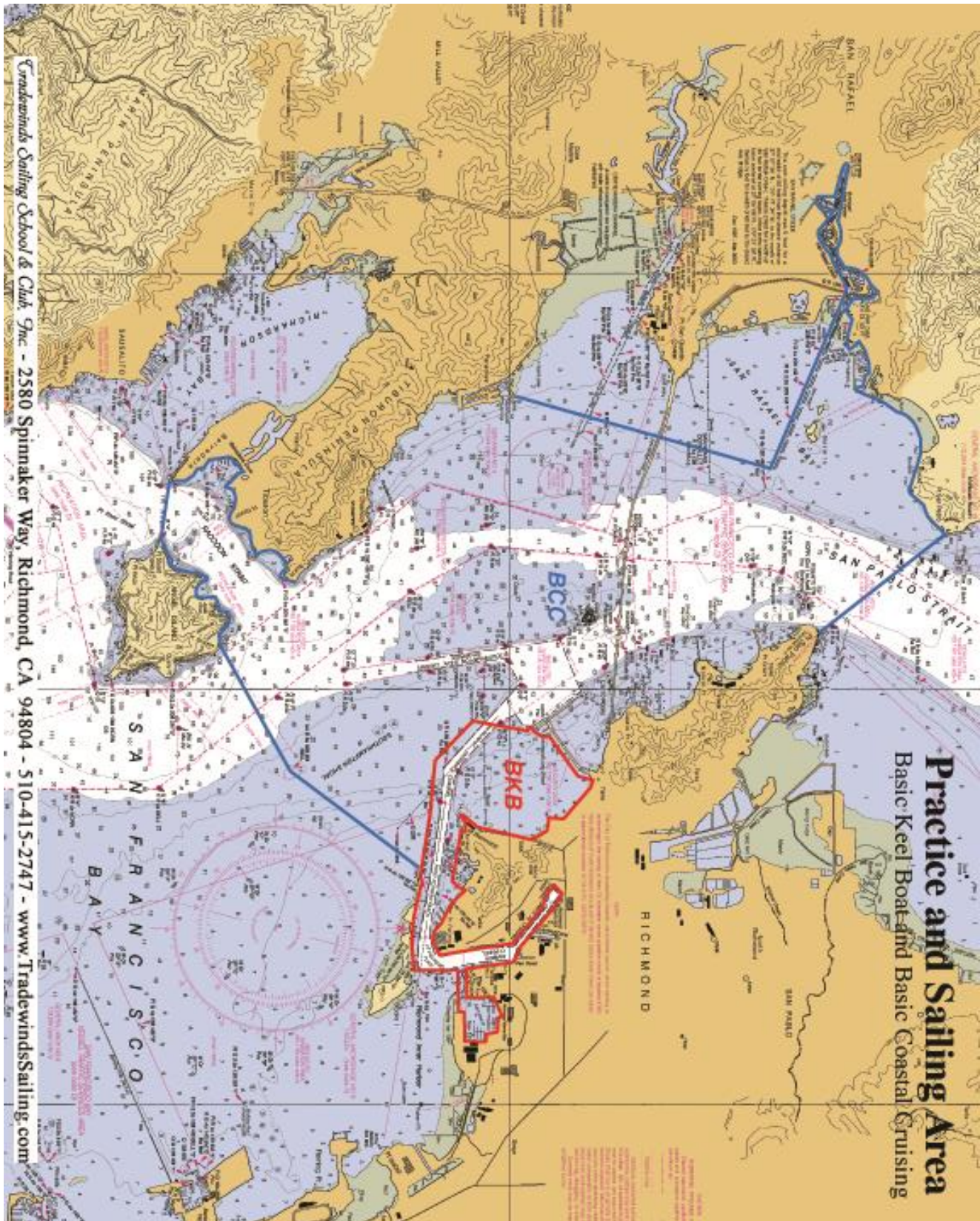
DESCRIPTION	AMOUNT
<input type="checkbox"/> Night Sailing/Single Handing	\$500
<input type="checkbox"/> Clogged head/Holding tank not emptied	\$150
<input type="checkbox"/> Borrowing gear from another boat	\$100
<input type="checkbox"/> Thru-Hull valve(s) left open	\$75
<input type="checkbox"/> Boat cleaning charge	\$50 per hour
<input type="checkbox"/> Dock rash	\$50
<input type="checkbox"/> CNG/Propane valve left on	\$50
<input type="checkbox"/> Jib not properly furled/Jib sheets not 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 throw-able 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
<u>TOTAL</u>	<u>\$0</u>

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!



Practice and Sailing Area
Basic Keel Boat and Basic Coastal Cruising

Tradewinds Sailing School & Club, Inc. - 2580 Spinnaker Way, Richmond, CA 94804 - 510-415-2747 - www.TradewindsSailing.com