

Fairwinds

Sailing and Recreational Society

Administration

Version: April 3,2022

Change History
- April 3, 2022 - Summer Bookings Date Revision

This Document

This document describes the Administrative Standard Operating Procedures for Fairwinds Sailing and Recreational Association. This SOP is issued in compliance with the association's by-laws and is to be reviewed from time to time and altered as required so that it contains the latest relevant information. The most recent revision is published on the Association website.

This is an administrative SOP and should not be confused with the Boat/Sailing Standard Operating Procedures. These latter documents cover general sailing guidelines as well as boat systems and procedures for each of the Association's boats.

Association Overview

Fairwinds is a true co-operative where members take full responsibility for the success of the association as well as the maintenance and operation of the boats. All members are encouraged to share their skills, knowledge and experience, and to participate in the various activities of the association. The on-going success of Fairwinds is a direct result of this cooperation.

Joining Fairwinds

Application for Membership

General

The Application

To join, an application and waiver must be completed and a joining fee sent to the address noted on the "How to Join" page of the website. The Membership Coordinator will contact the applicant to introduce the club, determine their sailing skills and their expectations of the association, and pass judgement as to whether or not to admit them to the association.

Fees

A joining fee will be charged. This fee is due at the time of application and will be refunded if membership is not granted. See the web site for current rates.

Pre-requisite Requirements

Before a person can become a skipper, that person must have completed a CYA Basic Cruising Skipper course or equivalent. A Coastal Navigation course is also highly recommended. Members must possess a Pleasure Craft Operators Card (PCOC) or equivalent and VHF radio operators certificate. Members will be asked to provide photo-copies of these documents with their application.

Membership

Levels of Membership

Non-skipper

On joining Fairwinds, a new member automatically becomes a non-skipper. Non-skippers may request sailing time with other skippers. A member ceases to be a non-skipper after a successful check-out on an association boat and after paying the required dues. Non-skippers have the responsibility of working towards checking out to become skippers. Non-skippers do not pay a capital fee.

C&C Skipper

C&C skippers are eligible to take out the C&C 27. If they wish to upgrade to *Full Skipper*, they may request sailing time on Jolie with a *Full Skipper*. To upgrade, a checkout will be required as detailed in the *Check-out* section of this document.

Full Skipper

Full skippers are eligible to take out any of the Association's sailboats.

Off-Season Skippers

Off-Season Skippers are eligible to take out any of the Association's sailboats during the periods not designated as summer sailing. A Fairwinds member must have been a skipper for at least one year before being eligible to become an Off-Season Skipper.

Membership Number Limits

The Association may place limits on the number of members in each category. Normally this will be done to ensure all members are able to get a minimum amount of sailing time during the summer season and balance revenue with expenses. Off-season membership may be restricted if there is the potential for scheduling conflicts with full-time skippers or if there is insufficient revenue from full-time fees.

Current member limits are:

Full Skipper:	5 members
C&C Skipper:	5 members
Off-Season Skipper	4 members
Non-skipper:	unlimited (will remain so until membership levels approach capacity)

Wait-lists

If membership at a level is full, members wishing to upgrade to that level will be placed on a waiting list until there is a vacancy. The waiting list is prioritized by the date of entry onto the list. A member is entered onto the wait list either: on the date of their check-out; or for members who do not require check-out, on the date of their written request to the Commodore. When a skipper position is available, members are offered the position by their seniority on the waiting list. Members who decline a skipper position shall maintain their seniority on the waiting list. Members who are skippers on the C&C and qualified and waitlisted for the Pearson, may sail her non-summer for a fee. Members who are qualified and waitlisted for the C&C may sail her non-summer for a fee.

Types of Membership

Active Members (also called Members)

Active members are fully paid-up members. Each paid-up membership entitles the member to one vote within the association. Members who have paid the annual sailing fee are entitled to book and use sailboats according to their level of membership.

Maintenance Members

This is an associate/social membership category that does not include booking privileges. Maintenance Members, however, have voting rights and are eligible to hold executive positions. A Fairwinds member must have been a skipper for at least 3 years and have fully paid the capital fee before being eligible to become a Maintenance Member. This is an “active” membership status as opposed to “inactive”. Note that an important distinction with “inactive members” is that Capital Fees do not need to be paid again if a member decides to resume sailing. Members who are considering going “inactive” are encouraged to become Maintenance Members. Maintenance members may also be called upon to assist with orientation sails if other members are not available.

Spouses

A member’s spouse, who is a competent sailor and meets the prerequisites of the association, may make application to be a skipper. The spouse must submit an application for membership plus waiver, pay a spousal fee, and carry out all of the normal procedures

that any other skipper must carry out to gain skipper qualifications. On completion of a full check-out with the Vice Commodore the spouse may become a C&C Skipper or a Full Skipper. The spouse will then be eligible to take out sailboats according to their level of skipper qualification. Spouses who are skippers share the annual sailing fee of the member (for booking debit purposes), do not get a vote within the association, and are not eligible to hold an executive position.

