



HANDBOOK

www.mooredalesailing.com

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1 - ABOUT MOOREDALE SAILING CLUB

Mooredale Sailing Club is a 'community club'. It is run like a cooperative with the membership participating in all aspects of the club operation. Each fall, at a general meeting, an executive is elected by the members. The executive members plan the events and activities for the upcoming season as well as develop budgets for maintaining and operating the club. Each executive member recruits members to take care of everything from organizing volunteers, to bringing refreshments to the club, to setting up race committees for inter-club events. (See Appendix 1 - Mooredale Executive section, for positions and areas of responsibility).

Rosedale Moore Park Association (RMPA) is the owner of many of our club boats.

Getting here

- BY CAR** The clubhouse is located south of Unwin Avenue east of Cherry Beach. Take Cherry Street south to Unwin, turn left (east) at Unwin and travel about half a kilometre. When you are opposite # 279 Unwin on the left (north) side you will see Regatta Road (with the OHSF sign). Turn right across the railway track south and continue past the bike trail and turn at the first left. Mooredale is the second clubhouse on the right (8 Regatta Road).
- BY BUS** You can get as far as the corner of Commissioners Street and Cherry Street by bus 72A from Union Station. You then walk the rest of the way south on Cherry Street. It is about a 25 minute walk. From Mid-May to the end of August, both 172 and 72B go all the way to Cherry Beach. It is then a 10 minute walk.
- BY BIKE** Another common route to the club is via the Martin Goodman Trail, which connects in all directions with the city's extensive bicycle paths. This path runs right behind the clubhouse. There is a bicycle rack at the club for you to lock up your bike. Please, do not use the trees.

Facilities – Better House and Gardens

WATER

Fresh drinkable water doesn't come out of a tap at Mooredale. We get our fresh water delivered. Once the container is empty place it outside the front door. Full containers are stored inside the clubhouse along the south wall.

HEAT

Our source of heating is the wood stove. Wood is piled up along the fence for you. Just help yourself. There are usually newspapers around for starting the fire. If not, bring some down the next time you come. If you bring wood down, please ensure it is NOT painted or pressure treated, and cut to a usable length. It must be stacked neatly.

COOKING

Our kitchen is equipped with a refrigerator, freezer, large propane BBQ, a microwave, an electric stove and a double propane burner which is superb for boiling lobster, steaming mussels, etc. Help yourself to the spices in the cupboard. Just remember - others like to find the kitchen clean and tidy so always clean up after you. Do not leave uneaten food in the refrigerator unless it is clearly marked for a particular event and dated. Food without names or dates left in the fridge located will be thrown out. Please remember to turn the propane tank valves off after use, including the master valve inside the clubhouse.

GARBAGE

There is a large bin for garbage northeast of the clubhouse inside the fence. Always remove garbage from the clubhouse daily to the bin or your own municipal service after meals - raccoons are messy eaters.

Membership and Participation – How to get involved

There are no employees of the Mooredale Sailing Club, and as such the success of the club depends entirely on its members and their involvement with the club. The executive members are primarily “coordinators”. In other words they rely on the involvement of members in order to do what needs to be done. Luckily, this is not usually a problem. Those who get involved with the club, attend social events, and help at work parties find the club most rewarding. The key to success in a community club is participation.

All members are asked to indicate on their membership application their preferred volunteer activities. Members of the executive coordinating these activities will call upon the volunteer pool to help them with a range of events

and tasks. Each season, all members are expected to contribute some of their time to the organizing or implementing social events, training programs, maintenance work and other aspects of operation essential to club. As a minimum guideline 24 hours over the season would be very much appreciated. Again - please support your executive by offering your time!

When you first join the club, it is not always apparent how you can get involved. You may want to help out but you're not sure what to do. This Handbook includes suggestions as to the little things that you can do which have a large impact in the long run. By helping out with the club you'll get to meet a lot of members and start to feel part of the club. The executive is always looking for volunteers no matter how much or how little time you can spare. So don't hesitate to ask how you can help or offer your own suggestions.

2 - TRAINING

Learning to sail

Mooredale offers the Canadian Yachting Association's (CYA) "**Learn to Sail**" program, taught and examined by CYA-certified instructors. Mooredale's entry-level programme combines the first three CYA levels: Can Sail I and II. The CYA Cansail II certificate is our equivalent of the Mooredale Skipper B requirement (see Skipper Qualification section). To obtain your Cansail II qualification, you must demonstrate basic sailing skills such as steering the boat, controlling the sails, and docking and righting the boat. Although you can learn enough to achieve the Cansail II qualification through the training programme, you will feel more confident the more you sail.

