



*Tradewinds Sailing  
School and Club*

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

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Tradewinds

Sailing

Club

Manual

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

# 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 a 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*

## TRADEWINDS SAILING CLUB MANUAL

**Revised: February, 2024**

Members are responsible for knowing and understanding the entire contents of this document.

### 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@tradewindsailing.com](mailto:staff@tradewindsailing.com)  
Website: [www.TradewindsSailing.com](http://www.TradewindsSailing.com)

### OFFICE HOURS

Open from 9:00 a.m. to 5:00 p.m. Tuesday - Sunday (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

As a Tradewinds member you will receive a small key and fob when you sign your contract. All club boats are locked with a padlock, and all the padlocks use the same key. This key also unlocks dock boxes throughout the marina (see dock map) that hold supplies you may need for a day on the boat, as well as locker #1 near the bathrooms which has child life jackets and guest parking passes, and it gives you access to the patio outside of business hours. Your Marina Bay dock key (the fob) allows access to the docks, the parking lot next to the clubhouse, the back gate and the door that leads to the restrooms. 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 when you terminate your membership. **DO NOT LET PEOPLE ONTO THE DOCKS!** This poses a security risk for the neighborhood, our boats, and the liveboards. If someone is insistent, please notify us so that we can contact the harbor office.

### GARBAGE & RECYCLE

When you bring your trash and recycle from the boat at the end of the day, please do not bring them to the office. There is a blue recycle bin inside the courtyard behind the office and there is a large garbage dumpster behind the doors at the entrance to the parking lot behind the clubhouse building.

### EMERGENCY PROCEDURES

In the event of a boat emergency during office hours, always contact the Tradewinds office first at (510) 232-7999. If you have an emergency outside of office hours, you can reach a Tradewinds Staff member by calling the emergency line at (510) 459-8606. Save these phone numbers in your phone so they are easily accessible when you need them. You can also find this number on the front of every 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 send 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, Fuel Cost and Class Fees. The members will be notified in a timely fashion should any price change 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. night sailing, motor-sailing, 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. I understand that the Club will maintain hull and liability insurance on Club boats, with a deductible of two thousand dollars (\$2,000.00) or one percent (1%) of the boat value, whichever is higher. Said policy is open to Member's inspection upon request. Coverage exclusions are normal marine policy exclusions, including unauthorized boat use, use outside of designated areas, and gross negligence.

### **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. 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. If you decide to use a boat that is more than two fleets above your contract guidelines, you may do so for 100% 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 at the discretion of Tradewinds staff. Fleet memberships may be upgraded to the next level while keeping the current contract date within 30 days of taking a class that qualifies you for the upgrade. In any case other than a qualifying class, upgrades to a higher fleet level will require a new one-year contract.

NOTE: There may not always be room in a fleet for more members. We limit the number of members in each fleet to ensure boat availability remains acceptable. In the case that there is not room in the fleet you want to join, you will be placed on a wait list until there is room.

### **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. 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 be expecting 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. The checkout schedule is posted on our web-site and we encourage members to check out on all boats they are eligible for. Checkouts are free of charge.

## **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, or a total of 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 three 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. To avoid the automatic \$50.00 charge if you are canceling for weather conditions you must cancel on the web AND email or call the office to inform staff so the waitlist can be utilized and the charge can be removed from your file. Our reservation system allows for reservations in 12-hour blocks (9am-9pm, 9pm-9am). Reserving two of these back-to-back still counts as one day for the purpose of charter fees. Adding a third block will result in a second day charge. When reserving multiple 12 hour blocks, please enter them in the system as a single reservation (i.e. starting at 9am on Saturday and ending at 9pm on Sunday).

## **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 day of class. If applicable, textbooks may be provided with preliminary reading required. Re-takes of classes for members are offered at a 25% discount, provided the member has already received the certifications from ASA (if applicable). One day review classes for Basic Keelboat, Basic Coastal Cruising, and Bareboat Chartering are offered to members at a 50% discount. All classes are on our website class calendar.

## **COURSE CANCELLATIONS**

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. Reschedules or cancellations of other classes within 14 days will result in a 25% fee.

