

Standing Operating Procedures of the Victoria Sailing Co-op

This document contains details about the day-to-day operation of the association. Each yacht owned or operated by the association is to have a section within the SOP. These *Boat SOPs* are to contain details about the safe and proper operation of the vessels.

The SOP is intended to be a guide only. Omissions or errors in the SOP do not constitute an excuse for improper operation of association yachts.

Section 1 - Membership

1. The Board may recommend a limit to the number of memberships.
2. A Regular Member is defined as the sole person named on the Membership Application and is a person at least 19 years of age. A regular membership entitles its holder to one share, to a vote, to hold elected office, to attend social functions and meetings and to sail on Co-op boats.
3. A family is defined as one or two adults living as a family unit together with any dependent children under the age of 19 years. In Family Membership each adult is entitled to one share, one vote, to hold elected office, to attend social functions and meetings and to sail on Co-op boats.
4. Crew Membership is defined as a single membership for someone who does not (yet) qualify to (or does not want to) operate sailboats and therefore needs to sail as crew only. Crew membership holders cannot sign out boats. However Crew membership entitles to one share, one vote, to hold elected office, to attend social functions and meetings and to sail on Co-op boats.
5. Member's Waiver
Before being granted membership, the applicant must sign the membership application and member's waiver forms, witnessed by a person authorized by the directors to approve applications for membership, indicating they have read, understood, and are willing to abide by the Rules and by these Standing Operating Procedures of the Co-op, and to pay the applicable joining fee and annual fees. Each applicant on being registered shall be furnished with a copy of the Memorandum and Standing Operating Procedures of the Co-op.
6. Membership starts on the day the application and waiver forms are signed and approved by the board, and the joining fee and annual membership fee has been received.
7. Fee structure and due dates
 1. The sailing year begins on April 1 and ends on the last day of March annually.
 2. All fees, including the annual fees, are set by majority vote of the membership at the Annual General Meeting, in keeping with the budget proposed by the Board.
 3. All members pay a one-time Joining Fee.
 4. Annual fees are due in full on March 15. If a current member has not paid his/her fees for the new sailing year by that date the member will be suspended from booking Co-op boats, sailing on Co-op boats, voting at Co-op meetings or holding elected office in the Co-op. The member will also be required to pay a \$50 late payment fee.
 5. Any membership for which the annual fees are not paid in full by April 30 will be terminated effective that date.

6. Leave of Absence: A member may initiate a "Leave of Absence" from membership for one (1) year. Such request for leave must be made in writing to the President no later than March 15 for the following sailing year, and it can only be made if the joining fee has been paid in full. At the conclusion of the leave of absence, the member may continue membership in the Co-op by paying the applicable annual fees for the coming sailing year as per paragraph 3 above. Any request to extend the one (1) year leave of absence must also be made in writing to the President stating the reasons for the request. The decision whether to extend the leave of absence will be solely at the discretion of the Board of Directors.
7. The Joining Fee includes the \$1 share in the co-op.
8. The directors may allow the \$400 Joining Fee to be paid in 2 installments of \$200 each; the first installment due when joining, the second due when renewing the membership for the next year.
9. If a "Crew" member wishes to upgrade membership to "Regular" or "Family", the member would pay the remaining \$300 of the joining fee, plus the difference in annual fees.

Fee Structure

Membership Type	One-time Joining Fee	Annual Membership Fee
Regular	\$400	\$650
Family	\$400	\$850
Crew	\$100	\$200

New members who join the co-op after March 15 will pay a pro-rated membership fee as outlined below:

Membership Type	Fee if joining between March 15 and May 31	Fee if joining in June or July	Fee if joining in August or September	Fee if joining after September
Regular	\$650	\$550	\$450	\$250
Family	\$850	\$700	\$550	\$300
Crew	\$200	\$150	\$100	\$50

Section 2 - Meetings and Resolutions

1. At the start of any General meeting, Special General meeting or Directors meeting those present must appoint a secretary to record the minutes of all resolutions and proceedings.
2. A quorum for the transaction of business at a general meeting will be 10% of the total number of members of the association who are eligible to vote.
3. To hold a special meeting or pass a special resolution, the membership must be notified at least 14 days in advance of such meeting, setting out the time, place, and nature of the special resolution.
4. A special resolution must be passed by not less than two thirds of the members present at such a meeting who are eligible to vote.