The Cansail programme at Mooredale is offered several times during the season and on different weeknight evenings and weekend days to accommodate differing personal schedules. For the current training schedule, check the website at www.mooredalesailing.com. Your first lesson covers Albacore rigging and everything you need to know about your equipment: the dinghy, its lines, the sails, etc. and gives you an introduction to how the lessons and club work. The better you know the equipment, the faster you will be able to rig the boat, and the sooner you will be out on the water. You will then move into your on-water lessons supervised by your instructors.

About halfway through the course, on Wednesdays, **Mooredale's Open Sessions** are held. During this day, you may practice sailing with other members of your class without being in a formal class setting.

Time and weather permitting, a basic **boat maintenance seminar** may be held during or immediately after the course. This gives you the opportunity to learn about basic maintenance and the repairs that may be required of you if you damage a dinghy once you are a qualified Skipper B at Mooredale.

Laser/Hobie Rigging covers what you need to know about the rest of the Mooredale fleet. For club qualifications on these crafts, please see their respective categories elsewhere in this handbook. At the end of your classes you will be introduced to racing and you can participate in Monday night race trainings. The advantage of race training and racing in the development of your sailing skills is the experienced helm as your skipper.

Remember for safety reasons:

No boats are allowed out sailing unless one of the **club's motorboats is rigged and ready to operate.**

No club boats may be sailed without a **qualified skipper or instructor on board.**

Every boat must carry a skipper who is qualified to sail in the **prevailing weather conditions** and to the **intended destination.** Club lessons are the only exception to this rule.

Executive members, Skipper Examiners and Club Coaches have the right to caution any member against taking a boat on the water, or to recall a boat if they believe the safety of the crew or boat to be in question. The allowed range for sailing as a qualified Skipper A or B is outlined in the respective section and on the information sheets posted in the clubhouse. Failure by a member to observe proper safety standards may result in sanctions as detailed in the section on "Respecting One Another".

Additional Mooredale Club Training

Mooredale club training also includes:

i) Cansail III course for intermediate sailors

|| Prerequisite: Cansail II, one season's sailing experience at Mooredale, and approval of a Mooredale Skipper Examiner.

ii) Mooredale Rust Remover

A quick refresher and Mooredale re-qualification day for intermediate/Skipper B sailors, run by Mooredale Skipper Examiners. With the focus on continuing skills development, these sessions are great for early season confidence building.

iii) Returning member land-based seminars

Topics vary by season and can include the Pleasure Craft Operator's License, Standard or Emergency First Aid, racing rules, wind and weather. Watch for updates in the club calendar and bulletin board as seminars are added. Returning members are welcome to attend all Cansail land-based lessons for review without formalizing their enrolment in the Cansail class. For insurance purposes, returning members who wish to redo the on-water Cansail training may join the class (subject to space) but must enrol officially.

iv) Monday Night Race Training program

Race training is held on Monday nights. Check the club calendar on our website or in our email newsletter. New members are welcome to come to Monday night race training after they have completed Cansail II. As part of Mooredale's Cansail program, a few Monday night race training classes over the season include a focus on new and returning members.

|| Before participating in any drawn racing event, a crew must have successfully completed the Mooredale Cansail course, or be rated at least a Skipper 'B', and **must have attended at least two of Mooredale's Monday Evening Race Training Classes.**

There is no additional cost for attending Monday night race training.

Skipper Qualifications

Members who are new sailors will be rated as Crew or 'B' Skipper by the club's instructors. All other members can be rated as an 'A' Skipper or 'B' Skipper by the club's Skipper Examiners as detailed below. Unqualified sailors or guests may not sign-out any boat, but may crew for any 'A' or 'B' skipper (except in a sanctioned race – see Racing section for eligibility to crew).

Skipper "A" Qualification

Must have a current Toronto Harbour License and a Pleasure Craft Operator's Licence, plus perform on the water equivalent of Cansail III afloat skills to the satisfaction of two of the Mooredale Skipper Examiners in wind strengths of 30-36 km/hr or 16-18 knots (steady whitecaps or continuous planing conditions). Skipper 'A' can sail anywhere in the Toronto Harbour during daylight hours.

Skipper "B" Qualification

Must have obtained Cansail II certification or perform on the water equivalent of Cansail II afloat skills to the satisfaction of one Mooredale Skipper Examiner in wind strengths of 8-16 km/hr or 4-8 knots (below whitecaps). Skipper 'B' may sail in the Outer Harbour (to the Eastern Gap) or beyond the Outer Harbour if participating in any club event or accompanied by a boat with a Skipper 'A' or instructor aboard. With the approval of the Racing Director, Skipper 'B's will be allowed to race in Skipper 'A' weather conditions (winds > 15 knots).

