



# SCOW SKIPPER REQUIREMENTS AND BOAT USE POLICY

As Approved by the Board on September 13, 2021

## I. INTRODUCTION

The boats owned by the Sailing Club of Washington (SCOW) are used for events sponsored by the Club, such as training, racing, social sails, etc. The boats are also available for personal use by members and guests. Only Authorized Skippers as certified by the Skipper Director may skipper a SCOW boat.

The privilege of skippering Club boats is one of the greatest attractions of SCOW. Being a skipper also is a serious responsibility. As a condition of being approved to use the Club's boats, each skipper has agreed in writing to operate the club's boats safely and in accordance with the Inland Navigation Rules, other legal requirements, and SCOW's policies. When a skipper takes out a Club boat, the skipper assumes responsibility for the safety of the crew and the boat. In addition, under Article VIII of the Bylaws, all members are required to contribute to the club by assisting in boat maintenance or other activities. Since skippers use the boats the most, they are expected to attend scheduled maintenance days and volunteer for emergency maintenance projects.

This Policy sets forth the general requirements to become an Authorized Skipper and for use of the club boats. Additional information on boat use will be found in the Skipper Information File (SIF) for the specific type of boat. More information on requirements for Checkout Skippers, training and related matters are in the SCOW Training Policy. The club's fees for skippers are set forth in the most current Dues and Fees Policy.

Because the Club's policies change periodically, each Skipper is required to review these policies annually and to certify when they pay their Annual Skipper Fees that they have done so.

Article VI of the Bylaws requires the Club to establish standards and procedures for certification of skippers authorized to use the Club's boats. Article VIII requires every member to abide by the Club's rules, policies and Bylaws. Article IX allows the Board to impose disciplinary sanctions for improper behavior, which may include suspension or revocation of boat use privileges. Each skipper must follow the SCOW procedures for things such as storing equipment, as set forth in this policy or in the SIF for the boat. Only SCOW-approved procedures for launching and docking boats, and so on, may be used when operating the Club's boats. If a skipper believes that a SCOW procedure is unsafe or should be changed for other reasons, the skipper should bring that concern to the Skipper Director, the Training Director or the Commodore so that it can be addressed.

For any incident involving (i) injury to a person requiring medical attention beyond simple first aid such as cleaning and bandaging a cut, (ii) damage to a SCOW boat, (iii) damage to another vessel or other property caused by a SCOW boat, (iv) grounding (cruisers only), (v) crew or skipper overboard, (vi) capsize or (vii) tow, the Skipper must immediately notify [Commodore@scow.org](mailto:Commodore@scow.org), [Skipper@scow.org](mailto:Skipper@scow.org) and the responsible Maintenance Director (Cruiser or Flying Scot, as appropriate), promptly followed by a written report to the Club in accordance with the SCOW Incident Reporting policy. In addition, as set forth in the SCOW Incident Reporting policy, skippers may have to file an accident report with the appropriate governmental authorities under Maryland or District law. Such an accident report is required by law, for example, if there has been a death, an injury requiring medical treatment beyond first aid, or significant damage to or loss of a vessel. Additional information on the situations in which governmental reporting is required, including links to the Club and Federal reporting forms, are found in the SCOW Incident Reporting policy link on the SCOW website Bylaws and Policy page.