Section 3 - Voting

1. Members in arrears on annual fees, or owing any other debt to the Co-op, may not vote at any general meeting, special general meeting, Board meeting or committee meeting and may not hold elected office in the Co-op.
2. Any member may attend any Board or committee meeting. Only those representatives elected or appointed to the Board or committee may vote at a Board or committee meeting.

Section 4 - Directors and Officers

1. The business of the Co-op shall be managed by the Board of Directors who may use Co-op funds to pay the expenses of its incorporation, and exercise all its powers subject to the Act, the Rules and these Operating Procedures.
2. The board must appoint by resolution a President and Vice President from among the directors, and may appoint directors or other members to additional positions such as secretary, treasurer, fleet captain, sailing manager, membership manager, or website manager.
3. Individuals may hold several positions.

Responsibilities of the officers (these responsibilities may be adjusted by the board):

President: The President shall preside over the meetings of the board and of the association and be the general director of the association for the purpose of carrying out the decisions of the board and the members. The President shall also be the association's external representative.

The President shall ensure that a secretary is elected at the beginning of each meeting, and that the minutes taken by that secretary are filed. The President shall also be responsible to ensure that all documents required by the "Cooperative Association Act" are duly filed.

Vice-President: The Vice-President shall perform the duties of the President in the event that the President is absent or is unable to act.

Sailing Manager: The Sailing Manager shall be responsible for ensuring that only qualified, competent sailors are designated as "skippers" by using the check-out procedure as defined in this document's section 8.

Fleet Captain: This person determines what maintenance should be done to ensure that the boats and their associated equipment are appropriately maintained. The Fleet Captain schedules the maintenance work and makes sure it is carried out accordingly. The Fleet Captain also gives guidance for maintaining, as and when required, the Standard Operating Procedure documents for the boats.

Treasurer: The Treasurer shall be responsible to see that the full and accurate accounts of all receipts and disbursements of the association are kept in proper books of account and that all the monies and other valuable effects of the association are deposited in the name of and to the credit of the association in such bank or banks as may from time to time be designated by the directors. The Treasurer shall also disburse the funds of the association by cheque or electronic transfer under the direction of the board and shall render to the board at the regular meetings thereof, or whenever required by them, an account of all transactions undertaken as Treasurer and the financial position of the association.

Membership Manager: The Membership Manager shall be responsible for keeping a current register of all members and their membership status, including their sailing qualifications (such as ISPA certifications).

Website / Bookings Manager: The Website / Bookings Manager shall be responsible for updating the co-op website, including the boat booking system.

Section 5 - Financial

1. The memorandum of this co-op does not specify this co-op as a “community service” co-op. However the co-op is to be run as a not-for-profit association.
2. All directors or officers having receipt or charge of money shall, before entering into their duties, give security considered necessary by the members.
3. The directors at the Annual General Meeting shall present an annual budget to the membership each year. The acceptance of the budget shall require a majority vote.
4. Expenditures not included in the approved budget shall not exceed \$1000 without an ordinary resolution of the members.
 - a) In an emergency, the Board may approve spending of any reasonable minimum amount necessary in order to protect the safety of members, or the interest of the Co-op. Any such expenditure must be reported to and approved by the membership at the next general meeting.
 - b) Expenditures not included in the approved budget shall not exceed \$3000 without prior approval by special resolution of the members.
4. The borrowing of more than \$500 must receive prior approval by special resolution of the members.
5. The financial year will be from March 1 to the last day of February.

Section 6 - Sailing - General

1. Co-op boats may not be leased, loaned or chartered to third parties.
2. Co-op boats may not to be used by members for personal financial or other gain except as provided in Section 12.
3. Co-op boats may not to be used for organized racing.
4. Co-op boats may not be taken outside of Canadian waters without prior approval by the directors.
5. No member or guest shall smoke while aboard any Co-op boat.
6. Pets are not allowed on board Co-op boats.
7. All members and guests shall wear non-marking soft-soled shoes on the boats.
8. Members taking children must provide all safety equipment and are fully responsible for them.
9. Alcohol (or other intoxicating substances) must not be consumed on-board a Co-op boat unless the boat is at rest and anchored or tied to a dock or mooring ball. Members and guests on-board a Co-op boat at rest must remain vigilant of the legal limit of intoxication.