## **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.
- ◆ 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 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 from the shower head 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 personal hygiene products, 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 freshwater 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 on the front patio, 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 with envelopes for your checkout sheet and fuel money in the back door to the clubhouse, inside the D-Dock laundry room. 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. Electronic checkout sheets are also available and if you use them and want to pay cash, you can place it in the drop box as well.

### **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. Current fuel cost for members is \$7 per engine hour (\$8/hour if using Venmo @twsailing - it's a business account), with a \$7 minimum each time you take out a boat (\$8 if using Venmo). Please place the amount owed in the envelope with your checkout sheet and turn into the mailbox in the back door of the clubhouse, inside the D-Dock laundry room. 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 (except the Copper 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 aboard the boats are organized in mesh bags with labels on both the bags and the lines. Please do not use any knots other than a bowline to make a loop in the end for docking, and please remove all knots and return these lines to the bags when returning the boat.

### **FENDERS**

We have installed dock-fenders in all of our slips. Please use the fenders provided on the boat for docking at ALL other locations. This includes the Marina pump-out facilities, as Tradewinds does not maintain the fenders at these docks. Fenders used from on board the boat should be wiped dry and stowed appropriately on the boat where they were found when returning to the home slip.

### **WINCH USE**

Winch power should not be used for reefing or furling. If you cannot pull reef lines or furling lines by hand during those evolutions, please notify us so that we can rectify maintenance or training problems. Please do not use winch power when cleaning and stowing – hand tight is fine for all sheets, vang, and furling lines when stowing the boat.

### **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 actually 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 outnumber 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 or panels on the dodgers. The panels are fragile and can break or scratch if not properly removed and stowed. Please rinse the windows before putting the covers back on at the end of your sail. Remember to only rinse the dodgers with fresh water and do not wipe dry. Don't use any chemicals or brushes on the panels. This will cause scratches in the plastic and can make visibility difficult.

### **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 regardless of if you use the head or not. From time to time, you may be allowed to sleep aboard a boat on which you have not been checked out on. When this occurs, you may not use any of the systems or equipment including the head. Please use shore side facilities instead.

### **NIGHT SAILING (INCLUDES MOTORING)**

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. Crew must be at least 16 years of age to meet this requirement.

### **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 \$200.

### **JIB-ONLY SAILING**

Do not sail Tradewinds boats on just the foresail. Sailing under just the power of the jib is allowed only when reefing or heaving-to.

### **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. Winch power should not be necessary when reefing, except to raise the main halyard.

### **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 Copper fleet, which is limited to 6 persons on board. In rare cases we may approve sailing with more than this number, but you MUST contact us in advance to request it.

### **COPPER FLEET SAIL BOATS**

Regardless of the skipper's class completion/experience level, the area that the 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. Pro Tip: Start the engine first when preparing Copper Fleet boats for sailing. Problems with the outboards dying usually happen within the first few minutes of run time and are related to fuel connection issues. It is better for the engine to die and for you to discover a problem as it is warming up, rather than as you are backing away from the dock!

### **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. Members who have completed Bareboat Chartering 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. 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. Properly qualified members with proper crew may sail as far as Mile Rock without filing a float plan in advance. Overnights are not allowed outside of the bay – single day sails with no stops outside the waters of the San Francisco Bay only.