## II. DEFINITIONS:

- A. **Authorized Skipper:** Any SCOW member who has successfully completed the qualification and certification procedures explained below and has been authorized by the Skipper Director to use the SCOW boats. The Skipper Director has been delegated this power by the SCOW Board of Directors.
- B. **Paid-Up Skipper:** An Authorized Skipper who has paid both the Annual Skipper Fee and the Annual Dues for the current Club Membership Year, in accordance with the SCOW Dues and Fees Policy. With the exception of Club Skippers, only Paid-Up Skippers are allowed to skipper Club boats. Only Paid-Up Skippers and Club Skippers are given access to the boat reservation system and the combinations to the boat locks for the boats that they are authorized to skipper.
- C. **Checkout Skipper:** An Authorized Skipper specifically designated by Board to conduct on-the-water checkout of potential authorized skippers. The qualifications and procedure for selection are set forth in the Training Policy.
- D. **Club Skipper:** An Authorized Skipper who has paid Annual Dues for the Current Club year but is not required to pay the Annual Skipper Fee. Club Skippers are permitted to skipper boats only for fleet maintenance, training, tutoring, check-outs, social sail, or Board approved SCOW events; no personal or other use of the boats is permitted. Members may be made Club Skippers if the Board concludes that there is a benefit to the club and that it would be unfair to make the member pay Annual Skipper Fees if the sole use the member will make of the boat is for one of the activities cited above. The Board of Directors will approve a list of Club Skippers each year. A Club Skipper may become a Paid-Up Skipper at any time by paying the applicable Annual Skipper Fee. No member shall become a Club Skipper without (i) successfully passing the written and on-the-water test for the appropriate class of boat, (ii) providing proof of completion of a water safety course, (iii) signing a Skipper Agreement Contract and (iv) in the case of a Club Skipper for the cruisers, providing evidence of a towing policy per the Cruiser SIF.
- E. **Personal Boat Use:** Personal use is any reservation or boat use by a skipper that is not in connection with a Board-approved activity. Personal use excludes training, tutoring authorized by the Training Director or Tutor Coordinator, social sails, Board-approved racing events, Board-approved River activities and so on. Those are considered club use. They do not count as personal reservations because the skipper is volunteering his or her time to skipper the boat for a club event.

## III. CHECKOUT PROCEDURES TO BECOME AN AUTHORIZED SKIPPER:

Under both District of Columbia and Maryland regulations, skippers of recreational vessels must have completed a boating safety course approved by the National Association of State Boating Law Administrators (NASBLA).<sup>1</sup> In addition, under both District of Columbia and Maryland regulations, the skipper must have the certificate in his/her possession while operating the vessel.

To ensure compliance with these regulations, to be an Authorized Skipper, a member must have a certificate showing that they have completed a safe boating course approved by the NASBLA (NASBLA approval will be indicated on the certificate). SCOW also requires that a copy must be on file with the Club. Both jurisdictions recognize NASBLA-approved certificates from other jurisdictions. However, if a prospective skipper is taking a course for the first time as part of the check-out process, SCOW recommends that the member take an NASBLA-approved boating safety class specifically for DC. If the member already has a certificate from a NASBLA-approved boating safety course from another jurisdiction, the Club will accept that certificate.

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<sup>1</sup> <http://www.nasbla.net/courseListing.php> or <http://www.boatus.org/onlinecourse/DistrictofColumbia.asp>

To further promote safety, members may become Authorized Skippers only after successfully passing (i) a written test that demonstrates their knowledge of the Inland Rules, boating knowledge and SCOW boat use procedures, and (ii) an on-the-water test demonstrating that they can safely operate the type of boat for which they wish to become authorized. The Skipper Director or designee will grade the written test and confirm that the member has passed. The Checkout Skipper will sign a checklist certifying that the member has passed the water test. Copies of both the written test and the on-the-water checklist will be retained in the member's skipper file. A different written and water test is given for each type of boat. The Club may adopt procedures under which certification by an Instructor that a student has successfully demonstrated a skill during a training class will excuse the student from being retested on that skill during a checkout.

The on-the-water checkout process is intended to confirm that the potential skipper has the boat handling skills and seamanship abilities to take full responsibility for the safety of the crew and boat, even when sailing with an inexperienced crew. Therefore, the potential skipper is expected to have another person perform crew tasks at her or his direction during the checkout process. Neither the Checkout Skipper nor the crew are to give direction to the potential skipper or act in such a way that the Checkout Skipper cannot tell if the potential skipper could safely take out the boat with an inexperienced crew.

The Club's written tests and the on-the-water check-out lists will be approved by the Training and Skipper Certification Committee and will be reviewed by the Committee annually to ensure that they are up-to-date, consistent with good seamanship practices and promote safety.

#### **IV. CERTIFICATION PROCEDURES**

The Bylaws require that procedures be established for "certification" of skippers. To be certified for the first time as an Authorized Skipper, a member must have:

1. Successfully completed both the written and on-the-water test;
2. Given the Skipper Director proof of completion of a boating safety course and, for cruising boat skippers, proof of towing insurance per the Cruiser SIF;
3. Paid the Annual Dues, the Annual Skipper Fee and, if applicable, the Skipper Initiation Fee for the current Club Membership Year in accordance with the current Dues and Fees Policy of the Club; and
4. Signed a Skipper Agreement Contract acknowledging that they have read the most current applicable boat use policies and SIFs, accepting responsibility for using SCOW boats, and agreeing to abide by SCOW's boat use rules and procedures.