Section 7 - Sailing - Entitlement and Conditions

1. A “regular” member is entitled to up to 150 hours of sailing on Co-op vessels each year during the summer season (April-September).

2. A “family” membership entitles the family to up to 150 hours of sailing on co-op vessels each year during the summer season (April-September).
3. A “crew” member is entitled to unlimited sailing time (subject to availability).
4. All members can sail as much as they want during October to March, subject to boat availability, and also during the summertime once the other members have had their share of sailing time, and a boat is available.
5. A membership in the Co-op carries with it a requirement to contribute a minimum of 20 annual work hours to the operation and maintenance of the Co-op. The number of hours will be re-evaluated at the Annual General Meeting.
6. The directors may let members opt out of providing work hours in exchange for an additional fee or \$400 (20 hours valued at \$20 each), or as set at the AGM.
7. Guests
Members may invite up to 3 guests (who don’t need to be co-op members) to sail with them on Co-op vessels. Members are fully responsible for the actions of their guests. All guests need to sign co-op guest waivers before each trip.

Any guest who comes out sailing for more than 5 times per year is expected to become a member of the co-op.

Section 8 – Skipper Permits

Any member wishing to sign out a boat must have a “Skipper Permit” for that boat, issued by the Co-op.

Before being considered for a Co-op Skipper Permit, a member must have:

1. A Canadian Yachting Association (CYA) Basic Crew Standard Certificate and Seal “Competent Crew” (or approved equivalency such as ASA or ISPA) for “Phoebe”;
2. A Canadian Yachting Association (CYA) Basic Cruising Standard Certificate and Seal “Day Skipper” (or approved equivalency such as ASA or ISPA) for “Felix”;
3. A Pleasure Craft Operators Card;
4. A Restricted Radio Operators Certificate (Maritime); and,
5. Booked a “boat orientation” unit with the Sailing Manager, completed the orientation, and demonstrated adequate proficiency for the permit. This may entail a “test sail” with an instructor, who may charge a fee for his/her time.

Sailors may be granted a permit without fulfilling subsections 1 or 2 if they can demonstrate to the satisfaction of the co-op's designated instructor that they possess the skills and knowledge equivalent to the qualifications mentioned in subsections 1 and 2.

Copies of all accreditation standards must be provided before Skipper privileges will be granted.

Section 9 - Sailing – Responsibilities

The Skipper must ensure that:

1. the sailing log sheet is complete; all members complete the pre-departure check list before leaving the dock; and any guests have been instructed as to the safety and

emergency precautions to follow in the event the Skipper becomes incapacitated; and each guest has signed the Co-op guest waiver form. (Note: Guest Waiver Forms will be available on-line and also on each boat.)

2. members complete the return checklist after docking. All the items on the checklist must be finished before the end of the booking time.
3. any problem, loss or damage to boats or equipment is immediately entered in the sailing log and reported to the Fleet Captain (names and telephone numbers shall be posted below decks);
4. upon return, the boat is cleaned inside and out, with special attention to the galley and head.
5. there is sufficient fuel, propane and water on board the boat for that sail, and at least one full can of fuel is left for the next co-op member who uses the boat. Otherwise purchases need to be made as required.
6. any crew member who:
 - handles the tiller or any motor control has their PCOC.
 - operates the VHF radio has their ROC(M).

Any member

1. shall observe the rules and regulations of safe boating. If a member or his/her guest operates a Co-op boat in a manner which results in a fine from any authority, that member is responsible to pay the fine, and may have his/her Co-op sailing membership suspended or revoked.
2. convicted of impaired boating shall have their sailing privileges revoked by the Board.
3. who operates a boat in a manner endangering the safety of the boat or others may have his sailing membership revoked.
4. who intends to, or is likely to be asked to handle the tiller or the motor must have a PCOC and be prepared to show it to the skipper. Any crew member who intends to, or is likely to be asked to use the VHF radio must have a ROC(M) and be prepared to show it to the skipper. Any skipper or crewmember who receives a citation from an enforcement authority will be solely responsible for any penalties.
5. responsible for any accident, loss of equipment or damage to the boat and any third party property will repair the damage if competent, or pay to repair the damaged or lost equipment up to the applicable amount of any insurance deductible.

All users of Co-op boats must have signed our waiver of liability form.