### **WEATHER**

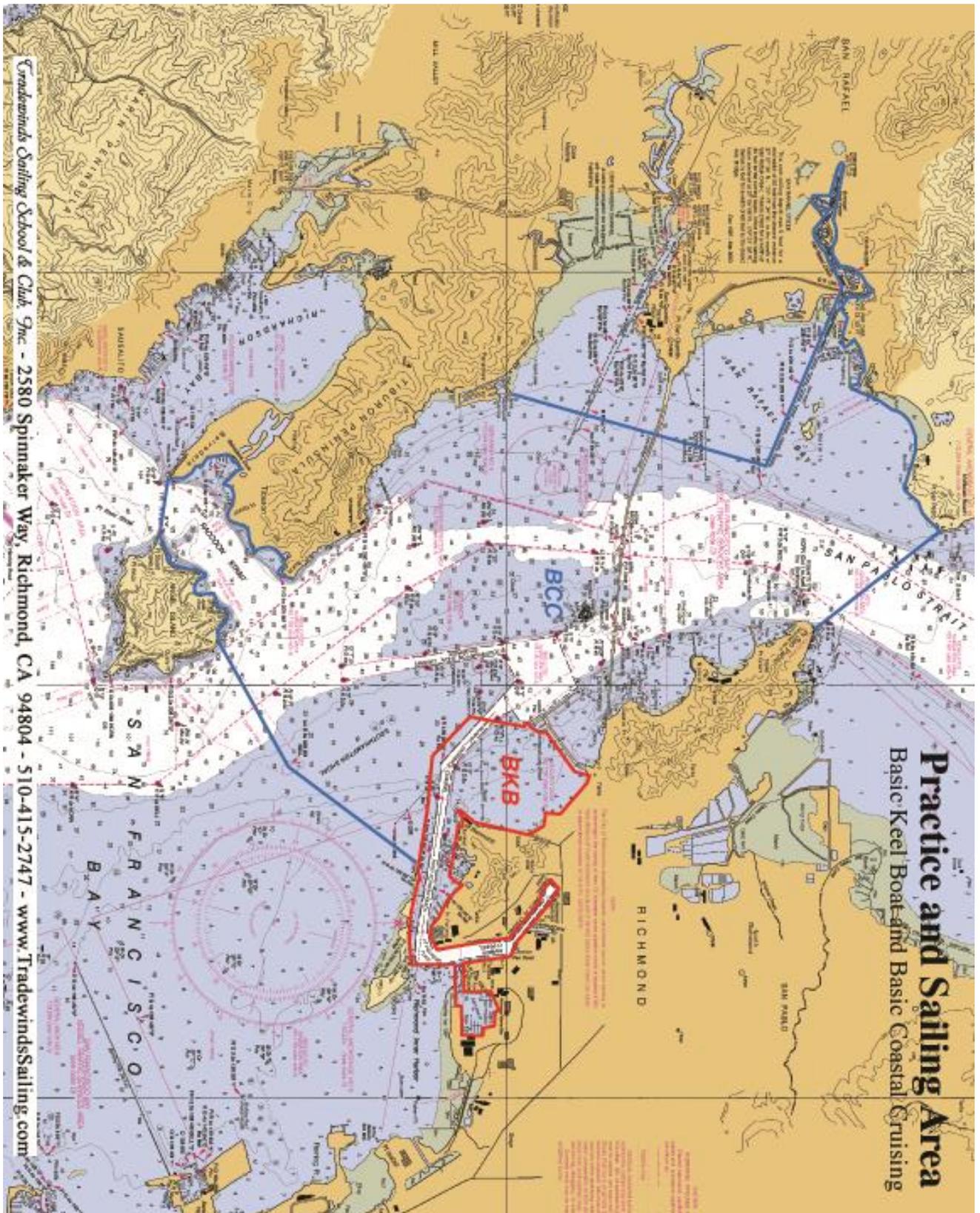
There may be times when we will ground or recall the fleet due to inclement weather. If the forecast calls for sustained winds over 25 knots or gusts over 30 knots, watch the weather closely and check with us before you leave the dock. If we have not grounded the fleet and conditions include sustained winds over 25 knots or gusts over 30 knots, you MUST monitor the VHF or be reachable by text or call to the mobile phone number that we have on file for you. Please ensure that you keep us up to date with all your contact info. We may send out emails in advance of your sailing trips to communicate possible hazards or groundings of the fleet.

### **LIFE JACKETS**

Life jackets must be worn at ALL times above decks when underway. There are NO exceptions.

### **UNFAMILIAR ANCHORAGES & DOCKS**

There are many places in our sailing area that are unsafe or problematic for anchoring and/or docking. Just because there is a dock, or you see other boats anchored does not make it a good spot. Good examples are Sam's restaurant or the North East corner of Angel Island (China Cove). Sam's is very shallow, and boats often get stuck in the mud there while the crew is enjoying lunch. China Cove is rocky and has sunken debris and people often lose anchors because they are unable to pull them up. These are just a couple of examples. If you plan to dock or anchor someplace that you did not go during class or have no personal knowledge of, it is very important to check with us before you go. If we do not know the answers about a specific place, we will find them for you or recommend another spot.



**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