

## Best Practices:

### *Club Rules and Etiquette*

The positive collaboration of members increases enjoyment, facilitates fair and efficient use of the Club and minimizes misunderstandings. It is the responsibility of members to be familiar with and follow the Club Rules and Etiquette and ensure that guests and family members do the same. Thank you for always being considerate of the membership as a whole.

### Boats

- Powerboats are used only for race management, race operations, safety and rescue and may not be used for recreational purposes.
- The Club Optimists may be used by members at the Club if they are not needed for club activities. Members use the Optimists at their own risk and must ensure the safety and supervision of anyone using the boat.
- Optimist must be properly rigged, launched, and cared for while sailing. The boat must be de-rigged, dried and properly stored within a reasonable period of time after use. Normal wear and tear is inevitable, however, members are responsible for any damage caused by neglect or carelessness. The Executive reserves the right to decline the loan of a boat if deemed appropriate.
- All boats must be properly secured. Members are responsible for any damage their boat causes to other boats or property if it breaks loose either on land or water. Members are required to carry third party bodily injury and property damage liability insurance.
- Boats, dollies, or equipment may not be borrowed without the consent of the owner. Dollies must be kept clear of the launching ramps and boat stalls.
- Boats may be moored temporarily at the pier between the shore and the power boat hoists.
- Boats are quite fragile, do not sit, stand or lean on any boat that does not belong to you.
- Members must store their boats in their assigned stall and are responsible for mowing the grass under their boat and for the general maintenance and tidiness of the stall.
- If the Shore Captain finds it necessary to move a member boat to a new stall, the boat will be secured in the new stall in the same manner as it was found.
- Members provide their own floats and should not tie up to other floats without permission from the owner.
- The float anchor system must not pose a danger or inconvenience to people walking or boats maneuvering in the area.
- Floats and anchors must be removed at the end of each sailing season.

### Grounds

- No living tree or bush may be cut except for pruning purposes. Members may not remove chopped or other wood from the grounds.
- No fertilizers or herbicides may be used without permission of the Executive.
- Open fires are only permitted in designated fire pits.
- Club property is for use by all members and may not be monopolized by one person or group.
- Boat trailers may not be stored on club property other than in an assigned boat stall. Short term exceptions to this policy require the approval of the Shore Captain.
- Any boat trailer on Club property not in an assigned boat stall or without special approval from the Shore Captain may be moved to the nearest storage facility at the owner's expense.
- Extraneous objects, whether for club or personal use, may not be stored on club property without Executive approval.
- When a membership expires, all personal belongings including boats, boat trailers and RVs must be removed from Club property. Any unremoved belongings will be disposed of at the discretion of the Executive.
- Members share the responsibility of keeping the Club litter free and in an attractive condition.

### Vehicles

- The maximum speed on Club property is 5 km/hr.
- Space is limited, all vehicles, including RVs, should be parked with care.
- Vehicles are to be operated and parked on gravel surfaces only.

- Vehicles are not to be driven across the lawn nor in boat storage areas.

#### Kitchen

- The kitchen is for the use of all members except for during events and regattas.
- Members must clean up after using the kitchen and may not leave dishes to soak in the sink or to dry on a draining rack.
- The sinks are for the purpose of food preparation and clean-up only. Please use the washrooms for everything else including bathing small children.
- Members must remove all food from the refrigerator and freezer at the end of each visit. Food may not be stored in the refrigerator or freezer during Club functions.
- No garbage may be left in the kitchen, please take trash to the dumpster.
- WASHROOMS
- When leaving personal property in the washroom, confine belongings to a bag or a clothes hook.
- Please leave the washrooms clean and tidy.

#### Pets

- Pets are welcome at the Club and must always be under the control of an adult. Owners must clean up after their pets immediately. Pets are not allowed in the Clubhouse.
- Repeated complaints about any pet may result in that pet's prohibition from the Club.

#### Fishing

- Fishing from the Club property, including the pier, is prohibited.

#### Load of Club Equipment for use off Club Property

The Club is a well-established organization with the expertise and equipment to run major regattas. The Club is willing to assist other sailing organizations with race management during major regattas by providing personnel and equipment.

Members have a significant investment in equipment. The Executive is responsible for ensuring that all equipment is properly maintained and is available as necessary to operate programs for members.

The Club should not directly or indirectly suffer any financial loss or burden as a result of allowing others to use club equipment.

- Factors for consideration:
  - Is the equipment needed for Club Activities?
  - Will WSC members be operating the equipment?
  - Is the other organization willing and able to be responsible for any damage, breakdowns or other financial loss?
  - Is the event Alberta Sailing Association or Sail Canada sanctioned?
  - Has the other organization assisted the Club with equipment or personnel at Wabamun Sailing Club regattas?
  - Are member sailors participating in the event?
  - What are the insurance ramifications?

All equipment loans by members and non-members must have the express written permission of the Executive.

#### *Water Safety*

The on-the-water safety of all members is extremely important to the Wabamun Sailing Club. All members racing or sailing for recreation are obligated to follow the water safety regulations established by the Club to ensure member safety.