Hobie Skipper Qualification

Member must have a Mooredale skipper A or B qualification. Skipper B restrictions on allowed sailing area apply to the Hobie.

Hobie Getaway:

Member must spend at least six (6) hours at helm on the water with a qualified Hobie skipper in winds not less than 6-8 knots. Qualified Hobie skippers have a colour-coded sticker on their picture tag.

Hobie 16:

Member must spend at least ten (10) hours at helm on the water with a qualified Hobie skipper, at least five (5) hours of which on trapeze with a qualified Hobie skipper in winds not less than 6-8 knots. Upon completion of the on-the-water time, the member must demonstrate skills to the satisfaction of one Mooredale Hobie Skipper examiner. Hobie skippers have a colour coded sticker on their picture tag.

3 - THE FLEET

Over the years, Mooredale has expanded its fleet to 19 Albacores, 5 Lasers and 2 Hobie Cats. The club also has 3 powerboats.

Albacores must be sailed **by two persons** and rigged with both jib and mainsail (unless in an emergency).

The Hobie 16 and the Hobie Getaway may only be **sailed by qualified Hobie Skippers** (approved by Hobie Skipper Examiners). They must be sailed with a skipper and at least **one crew**.

All qualified members are entitled to use the club's sail boats. However, for safety reasons, some rules have been developed to guard against personal injury and/or damage to club boats. (see "Safe Sailing" and Skipper "A" & "B" qualifications). **Each spring all club members are expected to pitch in at two weekend work parties** to rig the fleet, clean the clubhouse and grounds, launch the docks, and get ready for the season. For safety reasons, the boats are not to be used before they are tested and their buoyancy confirmed.

The pleasure sailing season will be from April 15 to October 15 each year. At other times of the year a boat may be sailed in an organized event such as an out-of-town regatta, if the Executive grants permission and appropriate insurance is obtained.

In the fall two weekend work parties are organised to lay up the boats, dismantle the docks and get the clubhouse and grounds ready for winter.

Safety Equipment on the boat

Members are expected to rig, sail and de-rig the boats and store the equipment using accepted club practices.

If upon your return there is **something wrong with the boat**, you should fix it if possible, and if not, **record it in the Boat Log Book** and **contact the boat captain without delay**. You can email the boat captain by using the **appropriate boat number @mooredalesailing.com**.

If a boat is not fit to sail, please tag it as Out of Service on the signout board.

Every boat, power or sail, must be equipped with:

- two paddles
- a bailing bucket (secured to the boat)

one Transport Canada approved Personal Floatation Device for each person on board

a whistle

Boat Availability and Rigging

a) Priority of boats

1. Boat Captains have priority to their boat for Friday Night races, Harbour Master Races, Fall Series Races, CAA sanctioned regattas (i.e. Canadian Championships, each Community Club Regatta, etc). Should there be more teams than remaining boats the remaining boats will be assigned by lottery. Please see more information in the Racing section.
2. Mooredale classes have first priority to the boats during scheduled evening and weekend lessons. When rigging boats for lessons or practice, sign out the older boats first and use the working sails or cut-down sails.
3. Scheduled club events have priority over pleasure sailing.
4. After a class has started on the water, any boats left may be taken out on a first come, first served, basis.

b) Sail usage and rigging

Racing sails (light grey bags) are to be used only for sanctioned racing events as determined by Mooredale's Racing Director. Practice/working sails (blue bags) or cutdown sails (grey bags with red stripes) should be used at all other times (i.e. Cansail classes).

Changing how a boat is rigged is not to be done except with the approval of the Boat Captain.

Members may substitute or add their own equipment to a boat for racing, subject to the following: Any changes to the rigging of a club boat for racing purposes must be removed after racing. If any structural changes or any drilling of holes is planned, the approval of the Fleet Captain and the Boat Captain is required.

Basis Sailboat Maintenance

There are a few basic rules we use to keep our fleet in top condition:

- ① *****Always unscrew the plugs from the buoyancy tanks when you de-rig after sailing.***** If you don't, the air in the buoyancy tanks heats up, expands and can crack the tanks, causing costly repairs.

