



ONEC SAILING POLICY & PROCEDURES

OTTAWA NEW EDINBURGH CLUB

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SailONEC Policies & Procedures

General SailONEC Policies & Procedures

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

- Sailing Consultative Committee 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 include 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
 - Provide support to the Training Coordinator.
 - Dock Master
 - Responsible for the maintenance of the sailing program docks.
 - Dock Master Assistant
 - Provide support to the Dockmaster
 - Fleet Captain
 - Responsible for the maintenance of the sailing program fleet of dinghies.
 - Fleet Captain Assistant
 - Provide support to the Fleet Captain.
 - Harbour Master
 - Responsible to coordinate the management of the mooring for privately – owned boats)
 - Social Coordinator
 - Responsible to coordinate social events for sailing members.
 - Joint Boathouse committee representative (s)
 - Represent the sailing program in the join Boathouse committee with rower members.
- Communications with members from the Sailing Consultative Committee is as follow:
 - Emails
 - Sailing Director (Director@sailonec.com)
 - Communication Coodinator (communications@sailonec.com)
 - April – October on a weekly basis
 - November – March on a monthly basis or as required
 - SailONEC Website (<http://www.sailonec.com/>)
 - Facebook page (Sail ONEC – closed group – mostly to exchange pictures)

- All members must be able to swim.
- When on the docks, it is strongly recommended that members wear PFD or Life Jacket with a Fox 40 whistle attached.
 - Note: Wearing of PDF on docks is mandatory for all participants in the training phase of the Dinghy Program.
- Members and guests must keep the club boats/Boathouse as tidy and clean as possible. Material must be stow in there designate location.
- Members bringing guests are responsible for their safety and conduct.
 - Members are responsible for their guests to sign the GUEST WAIVER before sailing.. Please note that Liability Waiver is in the Blue Folder beside the Phone.
- 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a) Wear a Canadian Coast Guard or Transport Canada approved Personal Flootation 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. 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 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.

	<ul style="list-style-type: none"> d) Clean out debris. e) Remove paddle, PDF, batteries and fuel tank. f) Report any mechanical or suspected mechanical problems to appropriate personnel. Indicate the information in the Log Book.
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- ONEC Board of Directors has ban smoking or open flame on the bridge, in the Boathouse, on the docks and in club-owned boats. Exceptions are sometime allow and must be discussed with Sailing or Boathouse Directors.
- The drinking of alcoholic beverages on ONEC premises is only allowed on the second floor (Ballroom) and must be purchased at the ballroom bar. The consumption of alcoholic beverages is not permitted in club-owned boats.
- 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.

Dinghy program Policies & Procedures

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

- 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 must un-rigged 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 NM 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 to a SailONEC Instructor for new members with sailing experience.
- 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).
 - Specific dates for training events will be confirmed by the Training Coordinator on a yearly basis.
- Dinghy program participants should attempt to repair damage or malfunction to their Boat. If the repair is beyond their skill level or temporary repair has been implemented the damage should be recorded in the Boat Log located near the membership tag board

and forward an E-mail to the Fleet Captain and Sailing Director explaining the boat damage or problem. (Director@sailonec.com)

- Racing Rules & Procedures can be found on the SailONEC website at:
<http://www.sailonec.com/racing>

Private Boats mooring Policies & Procedures

- Signed mooring agreement.
- 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 back the club-owned rowing dinghies 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 must be purchased at the ballroom bar. However, owner of privately-owned 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 fire that has 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 have to be brought to the Tennis Pavilion on the same day as the incident.
- The report should include as much information such as:
 - Who was involved (Members, Instructors, CIT, Day Camp participants, Guests or third party).
 - Who witnessed the event
 - What happened
 - Take pictures of possible. If not, draw a diagram of the scene or the damage.
 - List of injury