Once a member has been certified for the first time as an Authorized Skipper, the member is not required to take either the written or the on-the-water test in any subsequent year, provided that (i) the member is not subject to discipline for improper boat use as described below or (ii) the member does not allow their membership to lapse as described below. Similarly, proof of completion of a water safety course need be provided only once and a copy will be retained in the member's skipper file. However, each Authorized Skipper (both Paid-Up and Club Skippers) must annually sign a new Skipper Agreement Contract. In connection with doing so, they must review the current version of this policy and the SIF(s) for the boats they skipper to ensure that they are familiar with any changes.

If a member allows his or her membership to lapse for a complete Club Membership Year then rejoins the club, or fails to pay Annual Skipper Fees for a complete club year, the member will have to retake both the written and the on-the-water test and be recertified, unless the Board grants a waiver for good cause. Information on the Club Membership Year is set forth in the Dues and Fees Policy.

The Skipper Director will maintain a current list of Paid-Up Skippers, Club Skippers and Check out Skippers who are certified in that Club Membership Year to use the boats. Access to the boat reservation system and combinations for the boats/gates/locks are changed annually in the spring coinciding with the beginning of the new Club Membership Year. Only certified skippers will be given access to the boat reservation system and combinations to the boats/gates/lockers.

The SCOW progression toward skipper certification will be outlined in a supplemental policy document titled “Becoming a SCOW Skipper” and made available to skipper candidates in the “Get Skipper Certified” and “Bylaws and Polices” sections of the SCOW website. This document is intended as a quick reference for member and non-member skipper prospects and does not eliminate any requirement specified in this SCOW Skipper Requirements and Boat Use Policy document or the SIFs.

## V. SKIPPER RESPONSIBILITIES

Skippers are responsible for operating the boats in a safe, prudent and responsible manner at all times. This includes, but is not limited to, the following:

- A. The skipper must ensure conditions and equipment for sailing are safe before taking command of a boat and setting sail:
  1. **Weather.** Check marine weather current conditions and forecast. Consider tides and currents to ensure safe return by end of scheduled time.
    - a) SCOW boats shall not be taken from slip during severe or unsafe weather conditions, including high winds and lightning. Even in lower wind or fair weather, no skipper should take a boat out in conditions in which he or she feels that the safety of the crew and boat could be at risk; this is a judgment based on the skipper’s confidence, skill level, experience, crew experience, weather conditions, and weather forecast. In addition:
      - i. Cruising boats shall not be taken away from slips if National Weather Service forecast winds exceed 25 knots;
      - ii. Daysailers shall not be taken away from slips when National Weather Service forecast winds exceed 20 knots. If National Weather Service forecast winds exceed 15 knots daysailers must be reefed, must remain in the lagoon, and all aboard must wear PFDs. In addition, for Social Sail, if National Weather Service forecast wind speeds exceed 15 knots, the number of people in the boat is limited to 5 and shall include a second SCOW skipper or experienced crew member; and
      - iii. For both cruisers and daysailers, the term “winds” includes both sustained and gust wind speeds, whether measured at the airport, along the river, or from the boat. These measurements may be in knots or MPH. For reference, 15 knots is 17 MPH, 20 knots is 23 MPH, and 25 knots is 29 MPH. For example, if a forecast is for sustained winds of 12 knots, with gusts to 18, a daysailor may be taken out but must be reefed. As noted below, if observed gusts exceed 20 knots, the boat must return.
    - b) If, while a boat is out, winds rise to these levels, or a lightning storm threatens or if indications are that these conditions will occur, the skipper will return to the Washington Sailing Marina or to a closer safe haven as quickly as possible.