- ② Always drain the water out of your boat and hang the bow on the fence or propped up on the timber. Leave the sheets (ropes) neatly coiled. Ropes left in the water begin to rot and don't run smoothly.
- ③ Tighten screws/fittings as soon as you notice they are loose. Tools are stored in the workshop. (Everyone knows how to use a screwdriver).
- ④ Roll sails carefully, on grass, making sure there are no creases in the windows.
- ⑤ If something breaks, fix it if you can. There are spare parts in the work shed. If you are not sure how to fix it make sure you enter it into the maintenance log book and *****contact the boat captain without delay and make arrangements with them to have the repairs done***** (this may be the boat captain providing direction for the person who damaged the boat to do it themselves). The Boat Captain names are in the maintenance log book, which is located below the sign out board.

Always tell the Boat captain if something is out of repair. Boat captains strive to keep their boats in top condition at all times, so the sooner they know of a problem, the sooner they can get it fixed.

If parts are needed for the repair, contact the Fleet Captain.

- ⑥ If a boat needs repairs before it can be sailed again, be sure to tag it "out-of-service" on the sign out board.

If you have any questions or concerns during your lessons, ask your instructors or contact the Mooredale Training Director.

⚠ A Word or Two of Caution ⚠

The workshop has **masks, safety goggles and work gloves**. They are meant to be used. Please **take care** when using extension cords, paints, solvents and power tools. If in doubt, **ask before** mixing or using fuel mixtures for two cycle engines. **A tidy tool shed stays tidier.**

Engines on outboard motors, the chainsaw and grass trimmers should never be fuelled when running or hot. Fuel tanks for the power boats should first be removed from the boats before being filled.

Structural damage, such as a hole in the hull should be repaired by an experienced "fibreglasser". Never use a boat marked 'out of service', or with damage to its hull or with damage to its rigging. Every part of a boat's structure and standing rigging is there for a reason. In any sort of wind, vital parts of a sailboat can be highly stressed. Even if you manage to come back safely, using a damaged boat can age it rapidly.

Boat Damage

Each club member accepts responsibility for boat damage. If a boat you are using becomes damaged, a fee is payable toward the cost of repair at the discretion of the fleet captain.

The boat damage fee is set by the executive each year. For the 2015 sailing year it will be \$150.00.

NOTE: boat damage occurring during scheduled classes will be reviewed and the fee may be waived by the fleet Captain and/or club executive.

Power boats

The club also maintains motor boats for training, race committees, safety and rescue purposes.

The power boats are not to be used for recreational purposes. A valid Toronto Harbour Licence is required to operate a power boat in the Outer Harbour.

The power boats' lights must comply with the Collision Regulations.

Power boat Licence

Please check with the Vice Commodore if you have any questions regarding current regulations. In order to use the power boats in Toronto Harbour, including the Outer Harbour, a valid Harbour License as well as a Pleasure Craft Operator's Licence is required.

At the Executive's discretion, the club will organize a course to teach power boat skills when there is sufficient need or demand from the membership. Licences can also be obtained through courses held by the Toronto Port Authority in the Toronto Harbour area. However, for insurance purposes, additional training may be required before a member is permitted to operate a club power boat.

4 - SAFE SAILING

“Weather” to sail or not to sail – that is the question

Before leaving the shore you should have a good idea of the **forecasted weather** for the period you plan to be on the water. Weather forecasts are no longer available by telephone for free. The Web has a number of sites which provide forecasts.

If you are one of the first down to the club, write the weather forecast on the whiteboard for others to see when they arrive. Be sure to include the date, wind strength and direction. **If you see hail or lightning, or the forecast includes a local small craft warning, don't go out.**

Nature is more powerful than any of us. Local conditions can be different from the marine forecast. Offshore winds (where the wind is coming from the land) can be deceiving. If you feel heavy winds developing or see thunderclouds forming, remember that it takes time to sail back to the dock.

If anyone has gone out in a club boat and feels ill or uncomfortable with the safety of the boat, weather conditions, their own skill level or the skill level of the other or accompanying crew members, they have a right to return to the dock without argument.

Signing out a boat

A boat sign-out system has been developed to help ensure the safety of club members.

|| Skipper, crew and guests must record their full names, the boat's sail number, time out and destination in the log book before leaving the dock. Boats must be signed back in upon return. When signing out a boat you must also transfer your name tag to the “Boat Sign Out Board” located just above the log books.

Peg your name tag beside the number of the boat you will be sailing. This system allows club members to quickly identify who is out on the water and how long they have been gone. If members don't return in a reasonable time-frame, or bad weather rolls in, rescue procedures can be initiated. Remember to sign in and transfer your name tag back to the name tag board when you return.

|| Boats tagged ‘out of service’ must not be sailed.

If you are the only person(s) around the club and you plan to go sailing, we recommend that you call another member and let them know you will be on the

water and the time you plan to come ashore. A list of members and their phone numbers is posted at the club. Remember it is your responsibility first and foremost to let others know your sailing plans.