If both the member and spouse hold different levels of qualification within the association, the member's fees are based on the highest level of qualification held between the spouses. The member and the spouse may switch (spouse become the member and vice versa). To do this, the intent to switch must be announced at an AGM.

Inactive Members

If a member does not wish to actively sail for a season(s) they may become a "Maintenance Member" or opt to go *Inactive*. An inactive member must state their intention in writing or at an AGM so that it is entered in the minutes. Inactive members may be required to pay an annual fee to maintain the inactive status. Inactive members do not have a vote within the association, can not hold an executive position and are not eligible to take out sailboats.

Inactive members wishing to reinstate their membership may be asked to go through a check-out procedure. The decision as to whether or not a check-out is required will be made by the executive and based on the sailing experience of the member and the amount of sailing done (if any) during the inactive period. Inactive members will be required to pay the Capital Fee again upon resuming active skipper status.

The Society Act of British Columbia prevents associations from having more non-voting members than voting members. If a member wishes to go inactive, and this action would cause there to be more inactive members than active members, then the inactive member who has been inactive the longest will be deemed to have resigned.

Inactive members are required to ensure that Fairwinds has current contact information in the membership register. If an inactive member neglects to inform Fairwinds of address/contact information changes, this may be deemed the same as a resignation from Fairwinds.

Expulsion of Members

A member is being considered for expulsion under the under the terms of the bylaws, the following process is to take place:

- a. The commodore must give the member being considered for expulsion written notice that they are being considered for expulsion. This notice is to include an outline of the reason(s) why. The member is then to be given the opportunity to present a defence of his or her case to the executive committee.

- b. The member is to be given not less than seven days from notification of consideration for expulsion to opt to present a case for defence, and to prepare and present their defence.
- c. The executive committee must consider the information presented by the member when making the expulsion decision.
- d. The executive committee must notify the member as soon as possible, and not more than seven days from the defence presentation, of the final decision of the executive committee.
- e. If the member opts not to present a defense, the decision to expel may be made not less than seven days from notification of expulsion or, as soon as the member informs the executive committee that they do not wish to present a defence, whichever is sooner.

Dues and Fees

Joining Fee

Once an application for membership is approved, the new member will join as a non-skipper and pay the one time Joining Fee.

Spousal Fee

This fee is payable by a spouse prior to being checked out and holding skipper status. It is monetarily equivalent to the current joining fee.

Capital Fee

The Capital Fee is a non-refundable fee payable in annual instalments over three years on becoming Skipper. The fee is used to recognize capital costs to upgrade or replace equipment over the years and is, in a sense, what you pay to “buy into” what others have created over the years.

Annual Sailing Fee

The Annual Sailing Fee is the annual membership fee to cover operating expenses of the Association. It also represents the member’s sailing account for the fiscal year running from April 1 to March 31. That account is debited on the basis of boat charge-out rates (listed in the next section). Any excess sailing fees are invoiced at the end of the year. The Annual Sailing Fee is non-refundable.

Maintenance Fee

The Maintenance Fee is payable by members who wish to remain active within the association but not sail.

Current Fees:

Refer to the association web site for current membership fees.

Upgrading

Members upgrading from non-skipper to C&C Skipper, or from C&C Skipper to Full Skipper pay the difference in the Annual Sailing Fee between one category of membership to the next.

Prorating of Fees

The annual sailing and upgrading fees may be reduced on a monthly prorated basis from April 1 of each year, starting at the end of the summer season. This may be overruled by the executive.

Boat Use Rates

Refer to the Association web site for the current Boat Use Rates and Season Date Schedule. The Rate Schedule reflects different seasonal rates as well weekday/weekend rates. In general, summer sailing is more expensive than off-season, and weekend sailing is more expensive than weekday sailing.

Other Information Rates and Bookings

A half-day rate will apply to boats booked during the period covered by Pacific Daylight Savings Time ending or commencing at 2:00 p.m.

A half-day rate will apply to boats booked during the period covered by Pacific Standard Time ending or commencing at 1:00 p.m.

Boat fees will be assessed to members' accounts on a shared basis among the members aboard according to information entered into the Booking System.

Week rate bookings begin on Saturday morning and end Friday evening. Monday to Friday bookings are based on weekday rates.

Use of a boat after a member's annual sailing fee is exhausted (over-sailing) will be charged at the normal rate. These fees will be calculated, and will be due, at the end of the fiscal year (March 31)

Bookings

Web Site Bookings

A web-based reservation system is used to keep track of boat availability, bookings and member accounts. Reservations must be made prior to any boat usage. Availability calendars can be viewed by anyone, however, in order to make a booking or view booking details, you must have paid your annual sailing fee and possess a valid user id and password. Crew may make bookings (e.g. for orientation sails), however, they must designate a Skipper at the time of booking. Costs may be shared with other members by designating their respective user id(s).

If a booking is made "For Maintenance" purposes, there is no charge, however a meaningful comment should be recorded and the boat captain must be aware of the maintenance being performed.

