



ONEC SAILING POLICY & PROCEDURES

OTTAWA NEW EDINBURGH CLUB

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SailONEC Policies & Procedures

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General SailONEC Policies & Procedures

The following apply to all SailONEC members including both the Dinghy Program participants (club-owned dinghy) and privately-owned boats located on moorings. The Sailing Day Camp has its own separate policy & procedures.

Sailing Consultative Committee

SSC is composed of the following positions:

- Sailing Director
 - Member of ONEC Board of Directors and responsible for the delivery of the sailing program
- Racing Coordinator
 - Responsible for the club racing program including the Don Rantz Regatta
- Communication Coordinator
 - Responsible for the communication with members as well as responding to communication from the public.
- Training Coordinator
 - Responsible for the coordination of the Dinghy program.
- Training Coordinator Assistant
 - Provides support to the Training Coordinator.
- Dock Master
 - Responsible for the maintenance of the sailing program docks.
- Dock Master Assistant
 - Provides support to the Dockmaster
- Fleet Captain
 - Responsible for the maintenance of the sailing program fleet of dinghies.
- Fleet Captain Assistant
 - Provides support to the Fleet Captain.
- Harbour Master
 - Responsible for coordinating the management of the mooring for privately-owned boats)
- Social Coordinator
 - Responsible for coordinating social events for sailing members.
- Joint Boathouse committee representative (s)
 - Represents the sailing program in the Boathouse Users' Committee.

Communications

Communications protocol is as follows:

- Emails
 - Sailing Director (Director@sailonec.com)
 - Communication Coordinator (communications@sailonec.com)
 - April – October on a weekly basis
 - November – March on a monthly basis or as required
 - info@ONEC.ca for club events/communications
- Websites
 - SailONEC (www.sailonec.com/)

- ONEC (www.onec.ca)
- Facebook page
 - Ottawa New Edinburgh Club
 - Sail ONEC – closed group Administered by Sailing Director and Communications.

Safety

- All members must be able to swim.
- When on the docks, it is strongly recommended that members wear PFDs or Life Jackets with a Fox 40 whistle attached.

Note: New member training program has a more stringent procedure.
- ONEC Board of Directors has banned smoking or open flame on the bridge, in the Boathouse, on the docks and in club-owned boats.
- Members must keep the club boats/Boathouse as tidy and clean as possible. Material must be stowed in designated locations.
- SailONEC uses a sound signal to warn members to get off the water as soon as possible due to unsafe situation such as lightning, etc... The sound signal is three soundings of an air horn, whistle, etc....
- All members should be familiar with the following information or equipment:
 1. All Local and River Emergencies - Dial 911
 2. Fire and Evacuation Procedures.
 3. ONEC Safety Plan (in development)
 4. First Aid Supplies and the Defibrillator.

Volunteerism

- Besides the day camp instructors, the sailing program does not have any dedicated staff. Training, boat maintenance and social activities are organised, planned and managed by volunteers. As such, while there is no mandatory “volunteerism quota” for members, as much help as possible is required to perform the duties necessary to keep the sailing program working well and to keep membership costs down.

Power boats

- SailONEC power boats are used for: rescue, race organisation, training, and the movement and maintenance of docks and boats and are not available for the personal use of members or guests.

STANDARD OPERATING PROCEDURES - RESCUE BOATS:	
Training	a) Possess a Pleasure Craft Operator’s Card. b) Receive an orientation to the boats from a senior sailing member, including information about local hazards.
Pre-Use	a) Wear a Canadian Coast Guard or Transport Canada approved Personal Floatation Device (PFD). b) Ensure all applicable safety equipment is on board (PFDs for everyone on board, paddle, bailer, whistle, 15 m buoyant heaving line). c) Check for sufficient fuel levels.