Our sailboats are not equipped with lights and therefore must be on shore before dusk.

Sailing Guests

Once you have received your Cansail II or Skipper 'B' status, you can invite guests to sail with you.

Guests are to be taken out to sail based on the qualification of the club member, not those of the guest.

A guest may sail a maximum of three (3) times over the course of a season.

You must ensure that you and the guest complete and sign the waiver form in the guest binder as well as sign the boat out. The waivers go into the wooden box beside the sign out desk.

There are specially coloured sign out tags for guests' use.

Persons under 18 may only sail, as a guest, with their parent or legal guardian. The parent or guardian must accept full liability for the minor. Under no circumstances are children under the age of 14 permitted in any of the club's boats.

Children visiting the club must be accompanied by a parent or legal guardian at all times.

5. RACING

Racing Forums

There are several racing forums in which members participate: Friday Night Race Series, Harbour Master Series, Fall Series and Regattas. Here's the scoop on the various series:

Friday Night Series

Beginning in May Friday Night is Race Night. Mooredale and four other community clubs participate in a 19 week race series. The basic principles are as follows:

- ❶ The sign-up list is posted at least two weeks prior to the race. It can be found at <http://2signup.info>.
- ❷ A random draw is used to match skipper with crew. The draw takes place a few days before the race (usually on Wednesday before the race).
- ❸ If you are a substitute (which means you didn't get drawn) and you show up if you are a crew you will be guaranteed a place in the following Friday's race (that is only if you didn't sail). If you are a helm who elected to crew you retain the guarantee the following Friday.
- ❹ If you are unable to attend the race you must inform the Race Officer or one hour before the scheduled start time on the night of the race. If you do not do this, your name will be removed from the next week's draw.
- ❺ The races are held in the Outer Harbour or the Inner Harbour (between downtown and the Toronto Islands) depending on the host club.
- ❻ Two separate start sequences are run; one for Albacores and one for Lasers.
- ❼ After the race, the race results are announced at a local bar or at the hosting club. The top five community boats receive prizes.

Harbourmasters Series

This series of races is held about once or twice a month on a Sunday Afternoon in the inner or outer harbour. Two races are run each racing day.

Regattas

These race meetings are held throughout the sailing season in Toronto harbour and elsewhere. Each of the OHSF clubs sponsors a weekend regatta in which three or four races are run each day. Each season one of the OHSF clubs sponsors a Women's Helm regatta and a New Helms race. Visit the Canadian Albacore's website for the full schedule and Notice of Races, which explain the special rules applying to the different racing events: www.albacore.ca.

Note: Boat Captains have first priority to their assigned boats for any of the above events and Friday Night races for which they have been drawn and for

any regatta they sign up for. If there are more members wishing to sail in a regatta than there are boats available then a draw will be held. Sailing associations and clubs outside Toronto also sponsor Albacore regattas. The Canadian Albacore championships are held in September.

If a member wishes to take a club boat to a regatta that is outside the Toronto Harbour area, permission must be obtained in advance from the Executive. Permission will only be granted for the events which are sanctioned by the boat's class association.

Boat Captain Policies and Responsibilities

Boat Captains are responsible for the care and maintenance of a particular boat in our fleet. Boat Captains are asked to be leaders in terms of boat maintenance, helping newer crews, and running races. A Boat Captain in Good Standing has done the minimum of the following:

- a. Put your boat together in the beginning of the season on the date established by the Club
- b. Pass buoyancy test within 30 days from "boat in" and ensure buoyancy throughout the sailing season
- c. Put your boat away by the date predetermined by the club
- d. Complete any work necessary on the boat in a reasonable time
- e. Participate in activities that will promote new racers and integration of new members to the club, e.g. running race training, taking a new sailor to race training, taking a new member sailing at another time or any other activity necessary by the club
- f. Help run at least one Friday night race, Harbourmaster or Fall Series during the season.
- g. If the club is short on boat captains, the boat captains with new Ovington boats may be assigned as a captain of a second boat

These responsibilities are expected of the Boat Captain. If a Boat Captain cannot perform these duties, it is his or her responsibility to find alternative arrangements with approval of the Fleet Captain. The Fleet Captain will determine if the arrangement is appropriate.

If the Fleet Captain determines a Boat Captain is not in Good Standing, the Fleet Captain will discuss the situation with the Boat Captain on specific targets to return to good standing. A Boat captain can lose his/her assigned boat effective immediately with approval of the Board of Directors.