- c) **Safe Havens:** Below is a list of safe havens for the Cruisers and Flying Scots. Flying Scot safe havens are those north of the Woodrow Wilson Bridge. Cruiser safe havens are both north and south of the bridge.
- Gangplank and Washington Marinas in the Washington Channel (Flying Scots and Cruisers)
  - James Creek Marina (Flying Scots and Cruisers)
  - Anacostia Naval Station pier/buoys \* (Flying Scots and Cruisers)
  - Bolling Air Force Base Marina \* (Flying Scots and Cruisers)
  - Alexandria City docks and various piers along the Alexandria waterfront, subject to depth (Flying Scots and Cruisers)
  - Smoots Cove (Bay of the Americas) anchorage adjacent to SE section of Woodrow Wilson Bridge (Cruisers)
  - Belle Haven Marina near Hunting Creek, subject to charted water depth (Cruisers)
  - Broad Creek, opposite Belle Haven Marina (SE); generally shallow (Cruisers)
  - Ft Washington Marina on Piscataway Creek, subject to charted water depth (follow channel) (Cruisers)
  - Roaches Run anchorage just north of the airport (Flying Scots and Cruisers)

\* Note: Be cautious of using these locations in times of heightened national security. Guards may not allow entry.

2. **Boat Capacity.** No more than 6 people, including the skipper, are permitted on either the SCOW cruisers or the daysailers. Weather conditions, and the rules in the “Weather” section above, may dictate a lower number.
3. **Equipment.** Thoroughly check boat and rigging for safety prior to sailing from the dock. Check all onboard safety equipment and ensure that it is in working condition and meets Coast Guard requirements before using a boat. An equipment inventory and location diagram will be kept in the sail locker for Flying Scots and on board cruising boats in the Log Book.
  - a) A skipper must not use the boat and must take the boat out of service if an unsafe condition cannot be remedied or if Coast Guard or Washington Harbor Police required safety equipment is missing. This should be done by noting the condition in the log (including the fact that the boat is out of service) and informing the Maintenance Director for either the Cruisers or the Scots as appropriate. As a courtesy, if the Skipper can access the boat reservation system, he/she should determine if anyone has the boat reserved for later in the day and notify them that it is out of service. If the boat has been taken out of service or a previous skipper has noted an unsafe condition in the log, no skipper will take the boat out until the unsafe condition has been fixed and the boat has been put back into service by the Maintenance Director or designee. If there is doubt as to the safety of a boat, the skipper must err on the side of caution and take the boat out of service. Every SCOW Authorized Skipper is authorized by the Board to take a boat out of service if he or she believes the boat is unsafe, provided that the procedures of this paragraph are followed. For other routine maintenance issues, follow the notification and other procedures in the Cruiser or Flying Scot SIF, as appropriate.
  - b) Current Coast Guard equipment requirements, other federal and local requirements, and SCOW’s implementation of those rules, are below. Skippers are personally responsible for maintaining current knowledge of changes to safety requirements, and abide thereby, even if not specifically notified by SCOW. In many cases, for safety reasons, SCOW’s procedures go beyond the legal requirements:

