

Policy Statement	Subject: Corinthian Fund Committee – Page 1 of 2
Effective Date: October 19, 1989 Revised Date:	File Under Section: Fleet

The Objects of the Corinthian Fund Committee shall be to promote the sport of yacht racing, particularly among the young members of the club, by providing advice and moral encouragement as well as direct and indirect financial assistance.

The members of the Committee shall be appointed from time to time by the Board of trustees on the recommendation of the Nominating Committee.

The Committee shall consist of a minimum of five members, and a quorum shall consist of three members.

The Chairman of the Committee shall be appointed by its members.

The Committee shall make an annual report to the Board of Directors through the Rear Commodore.

All contributions to the Fund shall be deposited to the credit of the Club, and all disbursements shall require the approval of the Board of Directors.

The Committee shall be responsible for making recommendations to the Board of Directors for the following:

- Promoting the Objects of the Committee
- Fund Raising Programs
- Administration of the Fund
- Disbursements from the fund

The Committee shall establish guidelines under which applications may be made for disbursements from the Fund.

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Guidelines

Applicants must have demonstrated the potential to excel at the world class level in Olympic or Pan-Am classes of yachts or other complimentary classes. Secondly, and subject to the availability of sufficient funds, consideration will be given to young sailors who have demonstrated both potential and commitment to ultimately compete at the world class level in these classes.

The assistance in the purchase of equipment such as boats or sails shall only be given in exceptional circumstances.

Applicants must satisfy the following conditions:

- Be members in good standing of Port Credit Yacht Club.
- Be a regular competitor in the class to be sailed at the regatta for which assistance is sought.
- Produce a written long-range program showing evidence of serious endeavor to excel in the sport of yacht racing.
- Provide written brief details (including a budget, source of funds and any qualifying requirements), of the regattas to be entered in the year for which Fund assistance is sought.
- Convince the Committee that the applicant will be a credit to the Club on and off the water.

Any member receiving Fund assistance must submit written reports of events attended and progress made, and must also be prepared to give lectures or otherwise contribute to Club activities when requested.

Policy Statement	Subject: Fleet Racing Eligibility
Effective Date: April 18, 1996 Revised Date:	File Under Section: Fleet

Only yachts that are moored or dry sailed at the Club are eligible for Club Racing. Exceptions to this policy may be made at the discretion of the Vice Commodore Fleet.

Policy Statement	Subject: Fleet Titles
Effective Date: December 21, 2000 Revised Date:	File Under Section: Fleet

The Fleet Committee may assign the title of Fleet Captain to specific positions within the Fleet Committee such as Fleet Captain, Cruising or Fleet Captain, Racing.

A Fleet Captain is not an Officer of the Club.

Where Directors of the Club have assumed discrete fleet responsibilities, the Fleet Committee may assign a title to them that is prefixed by the Title Director, for example Director, Cruising or Director, Junior Sail.

Policy Statement	Subject: Olympic Class Yachts
Effective Date: February 15, 1989 Revised Date:	File Under Section: Fleet

A Club member who has contracted for a wet or dry berth for one yacht and who has in addition a dry sailed Olympic class yacht or boat on loan from the Canadian Yachting Association or Ontario Sailing Association as part of their development program shall be permitted to store the dry sailed Olympic class or loaned boat at no charge.

Policy Statement	Subject: Reciprocal Privileges
Effective Date: March 22, 2001 Revised Date:	File Under Section: Fleet

The Club will extend reciprocal privileges to all yacht clubs regardless of their affiliation.

Policy Statement	Subject: Reciprocal Privileges
Effective Date: March 22, 2001 Revised Date:	File Under Section: Fleet

The Club will extend reciprocal privileges to all yacht clubs regardless of their affiliation.

Policy Statement	Subject: Regatta Security
Effective Date: July 15, 1999 Revised Date:	File Under Section: Fleet

Only paid "off duty" Mississauga City Police Officers will be used for security during Club hosted regattas.

Policy Statement	Subject: Regattas
Effective Date: September 21, 2000 Revised Date:	File Under Section: Fleet

In principle the Fleet Committee should aggressively pursue regattas that the Club can host.

Policy Statement	Subject: Training, Operation and Maintenance of Race Committee Boats - Page 1 of 8
Effective Date: April 23, 1998 Revised Date:	File Under Section: Fleet

1. General Policy

- 1.1. HERON II and KILLICK are the 2 boats currently used as Race Committee boats at the Port Credit Yacht Club. They are used almost exclusively to run the various PCYC Sanctioned regattas and club racing programs operated during the summer season, as well as various non-PCYC events such as LORC or LYRA.
- 1.2. Because the Racing Program at PCYC (including activities run at other Yacht Clubs), is a vital part of the Club, and is mandated by the Club By-Law (3.00), these pieces of Yacht Club equipment taken on a significant, and vital role.
- 1.3. This policy document outlines the responsibilities of those that manage the boats, and establishes the procedures for maintaining and operating the boats.
- 1.4. The key objectives of this document are to:
 - Ensure the PCYC Race Committee boats are operated in a safe manner at all time,
 - Ensure they are schedule appropriately,
 - Ensure they are maintained appropriately, and
 - Ensure that the boats are available in the case of emergency.
- 1.5. It is important that all members and staff work together to ensure that the Race Committee boats are available to support Club activities.