Allocation of Boats for Friday Night Racing

1. The benefit of being a Boat Captain is that if you are drawn you get to sail the boat you are a captain of. This way you sail a boat you are familiar with and you have maintained.
2. When Boat Captains sign up for the draw they can indicate if they wish to upgrade to a higher sail numbered boat, if one is available, by putting an * after their name in the draw.
3. When the draw takes place Boat Captains who have indicated they wish to upgrade will automatically be assigned an available newer boat (upgrades will only be offered to boats 8098 or above)
4. If a helm scratches from the draw on Friday any new upgrades will be offered to the highest Boat Captain in the draw with an * who is present at the time the scratch is communicated to the person responsible for allocating the boats (normally the Racing Director)
5. Non-Boat Captains will get any boat that remains after all Boat Captains either choose to upgrade or stay with their boat.
6. If a Boat Captain does not have an assigned crew by the cut-off time his boat can be put into the pool for reallocation.
Basically if you wish to have a newer boat for a Friday night race, you will need to be a boat captain in good standing.

Conflict Resolution:

If a party believes that some injustice has occurred, we ask that person to bring the issue to the person responsible for allocating the boats. If that issue can't be resolved quickly at that time, we ask for the person not to add to the stressful situation before the race and follow the procedure below.

Write an e-mail to Race, Fleet and Commodore within 48 hour of the incident explaining your case. Before the next draw you will have a decision. If a decision was given in your favor you will automatically be upgraded to an Ovington on the next draw if one is available.

The penalty of not cooperating with the FNR day supervisor can be a suspension of FNR privileges for one or more following FNR's at the discretion of the Racing Captain.

Allocation of Boats to Boat Captains

All Boat Captains must indicate that they either want to keep their boat for next year or want an upgrade. *This will be done by completing a form with a firm due date to make it fair to all participants.*

All applicants will be ranked on the four criteria below with corresponding weightings and will be tallied to provide the overall score.

1. Top 5 Friday Night Races – 30%
This is the final ranking from the season based on CAA scores
2. Participation in the racing environment – 30%
This is the total amount of races completed in the Albacore fleet both nationally and internationally
3. Fleet Director rating – 20%
This will be based on the assessment by the Fleet Captain of the Boat Captain's individual contribution as follows:
 - *Minimum requirements as Boat Captain*
 - *Contribution to the maintenance of fleet*
 - *Contribution to pass down knowledge to newer boat captains*
 - *Contribution to help with the day-to-day fleet matters*
4. Contribution to club – 20%
This will be based on the assessment by each executive of the Boat Captain's contribution on each individual portfolio.
e.g Racing
 - *Contribution on Monday night race training*
 - *Race committee volunteering*
 - *Contribution to the promotion of the race culture*

This system was developed so that 60% of the weight is based on racing components to keep with the Mooredale tradition. Furthermore 80%-100% is directly determined by the Boat Captain's actions. This enables Boat Captains to participate in areas of their choice with a clear picture of how the executives will rank them at year end; this will eliminate subjectivity.

The sum of all rankings will determine the sailor with the best combined contribution to the club, who will get his or her first choice of boat.

This will be the same as a regatta score that best ranked gets 1 point and the individual with lowest score will win.

A Boat Captain that has gotten a new boat from the manufacturer will not be eligible for an upgrade in the following turn. However a Boat Captain that has received a “hand me down” will qualify for a brand new boat.

This is to promote good upkeep of new boats and equality amongst all racers, while providing top Boat Captains with top equipment to remain competitive.

All results will be made public to maintain complete transparency of the process.

In order to help promote Boat Captaincy and to allow more members to race newer boats, the club plans to keep two Ovington boats without a Boat Captain as soon as one becomes available. This boat will be allocated per the rules in Section 1 above. Boat Captain

Racing Qualifications

Before participating in any racing event:

Crewing: A Crew must have passed a Mooredale Cansail II Class or be rated at least a Skipper ‘B’ and must have attended at least two of Mooredale's Monday Night Race Training Classes.

Helming: A Helm must have crewed in a minimum of three Friday Night Races and must demonstrate knowledge and understanding of the International Sailing Federation Racing Rules to the satisfaction of Mooredale's Racing Director (usually by passing a Racing Rules test). These requirements apply to new racing helms and experienced racing helms returning after a long absence. The requirements will be waived for any race specifically intended for new skippers.

Cansail graduates need to wait until their second season of sailing before helming in a sanctioned race or pass an on-water test with a skipper examiner. Readiness for helming in a Friday Night race or Regattas will be determined by Skipper Examiners.