- (1) The Coast Guard requires that all vessels, including canoes and kayaks, must be equipped with one Type I, II, III or V wearable Personal Flotation Device (PFD) for each person on board, U.S. Coast Guard approved, in serviceable condition, readily accessible, and of the appropriate size for intended use. A Type V (inflatable) PFD is acceptable only if used by someone 16 years or above and in accordance with the specific instructions on the U.S. Coast Guard approval labels; for example, some types must be worn to count as part of the boat's inventory. SCOW boats are equipped with one Type II or Type III PFD for each person on board. If PFD's are not being worn, they must be readily accessible, *e.g.*, not covered with equipment, stowed under sail bags, etc. Note that the U.S. and Canada are engaged in a program to harmonize PFD standards so that products can be sold in both countries. This will gradually change the "Type" designations. Serviceable PFDs do not have to be replaced, but new PFD's may carry new designations, labels and sizing information. This currently affects legacy Type III PFDs, which now may be sold with labels identifying them as a "Harmonized USCG/TC Level 70 Buoyancy Aid."
- (2) The Coast Guard and D.C. law require all children under 13 years of age to wear a U.S. Coast Guard approved PFD while underway, unless the child is below deck or in an enclosed cabin. Underway means not at anchor, made fast to the shore, or aground. SCOW requires that children under 13 must wear an approved PFD at all times while on SCOW Flying Scots or cruisers, even if the boat is at anchor, at the dock or aground, unless the child is below deck on the cruising boats, in which case the PFD may be removed only while the child is in the cabin and must be put on again before returning to deck. Child PFD's must be chosen by weight as well as size. It is critical that a child's PFD fit properly so that the child does not slip out. Note that a Type III PFD, and some Type II PFDs, will not turn a child into a face-up position. A child PFD that does not fit properly does not meet USCG regulations. Members may need to furnish their own child's preservers to ensure proper fit and safety. The USCG recommends against taking infants on any recreational boat because PFDs for newborns up to 18 pounds may not function correctly.
- (3) From October 1 through April 30, regardless of wind or weather conditions, the skipper and all crew regardless of age must wear an approved Type II, Type III, or Type V auto-inflating "susponder" type PFD on the Flying Scots and cruisers. Manually inflated Type V suspenders and manual or automatic Type V belt packs are not acceptable.
- (4) A skipper who is single-handing a SCOW Flying Scot or cruiser must wear an approved Type III, or Type V auto-inflating PFD at all times regardless of time of year or weather conditions.
- (5) Non-swimmers must wear PFD's at all times on Flying Scots. The skipper is responsible for ensuring that they and their crew wear PFD's on any club boat in any other situation that might present risk, *e.g.*, non-swimmers on cruisers, crew on the foredeck during anchoring or sail changes, weather conditions, etc.
- (6) In addition to the PFD's above, the Coast Guard requires that each boat must carry **in the cockpit** at least one serviceable Type IV floatation device — SCOW uses a boat cushion, which must be in the cockpit of a Flying Scot or cruiser while the boat is being operated.

- (7) Any vessel less than 12 meters in length (39.4 ft.) is required to carry a whistle or horn, or some other means to make an efficient sound to signal intentions and position in periods of reduced visibility. The cruising boats are equipped with air horns; the daysailers are equipped with whistles.
- (8) All vessels used on coastal waters, the Great Lakes, territorial seas, and those waters connected directly to them, up to a point where a body of water is less than two miles wide, must be equipped with U.S.C.G. approved visual distress signals. The SCOW cruising boats are equipped with flares and orange distress flags. The Coast Guard exempts open sailboats less than 26 feet in length not equipped with propulsion machinery operating during daylight hours. This means that our 19-foot Flying Scots are exempt while operated during daylight hours. Open sailboats under 26 feet are required to carry visual distress signals if operated between sunset and sunrise. Flying Scots operated after dusk must carry these devices, which are located in the SCOW sail locker.
- (9) Outboard motorboats less than 26 feet in length, of open construction, not carrying passengers for hire, are not required to carry fire extinguishers; however, a fire extinguisher is required if one or more of the following conditions exist: (1) Closed compartment under thwarts and seats wherein portable fuel tanks may be stored. (2) Double bottoms not sealed to the hull or which are not completely filled with flotation material. (3) Closed living spaces. (4) Closed storage compartments in which combustible or flammable materials are stored. (5) Permanently installed fuel tanks. (6) Inboard engines. Because our cruising boats meet one or more of these criteria, they are equipped with extinguishers.
- (10) Recreational vessels are required to display navigation lights between sunset and sunrise and other periods of reduced visibility (fog, rain, haze, etc.). Sailing vessels under 7 meters and vessels being paddled may substitute an electric flashlight or lantern for collision avoidance. The cruising boats are equipped with red/green bow side lights, a white stern light, a white steaming light and an anchor light that comply with Coast Guard regulations for such lights. The Flying Scots are equipped with a flashlight, which should be used to illuminate the sails if other vessels approach when the Flying Scot is operated after dusk. Note that it is the obligation of the Flying Scot skipper to keep a lookout for other vessels after dusk and to timely show the required light.
- (11) Most recreational vessels under 65.6ft/20m in length do not have to carry a marine radio, but if they do voluntarily carry a radio, they should maintain a watch on channel 16 whenever the radio is operating and not being used to communicate. The SCOW cruising boats are equipped with marine radios.
- (12) The Refuse Act of 1899 prohibits throwing, discharging or depositing any refuse matter of any kind (including trash, garbage, oil, and other liquid pollutants) into the waters of the United States. It is also illegal to discard plastic waste into any navigable waters of the U.S. The cruising boats are equipped with trash bags; the Flying Scots are not. Members must stow all trash while boats are in use and remove the trash and dispose of it ashore after sailing.
- (13) All recreational boats with installed toilet facilities must have an operable marine sanitation device (MSD) on board. The heads on the SCOW cruising

boats satisfy these requirements and must be maintained in accordance with the procedures in the Cruising Boat SIF.