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2. Roles and Responsibilities

- 2.1. The Vice Commodore Fleet, as a member of the Board of Directors, is responsible for all Racing and Cruising activities – both power and sail – including the Junior Sailing Program and Safety (Club By-Law 6.24). It is for this reason that this position is also ultimately responsible for the PCYC Fleet of Race Committee boats.
- 2.2. This document outlines the procedures that allow the Vice Commodore Fleet too easily and fairly manage the deployment of the boars so that all uses can be prioritized and, ideally accommodated.
- 2.3. In addition to the Vice Commodore Fleet, there are a number of people involved in the ongoing operation of the Race Committee boats. These include:
 - Race Committee
 - General Manager
 - Dock Staff
- 2.4. Only the **Dock Staff** and members of the **Race Committee** that have been approved to operate the boats can do so. Members of the Race Committee that are approved to operate the boats are called Coxswains, and the approval process is outlined in the section “*Training of Operators*”.
- 2.5. The General Manager is responsible for the Dock staff that are involved in the maintenance of the boats.
- 2.6. The Dock Staff are understood to be those employees of the Club designated as such by the General Manager. They are key part of the program and are involved in ongoing maintenance and preparation of the boats. They may also be involved in use of the boats in case of emergency.

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3. Emergency Use Procedures

- 3.1. As with any piece of club equipment, one or both boats may be used in the event of an emergency by Dock staff and Club members.
- 3.2. After any use of either boat for emergency purposes, a report detailing the use of the boat(s) must be submitted to the Vice Commodore Fleet or a senior Coxswain as soon as practical after the incident. This is in ADDITION TO completing the logbook.

4. General Operating Procedures

- 4.1.1. Only dock staff and Coxswains may operate either of the Race Committee boats.
- 4.1.2. Everyone associated with the training; operation and maintenance of the Race Committee boats shall follow the Standard Operating Procedures outline in this Policy.

4.2. Scheduling of Race Committee Boats

- 4.2.1 To assist the staff and the various members of the Race Committee in scheduling the maintenance use of the Race committee boats, a Boat Schedule shall be maintained in the Race Committee Office. A copy of this Schedule shall also be kept in the Dock Office.
- 4.2.2. It is recognized that from time to time one or both of the boats will be required on short notice (an urgent request from another club for example). In order to avoid conflicts and to assist the staff in the maintenance of the boats, it is of the utmost importance that everyone concerned be notified promptly of a change to the Boat Schedule; especially an addition. It is also vitally important that the staff notify those concerned if one of the boars becomes unavailable because of a maintenance problem.

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- 4.2.3. Those designated to maintain the Boat Schedule are the Vice Commodore Fleet and Senior Race Officers responsible for running one or more Regattas/Series at the Club. (See Appendix B for a list of Senior Race Officers and a current boat schedule).
- 4.2.4. It is also recognized that from time to time, there may be a temporary need for one or both boats by the Learn to Sail Program (as long as there is no conflict with scheduled activities). In each case, a report justifying the use of the boat(s) must be submitted to the Vice commodore Fleet or a senior Coxswain as soon as practical after the event. This is in ADDITION TO completing the logbook.

4.3. Other Race Committee Equipment

- 4.3.1. Although this policy is intended to deal only with Race Committee boats, it is recognized that there is other equipment (normally stored in the Race Committee Office) that is for the exclusive use of the Race Committee. This equipment includes (but is not limited to) marks, anchors and anchor rode, GPS receivers, radios, extension cords, signal flags and the LYRA dinghy. Some of this equipment is privately owned or is owned by other organizations.
- 4.3.2. From time to time, Senior Race Officers will loan some of this equipment to other Race Committees as part of a reciprocal agreement. Therefore, the use of the equipment does not necessarily coincide with the schedule use of the Race Committee boats. In order to ensure that this equipment is available for Race Committee purposes, it must not be used for any other purpose without the express permission of the Vice Commodore Fleet.

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5. Training of Operators (Coxswains)

5.1. Only Club members approved by the Vice Commodore Fleet, or his/her designate, may operate either of the Race Committee boats. The Vice Commodore Fleet may designate one or more members to train others in the operation of the Race committee boats. Those so designated (Senior Coxswain) shall be responsible for the training and authorizing of other club members in:

- The Standard Operating Procedures as detailed in this Policy, and
- The safe operation of the vessel, including a practical test.

5.2. Once a member has been authorized to operate one or both of the Race Committee boats, they shall have their names added to the Approved List of Coxswains (see Appendix A for those currently authorized to operate Race Committee boats). Only those names that appear on this list shall be issued keys for either vessel. Under no circumstances should staff issue keys to anyone else except in the case of an emergency.