6. THE SOCIAL LIFE

Social Events

Our Social Director plans a schedule of events to keep you busy all summer. Social events are publicized in our electronic newsletter, Mooredale's website and posters at the clubhouse. The Mooredale web site www.mooredalesailing.com will keep you abreast of what's happening at Mooredale and some of the other clubs along the Outer Harbour.

Mooredale runs one regatta and several parties during the sailing season. Remember the social calendar continues past the sailing season to include events such as:

- ☺ The Year-End party
- ☺ Christmas Party
- ☺ Mid-winter Bash/Chilli Fest
- ☺ New Members Nights

Contact the Social Director social@mooredalesailing.com if you would like to help out with any parties.

Just before and following parties and regattas, a quick tidy up of the clubhouse is required. Make sure your gear is neatly stored in your locker or stowed outside the clubhouse. No prequalification is required to wield a broom!

Wednesday Night Social Sail and Dinner

First the Sailing

Beginning the first week of June, this weekly event provides the perfect opportunity for new members to meet others and for everyone to practice their sailing. Come down on Wednesday nights at about 6pm and sign your name on the blackboard indicating you would like to go sailing. New members will be paired with more experienced sailors and away you go. If you have to wait for someone who wants to go out, make sure you sign out a boat (see signing out in the Safe Sailing section) and start rigging. A rigged boat is a powerful incentive to get an experienced sailor off the sundeck and onto the water.

Generally Wednesday nights are very popular and sometimes all the boats will be signed out. Not to worry though there is usually a good "turnover". Just hang

around for a while because soon enough a boat will come back into the dock – just run down before the skipper takes the boat out of the water and ask if you may have the boat. Remember to then sign the boat out to yourself.

Please note: Any members bringing guests to sail should comply with the guest sign out procedures (See Sailing Guests in the Safety section)

Then the Eating

After the sailing comes the dinner, although you can sign up for dinner without having sailed. Please sign up for dinner ahead of time at <http://2signup.info> so those cooking dinner can have an idea how much food needs to be made. A menu will be posted on the sign up list and the Mooredale Facebook page. The typical Wednesday Night premier dinner would consist of appetizers, salad, entrée and dessert. Meals are usually under \$10 probably the best deal in town!!! The ‘chefs’ are recruited before each week from any identifiable group such as the executive, each Cansail class, and any other volunteers.

Mooredale Social Membership

A social membership is available to persons aged 19 and over who wish to have access to the clubhouse facilities and participate regularly in MSC social events. MSC Social members are asked to pay the Social Fee, to be set on a yearly basis, and valid for a period of one year beginning May 1st to April 30th of the following year. Social members are allowed to sail a maximum of 3 times during the sailing season, and must be accompanied by a full MSC member with Cansail II certification or higher.

7. POLICIES

The Club membership over the years has developed policies for everyone’s safety. As there are not as many boats as members, the club also has policies dealing with the use of boats. These policies have been approved by the membership and are highlighted in this Handbook with a **double vertical line**.

Your Membership to Mooredale is for the period beginning May 1st to April 30th of the following year.

Returning members will not be accepted for membership in the club if they have any membership fees outstanding from previous years.

The clubhouse may not be used for overnight accommodation, except in an emergency.

Smoking is not permitted within the clubhouse at any time.

Refund Policy

All requests for refunds must be submitted in writing to the Membership Director. Refund submission will be reviewed for approval by the MSC's Membership Director & Commodore.

New members:

- Up to one week before the scheduled start of the selected CanSail class, for new members: 75% refund.
- From one week before the scheduled start of the selected CanSail class, for new members: 20% refund.

Returning members:

- 75% of the membership fee, when the refund submission is received before May 1st,
- 20% of the membership fee, when the refund submission is received between May 1st and July 1st.

Deferral option:

Any member is eligible to defer their membership to the following year, once. The membership fees will be retained, and applied to an equivalent membership level for the following year/season.

Respecting One Another

Remember that this is your clubhouse so treat it with respect. All members are asked to respect the right of other members to enjoy the use of the facilities and equipment in a friendly and safe community environment.

Please be sensitive to other members and their guests should you decided to bring your pet to the club. Pets are not permitted within the clubhouse and members are responsible for their pets on club property. Pets which exhibit aggressive or continually disruptive behaviour will be banned from club property.

The Club membership includes everyone from those wanting to be first in a regatta, to those who just want to unwind on the sundeck. For the basic protection and comfort for all, please remember members should treat one another and their guests with respect.