- (14) The Federal Water Pollution Control Act prohibits the discharge of oil or oily waste upon or into any navigable waters of the U.S. The prohibition includes any discharge that causes a film or discoloration of the surface of the water or causes a sludge or emulsion beneath the surface of the water. Violators are subject to substantial civil and/or criminal sanctions including fines and imprisonment. SCOW's cruising boats are four-cycle engines, eliminating the need to handle oil near the boat or water. SCOW members may not allow gas, oil or similar fluids to be spilled during any maintenance. Gas tanks should be filled on shore and not on the docks to further avoid spills.

- c) While not required by regulations, SCOW boats carry additional safety equipment. All boats have an anchor and rode. Each Flying Scot is equipped with a paddle and bailer, flashlight and throw line. Each cruising boat is equipped with a flashlight, a searchlight, a radar reflector, a bucket and a bailing pump. Note that boats used for racing may be required to carry other equipment, e.g., due to PHRF rules.

B. The skipper must give appropriate safety instructions to the crew:

1. Instruct crew on the location and use of safety equipment.
2. Explain crew overboard procedures to crew before departing the dock. Explain what the crew is to do if the skipper is the person overboard.
3. Ascertain swimming ability of crew and instruct crew on proper safety procedures accordingly (e.g., wearing life jacket if crew person does not swim or other conditions dictate).

C. The skipper must know and obey Inland Rules, lighting requirements, and other U.S. Coast Guard and local rules.

D. The skipper must know and obey SCOW policies, procedures, and rules as well as instructions in SIF for each type of boat. Among other things, Skippers will:

1. Begin a log sheet before sailing. Upon return, complete and sign log, and enter in the log any repairs required, any repairs made and by whom. In addition, Cruiser skippers will complete a float plan before sailing and leave it in the unlocked black box labeled FLOAT PLANS between the dock boxes at Rebecca and Hiatus.
2. Ensure all non-SCOW guests or crew sign the waiver/release form before sailing.
3. Douse and tie down sails if skipper leaves the boat tied to a float or dock or when at anchor, even if only a few minutes, to prevent the sails from flogging and wearing.
4. Be responsible for boats and equipment used and properly stowing all equipment in the correct location in the boat or in the appropriate locker after each use.
5. Obey boating while intoxicated (BWI, also referred to as Boating Under the Influence or BUI) laws while in command of a SCOW vessel, *i.e.*, if the skipper has the boat reserved in his/her name. Operating a sailboat requires constant attention to the vessel and its surroundings, and frequent physical movement by skipper and crew. Operating a vessel while under the influence of or impaired by alcohol is illegal under both Maryland and DC law. Alcohol causes impaired judgment, poor coordination, and slower reaction times and is a major contributor to boating accidents and fatalities. In addition to the risk to crew and vessel, both jurisdictions impose penalties such as fines or imprisonment for BWI offenses. Fines and penalties are higher if the BWI skipper causes an accident. When you operate a vessel on Maryland or DC waters, you



have given your implied consent to field sobriety testing. If you refuse testing, your right to operate a vessel may be revoked and you may also be fined. While BWI laws do not apply to crew who are not operating a vessel, SCOW skippers are responsible for the safety and behavior of their crew. Crew who are intoxicated pose a greater danger of accident, including crew overboard, and may be unable to assist the skipper competently in case of an emergency or even in routine actions such as tacking or docking.

6. Ensure that there is no use or possession of any controlled substance on a SCOW boat by the skipper or any crew.
7. Not allow access to the locker/gate/boat combinations to anyone (other than another Authorized Skipper) unless instructed to do so by the Skipper Director.
8. Participate regularly in scheduled Maintenance Days and assist in other maintenance projects.
9. Be available to skipper SCOW boats at SCOW events such as Social Sail upon request of responsible official (such as a Dock Master).