6. Boat Operating Procedures

6.1.1. The following Boat Operating Procedures apply to use of HERON II and KILLICK.

- The Coxswain shall be responsible for performing a designated check of the vessel both before and after using the boat. This will be completed in accordance to a checklist that is kept in the Boats Log, which shall remain on the boat.
- The Coxswain shall be responsible for completing the Boat's Log after each use of the vessel.
- If there is a deficiency in the condition of the vessel either before or after its use, the Coxswain shall file a Deficiency Report with the Dock Office, and note that fact in the Boat's Log.

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6.2. Docking Procedure/Keys – HERON II

- 6.2.1 On designed race nights and other Club Events (e.g. the Club Regatta and the Directors’ Race), HERON II will be moored on the wall by the Dock Staff. The keys will be left in HERON II by the dock staff. HERON II will be returned to the same location at the conclusion of the event, and the keys will remain on the boat for the Dock Staff.
- 6.2.2 The Coxswain will not moor HERON II anywhere other than on the wall. If for some reason, this is not possible, the Coxswain will use their best judgement in finding a temporary mooring and notify the Dock Staff, a Senior Coxswain or the Vice Commodore Fleet.
- 6.2.3 On those other occasions when HERON II is scheduled for “Outside” events, the Dock Staff shall moor here on the wall. The Dock Staff’s keys shall remain with the Dock Staff, and the Coxswain shall use the keys kept in the Race Committee Office (see Race Committee Office Keys – below). At the conclusion of the event, the Coxswain shall return HERON II to the wall.
- 6.2.4 The only people authorized to dock HERON II in a mooring are the designated Dock Staff and the Senior Coxswains.

6.3. Docking Procedure/Keys - KILLICK

- 6.3.1. Unless approved by the Assistant Harbour Master ahead of time, KILLICK shall be kept in her mooring (F4) or on the wall at all times. The Coxswain will take her from her mooring and return here there when finished and shall use the keys kept in the Race Committee Office (See Race Committee Office Keys – below).

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6.4. Race Committee Office - Keys

- 6.4.1. It is recognized that the Race Committee boats can be used and returned to the Club at hours when Dock Staff is not available. In the past, this has created problems with the availability of keys. The following policy is designed to facilitate the use of the Race Committee boats at odd hours, and to place as little demand on the Dock Staff as possible.
- 6.4.2. One set of keys for each of the Race Committee Boats will be kept locked in the Race Committee Office. These keys are to be used only by:
 - Those using HERON II for “Outside” events, and
 - Those using KILLICK.
- 6.4.3. They are not to be used for HERON II for “Club” events (See Docking Procedure/Keys – HERON II – above).
- 6.4.4. Each time the keys are used, they are to be signed out, returned immediately after the event, and signed in.

7. Dock Staff Responsibilities

- 7.1.1 The Dock Staff, under the direction of the General Manager is responsible for all maintenance of the Race Committee boats. In addition, they are responsible for docking HERON II in the designated location on the wall for for the Scheduled “Club” events. Dock Staff are not responsible for the design, location, removal, or acquisition of equipment on any Race Committee boat other than as directed by the Vice Commodore Fleet or his/her designate. This is best done in consultation with those using the boat(s).

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7.2. Safety Equipment

7.2.1. The Dock Staff is specifically responsible for ensuring that at all times the Race Committee boats comply with all applicable legislation concerning minimum equipment and/or safety standards.

7.3. Log Inspection

7.3.1. It is the responsibility of the Dock Staff to inspect the Log of each boat after it is used. If the Log has not been completed, the appropriate Dock Staff should bring that fact to the attention of the Vice Commodore Fleet and/or one of the Senior Coxswains.

7.4. General Maintenance

7.4.1. The Dock Staff is responsible for ensuring that each of the boats is fuelled at all times, and that the oil levels are maintained.

7.5. Deficiency Reports

7.5.1. In the event that a deficiency is reported for one of the Race Committee boats, the Dock staff shall remedy the deficiency at the first reasonable opportunity. If the cost of the remedy is more than \$500.00, the approval of the Vice Commodore Fleet is required prior to any work being done. The only exception to this policy is the provision of required safety equipment.

VESSELL DEFICIENCY SHEET

Date	Coxswain	Vessel

Item	Description	Action Take (Staff)

Policy Statement	Subject: Wednesday Night Program Expenses
Effective Date: February 1, 1989 Revised Date: December 21, 2000	File Under Section: Fleet

The Host for a Wednesday Night Speaker may sign for four meals and may sign for a litre of house wine or a round of drinks. The two chits for the foregoing are to be given to the General Manager for processing.

The administrator of the Wednesday Night Speaker's Program is permitted to submit to the Board for advanced consideration, a request, on an individual basis, to spend up to a total of \$600.00 in addition to his/her existing budget to reimburse potential speakers for their expenses.