Members have the right to tell any member of the Executive if any of the following occurs during club activities:

- actual or threatened physical violence

- abandoning people in an unsafe situation
- harassment
- intentionally damaging, or not showing proper respect for, club property
- theft
- not following boating safety laws

If a member does any of actions listed above or anything else which is unsafe to other members or guests or unsafe to club property, the Executive can caution the member, suspend the member's privileges, cancel the person's membership, refuse the person's next application for membership, or accept the application on probation.

If the situation is serious, an Executive member may contact public authorities.

Appendix 1

MOOREDALE EXECUTIVE

The name and phone number of the current executive are available on the telephone list at the clubhouse. Below are the executive positions and their areas of responsibility.

COMMODORE

commodore@mooredalesailing.com

Chief co-ordinator, planner and trouble-shooter, provides leadership for the club.

VICE-COMMODORE

vicecommodore@mooredalesailing.com

Assists Commodore. As Safety Officer, promotes and monitors safety issues. Organizes power boat training when required. Responsible for docks in and docks out and organizing keelboat storage.

PAST COMMODORE

past-commodore@mooredalesailing.com

Provides continuity and counsel.

FLEET CAPTAIN

fleet@mooredalesailing.com

Buys new boats, plans renewal and maintenance, coordinates maintenance with boat captains, and coordinates boat insurance policy.

TRAINING DIRECTOR

training@mooredalesailing.com

Organizes all instructional programs (including White Sail, Bronze, Race Training and Spring Tune-up), hires instructors, conducts instructor evaluations, and recruits club coaches

HOUSE & GROUNDS

Inside and outside maintenance and improvements; organizes work parties.

TREASURER

treasurer@mooredalesailing.com

Prepares general budget for approval by Annual General Meeting; tracks budgets of other executive members.

MEMBERSHIP

membership@mooredalesailing.com

Promotes club, answers enquires about membership, encourages membership and receives renewals and new memberships, maintains current club membership list.

RACING DIRECTOR

racing@mooredalesailing.com

Organizes all racing events, draws skippers and crews for Friday Night Races.

SECRETARY

secretary@mooredalesailing.com

Takes minutes at meetings and responds to correspondence, provides updated executive lists for other sailing clubs and affiliates.

SOCIAL COORDINATOR

social@mooredalesailing.com

Co-ordinates organization of parties and social events.

COMMUNICATIONS OFFICER

communication@mooredalesailing.com

Coordinates website and newsletters to provide information to both existing and potential club members about club events, news updates and a variety of membership issues.

OUTER HARBOUR SAILING FED. REP.

Represents the Club at the Outer Harbour Sailing Federation.

Appendix 2

MEMBERSHIP PRIVILEGES

PRIVILEGES	FULL MEMBER	SOCIAL MEMBER	GUEST
Sailing	Unlimited	3 sails with full qualified member	3 sails with full qualified member
Social events	Unlimited	Unlimited	When accompanied by a member
Communication/ Newsletter	Full	Full	None
Sailing Lessons	Cansail II rust remover, plus all club-run race trainings	Not available	Not available
Club Access	Full	Full	When accompanied by a member
Voting privilege & executive eligibility	Full	None	None

Appendix 3

Clubhouse lock up checklist

Before you leave the clubhouse at night make sure that the following has been done:

- no one is still marked out on the sign-out board
- all boats have their plugs removed, bows up and mains cleated
- leave everything neat and tidy in the kitchen, clubhouse and deck – no food or dishes are left out
- remove the garbage and take it to the large bin located northeast of the clubhouse
- the BBQ propane tank is turned off – all valves
- all lights and appliances are turned off
- the fire is completely extinguished
- the life jacket shed, sail shed, tool shed and gas shed are locked up
- the keys and gas container are out of the power boats
- the safety bars are in the back door and the sliding glass door
- the clubhouse is locked and safety bar is in place in the sliding door
- main gate and vehicle gate are locked

For combinations to the various locks please see one of the Executive Members once you have completed the Cansail Program. These combinations are changed annually or sooner if they need be.

If you are going sailing and there is no one left on land (in the clubhouse or on the deck), be sure to lock the gate and clubhouse before you leave the dock.

Notes

Important Numbers

GENERAL EMERGENCY NUMBER - 9 1 1

General Emergency number	911
Toronto Police Marine Unit	416-808-5800
Mooredale Sailing Club Clubhouse	416-461-3660
Toronto Port Authority - Harbour Master	416-863-2001
Outer Harbour Centreboard Club	416-465-1234
St. Jamestown Sailing Club	416-466-3421
Toronto Island Sailing Club	416-363-6872
Westwood Sailing Club	416 461-2870

GENERAL EMERGENCY NUMBER - 9 1 1