## VI. BOAT SCHEDULING PROCEDURE

SCOW boat reservations are made online using the SCOW boat reservation system. You can use the system any time of the day or night by going to <https://scowreg.herokuapp.com/>. When you become a checked-out skipper, you will receive directions on how to use the system. If you do not have internet access, call another skipper and ask them to reserve a boat for you. You will have to give them your password. When making a reservation, put your phone number in the comment field in case someone needs to contact you regarding the reservation.

Boats can be reserved for one or more hour-long periods. The boat reservation system is not programmed to enforce the SCOW rules. It is the skipper's responsibility to follow the rules by only making reservations within the approved time slots, which are set forth in the Skipper Information File for each type of boat. If you see that someone has reservations that do not comply, send them a polite email reminder. If you observe repeated violations of club policies, contact a Board member or the Skipper Director and report the situation.

Reservations made by SCOW Board members for things like training, social sails, and other club events, show in the reservation system as reserved by a Director. If you wish to contact a Board member about these reservations, please send an email to the Board member directly. For example, if a cruiser is reserved for training and you have a question about the training session, send an email to the Training Director at [Training@SCOW.org](mailto:Training@SCOW.org).

- a) A skipper may only have two future reservations on the books at the same time for personal use regardless of the type of boat reserved, *e.g.*, two Flying Scot reservations, two cruiser reservations, or one Flying Scot and one cruiser reservation. Reservations for training, tutoring, etc. do not count as personal reservations. Such club use reservations normally will be made by a member of the Board, but may be made by an individual member only if authorized by a member of the Board.
- b) A single skipper may not reserve two consecutive time slots in advance for the same boat. For example, Skipper A cannot reserve Ms Ellie from 8 AM to noon and from noon to 4 PM on the same day. Skipper A cannot reserve Rebecca from 8 AM to 5 PM and from 5 PM until midnight on the same day.

EXCEPTION: During the week (Monday – Friday) other than Federal Holidays Flying Scots and cruisers may be reserved for consecutive time slots by a single skipper.

- c) If more than one SCOW skipper is in the boat and they have scheduled consecutive time slots, they may sail together until the end of the two slots they have consecutively scheduled instead of returning to the dock to transfer responsibility. In other words, if Skippers A and B are sailing together on a Flying Scot, and A has reserved the boat from 8 AM to noon and B has reserved the boat from noon until 4 PM, they may remain out from 8 until 4 without returning to the dock at noon to transfer responsibility.
- d) Skippers may schedule for part of a sailing time slot but must not cross slots. For example, the time slots for the Flying Scots are 8 to noon and noon to 4. Skipper A may reserve a boat for only part of a time slot, such as from 9 to noon. Skipper A may not reserve a boat from 10 to 2, since that would cross time slots.

EXCEPTION: During the week (Monday – Friday) other than Federal Holidays Flying Scots may be reserved for periods that cross sailing time slots.

- e) Skippers reserving a boat have a grace period to arrive at the Marina after the start of the time their reserved boat use period begins. The grace period for Flying Scots is 1/2 hour and the grace period for cruising boats is 1 hour. Note, as described in the paragraph immediately above, that the reserved time may not necessarily be the start of the boat use time slot. If the scheduled skipper has not arrived at the end of the grace period, another skipper may use the boat after entering a reservation in boat reservation system or, if the existing reservation cannot be deleted, sending an email to [Skipper@scow.org](mailto:Skipper@scow.org) explaining the situation. A reservation can be deleted by contacting the scheduled skipper and having them delete the reservation, using the scheduled skipper's password (with their permission) to delete the reservation, or having a person with administrator privileges delete the reservation. A skipper may not take out a boat that he/she has not reserved in advance without checking with the boat reservation system. For example, Skipper A has reserved Ms Ellie from 9 AM to noon. Skipper B arrives at the Marina at 8:30 AM and sees Ms Ellie on its trailer. Although this is 1/2 hour after the start of the 8 AM to noon "time slot" it is not 1/2 hour after the start of Skipper A's reserved period, so Skipper B may not take the boat. Skipper B waits at the Marina until 9:30 AM. Skipper A has still not arrived. Since this is now 1/2 hour after the start of Skipper A's reserved boat use time, Skipper B contacts the scheduled skipper to delete the reservation and enters his/her own reservation to use the boat until noon.
- f) Skippers who cannot keep a reservation shall immediately delete the reservation. Members who consistently make reservations and "no show" without canceling may have privileges suspended.
- g) When a skipper returns to the dock at the end of a reservation, if the next skipper with a reservation is at the dock, the returning skipper may turn over responsibility for the boat to the next skipper without securing the boat and stowing all equipment after verifying she/he is a SCOW skipper (skipper may do this by asking her/him for the lock combination); otherwise the returning skipper must secure the boat in its slip and stow all equipment.