	<ul style="list-style-type: none"> d) Open vents in the fuel tank if using a portable tank. e) Check that battery is properly connected f) All cargo and passengers are evenly distributed and secured.
During Use	<ul style="list-style-type: none"> a) There is no smoking or alcohol drinking in the boats. b) Do not operate the vessel with ear phones listening to music. c) Do not operate the vessel while using a cell phone. d) Do not operate the vessel while under the influence of alcohol, drugs, or lack of sleep. e) Operate according to weather conditions. f) Operate the boat to reduce wake. g) Use maximum speed only when safety of individual is at risk. h) Use minimum speed when in proximity around people in the water, other boats or anchor lines. i) Do not let debris accumulate in the boat. j) No night operation is allowed unless the vessel is equipped with proper navigational lights.
Post-Use	<ul style="list-style-type: none"> a) Ensure the boat is secured properly and locked to the dock. b) Remove the kill cord (emergency stop lanyard) and store safely away from the boats. c) Close any vents in the fuel tank. d) Clean out debris. e) Remove paddle, PFD, batteries and fuel tank. f) Report any mechanical or suspected mechanical problems to the Sailing Director. Indicate the information in the Log Book.

Boathouse

- The drinking of alcoholic beverages on ONEC premises is only allowed on the second floor (Ballroom) and drinks must be purchased at the ballroom bar.
- The consumption of alcoholic beverages is not permitted in club-owned boats.

Dinghy program Policies & Procedures

The following applies only to Dinghy program participants (club-owned dinghy).

- Dinghies and powerboats are launched on the 3rd weekend of April and are taken off the water on the 1st weekend of October. Due to water temperature, sailing is not recommended prior to the second full week of May.
- All Dinghy Program participants must wear an approved PFD or lifejacket with a Fox 40 whistle attached when on the water or as otherwise directed by a trainer/instructor.
- All Dinghy program participants must ensure that a minimum of one power boat is prepared for immediate use before going on the water. The power boat must be unlocked and rigged with battery, gas, starter key and kill switch. When a member is leaving the

Boathouse and there is no one else on the premises that member must de-rig the power boat.

- Members must use the Tag Boards to indicate which boats they are using and indicate if they are going up or down river.
- SailONEC provides insurance for boats operated within 10 nautical miles of the boathouse only. This means members can sail from Parliament Hill to Petrie Island. Any incidents outside of the navigation limits will be at the members' risk. All Dinghy program participants, when using club owned boats without supervision, must pre-qualify to do so. Pre-qualification check out can be achieved through participation in the Adult Dinghy Training Program or directly by a SailONEC Instructor for new members with sailing experience.
- Dinghy program participants should attempt to repair damage or malfunction to any boat they are using. If the repair is beyond their skill level or only temporary repair has been implemented the damage should be recorded in the Boat Log located near the membership tag board and e-mail should be forwarded to the Sailing Director explaining the boat damage or problem.
- Members bringing guests are responsible for their safety and conduct.
 - Only certified skippers are allowed to bring guests on-water as they will be responsible for their safety.
 - Members are responsible to have their guests sign the GUEST WAIVER (see Appendix 1) before sailing. Please note that this Waiver is in the Blue Folder beside the phone located in the sailing area.
 - Skippers can bring an individual as a guest once or twice during the season. If the guest wants to come more often, they need to become a member (at least a social member). Social members can crew but cannot helm a boat.
- During racing periods, members who wish to race will have boat priority.
- Members (youth or Family membership) who are less than 18 years requires the supervision of an adult while sailing unless they have a CANSail 4 certification.

New member training program

- Dinghy Training is held Monday, Wednesday and Thursday evenings and Saturday morning beginning in May. Training is conducted with CL-16 (two persons) and Laser (1 person).
- Members need to achieve the level of Sailing Skipper or Laser Skipper before they are eligible to use club boats without supervision.
- Only member age 16+ can participate in the training program. The restrictions is due to the fact that members who participate in the training program are volunteer and are not subject to a police check. Youth who are members as part of a family membership will have to be train by their parents.
- Detailed information on the training program can be found at www.sailonec.com/training.

Racing Program

- CL-16 are raced on Sunday afternoon (1200-1600). During this time, members who wish to race will have priority in rigging boats.
- Laser are raced on Tuesday evening (1800-Sunset). During this time, members who wish to race will have priority in rigging boats.
- Racing Rules & Procedures can be found on www.sailonec.com/racing.

Social membership

Here are the social members' restrictions and privileges in regards to the sailing program:

- Social members are not allowed:
 - to helm a boat.
 - to participate in the training program.
- Social members:
 - will be added to the sailing mailing list.
 - are allowed to participate in all sailing social events.
 - are allowed to participate in the racing program as crew ONLY if there are not enough sailing members to fill all the crew positions.