Bookings outside of summer are generally first-come, first-served but subject to a "fair-use" guideline. Bookings that are excessive or otherwise interfere with other members "fair-use" are subject to cancellation. We are a co-op and the expectation is that members will co-operate in the sharing of the boats.

Summer Bookings

Summer prime time is deemed June 1 to Labor Day (1st Monday) in September. There are special booking guidelines for this time period. The intention is for each skipper to have 2 weeks during this time. The weeks may or may not be adjacent.

Bookings of these 2 weeks are coordinated via the boat captain and in consultation with other skippers. It is a good idea to send out an email to the rest of the skippers asking if anyone has a concern with specific dates (the earlier this is done the better!) . No summer bookings are allowed until there has been consultation with other skippers and approval has been provided by the boat captain. This discussion may occur prior to the AGM (typically held around the beginning of April) but bookings will not be allowed until after the AGM. The AGM is a very good forum for the discussion of summer plans and all members are encouraged to attend. So, once there is agreement, bookings may be entered into the booking system – typically this will commence during April/May.

After June 1st: If there are days/weeks left unbooked then those extra days/weeks can be picked up by skippers who may already have their allotted 14 days. Short term bookings (1-3 days) are on a first-come, first-served basis. Anything longer is subject to agreement with other skippers.

Week bookings run from Saturday morning to Friday evening.

New members wishing to “check-out” as skipper are encouraged to do it sooner rather than later. Summer bookings should not be made until after successful “check-out”. It is the responsibility of new members to demonstrate proficiency first. Note that boat availability for orientation sails and check-outs diminishes as the peak summer period approaches.

Every attempt is made by collective effort to keep the boats in good condition. It should be noted that there is no guarantee of 2 weeks for all skippers if either boat should be out of service for any reason.

Booking Priorities

In general, longer term bookings are given priority over short-term ones i.e. priority is:

- (1) Week-long bookings
- (2) Weekend bookings
- (3) Day bookings
- (4) Half-day bookings

It is important that all skippers have fair and balanced access to the boats. It is expected that members co-operate with each other to achieve this goal. If a member is making bookings in a manner that interferes with the ability of other members to have fair and reasonable use of the boats, then bookings may be cancelled and re-assigned.

Bookings made by a member who is into over-sailing (booking beyond the exhaustion of their annual sailing fee) are at a lower priority than non-over-sailing bookings.

Orientation Sails and Checkouts

Refer to the Association website “Checking Out” page for information on the checkout process. A copy of the Checkout Procedures and Written Test are available for download from that page.

Existing skippers will make every effort to accommodate requests for orientation sails and to assist in the orientation process. It is, however, the responsibility of new members to drive the checkout process e.g. solicit sailing time with other skippers (email some suggested dates), make the boat bookings, pay for the engine/fuel costs, ask questions re: anything you might be unsure of etc.

The basic process for becoming a skipper is:

- The member must notify the Vice Commodore in writing (email is sufficient) of his/her desire to become skipper on a particular boat
- The member must arrange to sail the boat of interest at least four times including once with the boat captain.
- The member must pass the written and practical exams set by the Association
- A skipper position must be vacant on that boat
- A member must become a C&C Skipper before becoming a Full skipper
- Priority for becoming a Full skipper is established by
 - Qualification Date
 - Seniority of notification to the vice commodore
 - Seniority as C&C Skipper
 - Seniority as Fairwinds member
- Priority for becoming a C&C skipper is given by
 - Seniority of notification to the vice commodore
 - Seniority as Fairwinds member

A member can go through the qualification process of becoming a C&C Skipper or a Full Skipper by successfully passing the written & practical test but cannot become a boat skipper and take out the boat unless there is a vacancy on that boat and they are at the top of the appropriate waiting list.

Executive

The management and administration of the affairs of the association is conducted by an *executive committee* which is elected annually at the AGM. Any active member of the association (including Maintenance Members) may hold an executive position. Only skippers may hold Boat Captain positions.

The executive positions of the association are:

- Commodore
- Vice Commodore
- Treasurer
- A Captain or Captains for each of the association's yachts
- Secretary
- Membership

Meetings

The Association's fiscal year runs from April 1 to March 31. An annual general meeting (AGM) is held early April. A financial report and budget is presented at that time and an executive elected. It is also a primary forum for planning and decision-making.

In addition, general meetings may be held on an as-needed basis during the course of the year. Typically there will be a planning meeting prior to the AGM and/or a fall meeting after the end of the summer sailing season. The executive may also choose to meet as required.

A quorum for a general meeting of the association shall be one-tenth (1/10) of the *active members* of the association or three (3) *active members*, whichever is greater. No business shall be transacted at a *general meeting* unless a quorum is present.

A quorum for meetings for the *executive committee* shall be three (3) *executive officers*.

Boat Maintenance

All members are expected to assist with boat maintenance. Annual haul-outs are usually held in the spring where the boats are lifted out of the water and members participate in stem to stern maintenance. In addition, dockside work parties are arranged on an as-needed basis to address various maintenance tasks that may arise during the year.