Member activities that do not to comply with Club water safety regulations are not sanctioned or approved by the Club. The Wabamun Sailing Club is not responsible for any personal injury, loss of life or property damage.

- It is the sole responsibility of each boat to decide whether to start or to continue to sail.
- It is required by law that all boats are equipped with one approved lifejacket or personal flotation device per person, a paddle, a bailer and a sound signaling device.
- All boats must have an approved life jacket or personal flotation device for each person at any time when launching from Club property. Wetsuits alone are not sufficient.

- All skippers and crew members are required to wear life jackets during scheduled club races.
- The Club recommends that no more non-swimmers or small children be on board than there are swimmers on board.
- The skipper is responsible for the safety of the crew, guests and boat.
- The skipper and owner of each boat is required to comply with the safety requirements of the Club and their Class Rules for items such as paddles, bailing buckets, righting lines, buoyancy and flotation devices.
- The Club recommends that all boats carry a paddle and all monohulls carry a bailing bucket and sponges regardless of Class Rules when racing.
- If any of the Club Flag Officers or Officer of the Day deems that sailing conditions are hazardous, a black flag will be hoisted on the yardarm advising sailors to remain ashore. This flag is hoisted only as a service to club members. The Club does not acknowledge that the failure to fly the black flag indicates that conditions are safe for sailing. The Club accepts no liability for the safety of sailors or for ensuring that the flag is hoisted. The decision to sail rests solely on each skipper.
- A power boat dedicated strictly for rescue must be ready for use anytime a member launches from the Club (keys in, a battery, gas and equipment on board). This boat is intended to respond to an emergency and may be left on the hoist.
- New members and novice sailors are encouraged to consult more experienced sailors or any member of the Executive when in doubt about conditions.
- Any sailor wishing to sail from Club property during storm conditions must inform the Officer of the Day or the Fleet Captain of their intentions.
- If anyone aboard is seriously injured or otherwise imperiled, try to get onto the hull and use the Marine Distress Signal (Arm Signal: slowly and repeatedly raise and lower outstretched arms to the sides). If a member observes anyone else signaling, the member will offer assistance as soon as possible.
- Each boat owner is fully responsible to ensure their boat is securely stored on shore. The boat owner is responsible for any damage done by their boat to any other boat or property on the Club due to improper wet or dry mooring.

### *Health and Safety*

Wabamun Sailing Club holds the safety, welfare and health of all its members, employees and contractors in high regard. The Club continues efforts to provide a safe environment for the ongoing enjoyment of members, visitors, employees and contractors. The Club accepts its responsibilities and obligations under relevant legislation to provide resources, direction and support to achieve its commitment to providing this safe and healthy environment.

The responsibility and accountability for the ongoing health and safety program is jointly shared by the executive, members, employees and contractors.

Consultation between the Executive and its members, employees and contractors is an essential part of effectively managing health and safety. Members, employees and contractors may contribute to decisions on implementation of safety practices and systems designed to ensure the health, safety and welfare of members and workers. Member, employee and contractor involvement is critical for ensuring a safe environment.

The Club Executive will:

- share relevant information about H&S (Health and Safety) and welfare with members, employees, contractors and visitors;
- ensure that members, employees and contractors be given the opportunity to express their views and to contribute in a timely fashion to the resolution of H&S and welfare issues at the Club;
- ensure that the views of members, employees and contractors are valued and taken into account.

In order to implement the general provisions of this policy, an H&S Management System will be set up, continually updated and effectively carried out. The H&S Management System will relate to all aspects of health and safety including, but not restricted to:

- risk management including identification of hazards, assessment of risk, control of risk and continuous monitoring;

- Occupational Health and Safety training and education for employees;
- standard operating procedures for employees;
- safety responsibilities;
- emergency procedures;
- workplace inspections and audits;
- provision of information to members, employees, contractors and subcontractors

The Executive is responsible for the overall implementation of the Club H&S Policy. The responsibility ensures that members and workers are able to meet obligations through the provision of adequate budgets, the allocation of resources, availability of health and safety guidelines and the establishment and functioning of the Health and Safety Systems. Each member of the Executive is responsible and accountable for assisting the Commodore in the overall implementation and compliance of the Club health and safety policies.

**Members:** All members are responsible and accountable to comply with the Club health and safety policies, procedures and instructions. Members must ensure their own health and safety and the health and safety of others at the Club by corrective actions to eliminate hazards, or report those beyond their control to the Shore Captain, or another member of the Executive.

All members must cooperate with the Club Executive to enable compliance with any requirements under the Occupational Health and Safety Act.

**Contractors and Employees:** All contractors and employees engaged to perform work on Club premises or locations are required as part of the contract, to comply with health and safety policies, procedures of the Club and carry out their work in a manner that will not create a hazard to their own health and safety or the health and safety of their fellow workers, club members, or other contractors.

This Health and Safety policy was reviewed and approved by the Executive on February 2, 2005.