Private Boats Mooring Policies & Procedures

- Members must provide a signed mooring agreement as well as proof of insurance with membership form.
- Communications regarding any privately-owned boats issue are to be done through the Harbour Master or Sailing Director.
- ONEC insurance does not cover privately-owned boats. It is a condition of membership that all privately-owned boats have to be insured. Members must provide ONEC with a proof of insurance with no less than \$1,000,000 liability coverage. Proof of insurance is required with payment of membership.
- Two club-owned rowing dinghies are available for members to go to the mooring field. Members are required to bring the club-owned rowing dinghies back to the dock before going sailing.
- To help identify a boat in the event of an emergency, ONEC will keep a database including a picture of the boat and name of the owner for all the boats moored at ONEC. This information will be kept at the Boathouse and the Tennis Pavilion. In the event of an emergency, any member can contact the Tennis Pavilion and ask the staff to contact the appropriate owner to let them know of any issues. Members must provide a picture of their boat.
- As indicated above, the drinking of alcoholic beverages on ONEC premises is only allowed on the second floor (Ballroom) and drinks must be purchased at the ballroom bar. However, owners of privately-owned boats can bring alcohol they have purchased to their own boat and consume it there in accordance with Federal and Provincial Act and Regulations.

Accident, Injury & Collision Reports

- Any injury, fatality, damage to sailboats/rescue boats or fires that have happened at the Boathouse, on the docks or on the water with club-owned boats such as sailboats or rescue boats must be recorded.
- Blank Accident, Injury & Collision Reports are located in the sailing lounge area (in a blue folder near the phone) or are available at the Tennis Pavilion.
- Reports must be brought to the Tennis Pavilion on the same day as the incident.
- The report should include as much information as possible such as:
 - Who was involved (Members, Instructors, CIT, Day Camp participants, Guests or third parties).
 - Who witnessed the event
 - What happened
 - Take pictures if possible. If not, draw a diagram of the scene or the damage.
 - List of injuries

Concussion

As a member of Ontario Sailing, OMEC subscribe to Ontario Sailing Concussion Policy that can be found at

http://ontariosailing.ca/media_lib/PDFs/Board,_Governance,_etc./Ontario_Sailing_Concussion_Policy.pdf

As sailors have a culture of helping one another, we believe it is important that all members are able to recognise and help other members who suffer a concussion while on the water (such as returning to the docks, de-rigging the boats, etc...). As such, all members are strongly encourage to review the Parachute Concussion Information and Resources web site (available at <http://www.parachutecanada.org/concussion>) to gain awareness on concussions.

Although helmets are not mandatory in Canada, more and more sailors have started to wear them while practicing the sport to reduce the risk and severity of concussions.

Please note that at this time, Ontario Sailing has confirmed that no helmets have been certified for sailing in Canada.

Appendix 1 - SAIL ONEC GUEST WAIVER and DISCLAIMER

SAIL ONEC

OTTAWA NEW EDINBURGH CLUB

OTTAWA, ONTARIO.

To be read and signed by all Sailing guests before taking part in any Club activities.

I can swim, I am not less than eight years of age and I agree to the following.

DISCLAIMER

The Ottawa New Edinburgh Club, its servants, agents and members are not responsible for any damage, injury or loss suffered by any person either before, during or after participation in any SAIL ONEC program, whether held at its facility on 501 Sir George-Étienne Cartier Parkway or at any other location, for any reason whatsoever including negligence on the part of the Ottawa New Edinburgh Club, its agents, servants or members.

WAIVER

I agree to assume all risks involved in the participation of SAIL ONEC activities.

I agree to relieve SAIL ONEC and the Ottawa New Edinburgh Club, its agents, servants and members of all liability for damages, injury or losses of all and every description.

I acknowledge having read and understood this release of liability (to be signed by the guest/s or by the parent/guardian if the guest is under eighteen years of age):

Date of Activity: _____

Host Member (please print): _____

Guest 1. _____
(Print name) (Signature of Parent/Guardian if guest is under 18)

Guest 2. _____
(Print name) (Signature of Parent/Guardian if guest is under 18)

Guest 3. _____
(Print name) (Signature of Parent/Guardian if guest is under 18)

Please leave this copy in this binder.