Section 10 - Types of Bookings and Hours of Use

1. All bookings will be subject to availability.
2. At the beginning of the sailing year we will pre-book time for those sailors who would like to take a boat out overnight during the summer months, trying our best to fairly distribute the available time and the boats.
3. "Skipper Permit" holders can book the boats on a first come first serve basis using the online booking system. The boats cannot be booked more than 7 days in advance and are limited to morning, afternoon, and evening bookings during the week, and to half-day bookings on Saturdays and Sundays. A booking can be extended if the boat is

available. Such extensions may only be done

- for a morning session: after 4 pm in the afternoon of the day before
- for an afternoon session: after 7 pm on the night before
- for an evening session: after 10 am in the morning

4. The times for the sailing sessions shall be
 - during the week:
 - a. morning: sunrise to 1 pm (counted as 5 hours)
 - b. afternoon: 1 pm to 4 pm (3 hours)
 - c. evening: 4 pm to sunset (counted as 4 hours)
 - and on weekends:
 - a. morning: sunrise to 1 pm (counted as 5 hours)
 - b. afternoon: 1 pm to sunset (counted as 5 hours)

These times may be revised during general meetings.

5. When booking boats a family will be treated like a single member, i.e. one adult in the family cannot book the boat for the morning and the other book it for the afternoon, thereby getting the use of the boat for the whole day.
6. Short Cruises (up to three days)

Members may pre-book a boat for up to three days, overnight, from sunrise day one until sunset of the last day of the booking. Boats may be booked for loading purposes from 6:00 PM the night before day one (if available). Hours will be counted as 10 hours per sailing day (but not for loading time). This type of booking can be done up to a month in advance.
7. Long Term Bookings

Booking a boat for periods longer than three days/two nights during the summer months shall be as afforded in subsection 2 above.

Section 11 - Booking Procedures

1. Specific procedures for booking boats will change from time to time, and all such changes will be announced to members.
2. Except for pre-bookings as outlined in section 10 subsection 2, no bookings can be made more than a week in advance.
3. No member may book a boat unless he or she has a skipper permit.
4. A member may make, or hold, no more than two advance reservations at any one time (in addition to pre-booked time).
5. No member may book a boat or sail as crew unless the annual membership fee is paid in full, and no other debts are owed to the Co-op.
6. Boats can be booked for one session per day only (unless the booking can be extended as described in section 10 subsection 3).
7. To make a booking using the online system, you log into your account and select the boat and the time for the booking (the date, and whether it is a morning, afternoon, or evening session). You can indicate with your booking if you would welcome extra co-op members on board.
8. If a member does not cancel a booking at least
 - – by 4 pm in the afternoon before a morning session
 - – by 7 pm on the night before an afternoon session
 - – by 10 am in the morning before an evening session

the hours of the session will be added to the "time sailed" for the member. The cumulative "time sailed" between April 1 and September 30 will be displayed when a member makes a booking. Once the "time sailed" reaches 150 hours, the booking system will allow the member to book boats 5 days ahead only instead of 7.

9. For the two adults who have a Family Membership, the sum of their individual bookings is displayed, and booking will be limited to 5 days in advance once this sum reaches 150 hours.
10. Any pre-booked sailing time between April 1 and September 30 (for example for a weekend of cruising) will be added to the "time sailed". Any pre-booked cruising days will be counted as 10 hours per day.
11. The Fleet Captain, with the agreement of one other director, may take a boat out of service, for maintenance or safety reasons. If this occurs, members must give up their booking.
12. Boats may be relocated from time to time, so a specific pickup location is not guaranteed.

Section 12 - Instruction on Co-op Boats

1. While the Co-op is not a sail training organization, and does not provide training on Co-op boats, occasionally, in response to members' requests, a course may be offered on a Co-op boat to help facilitate members achieve designated skipper status, such as their CYA Day Skipper designation, or otherwise improve their sailing experience. Such courses must be approved by and arranged through the board using a qualified Instructor.
2. A member who is also a qualified instructor may be approved to conduct courses on Co-op boats for members paying a fee providing such instruction is part of an approved course arranged through the board.
3. A member, whether a qualified Instructor or not, may not charge or receive any remuneration for instruction given on their own personal bookings.

Section 13 - Alteration of Guidelines

These guidelines may only be altered or added to by special resolution passed by a majority vote of not less than two thirds of the members present at a general meeting for which there has been 14 days written notice.