## **VII. BOAT USE PRIORITIES**

Boats are available for individual scheduled use year-round unless weather prohibits or one of the priorities (listed in priority order below) applies. Priorities for boat usage are:

1. Maintenance – Boats may be taken out of service if an unsafe condition requires repair. In addition, scheduled maintenance days or special projects authorized by the Maintenance Director take priority over any other use.
2. Training – Training will normally leave at least one boat of each type available for individual use; however, if a boat previously scheduled for training is out of service, then individual use will be preempted. In addition, the Board-approved Training Policy identifies courses in which use of all club boats is authorized.
3. Social Sail – Thursday evening beginning at 6 p.m. all Flying Scot boats are reserved for Social Sail when a Social Sail is scheduled.
4. Racing – Cruisers, Flying Scots, or both, are reserved for racing when the use of those boats is approved by the Board for racing in accordance with the club’s Racing Policy.
5. Board-Approved Club Functions – These include events such as “river cruises” for which the Board has specifically authorized the boats to be reserved and used. A balance will be struck so that Club Functions in addition to those noted above do not unduly impinge on individual use.
6. Personal Use – Paid-Up Skippers may reserve boats for their personal use.

## **VIII. PROCEDURES FOR DISCIPLINARY ACTIONS**

Article IX, Section 1 of the Bylaws allows the Board to discipline members for cause, which may include, “violation of Club policy, violation of State or Federal maritime laws, destruction of or damage to Club property, injury to other individuals or behavior otherwise not consistent with the purposes of the Club.” That same provision states that the Board may initiate disciplinary action “on its own motion” or “upon the written complaint of any Club member accompanied by justification”. Article IX, Section 2 requires the Board to establish procedures for handling disciplinary actions and, if necessary, for imposing sanctions. Section 2 also calls for a meeting to be held should the Board “resolve(s) to consider a complaint” of any Club member accompanied by justification. Article IX, Section 3 describes potential sanctions and Board vote requirements depending on the severity of the proposed sanction.

This section of the SCOW Skipper Requirements and Boat Use Policy sets forth the Board’s approved procedures for handling disciplinary actions related to SCOW skippers.

Any incident as described in Section I of this document, or any cause as described in Article IX, Section 1 of the Bylaws, (either of these is hereinafter referred to as an “Incident”) is subject to investigation by the Skipper Director or by a Board member appointed by the Commodore. The procedure for investigation and subsequent disciplinary action shall be the same if the Board is acting “on its own motion” or if the Board is responding to “a written complaint of any Club member”, with the exception of the meeting referenced in Article IX, Section 2 of the Bylaws, which shall apply only to written complaints from a club member.

The Skipper Director or Board member appointed by the Commodore shall immediately investigate the Incident by gathering information from the skipper, the skipper’s crew, and any other observers. The person conducting the investigation shall notify the Board that the investigation is underway. With the concurrence of the Commodore, the Skipper Director may, if preliminary available information raises significant safety concerns, suspend some or all skipper privileges of the skipper in question, pending the completion of the investigation and final disposition. The investigation and all communication between Board members and other involved members should be handled in as discreet a manner as possible, so as not to embarrass either the skipper or any other member. The skipper should be given the presumption of innocence unless evidence shows otherwise.

Following the investigation, the person leading it shall prepare a report on the Incident. If the report indicates a need for disciplinary action it shall also recommend corrective action appropriate for the nature of the infraction and generally consistent with corrective action for other comparable infractions, ranging from additional training

to written counseling to discipline under Article IX, Section 3 of the Bylaws. (Discipline under Article IX, Section 3 means any recommendation that includes post-investigation “suspension of boat or other membership privileges, suspension of membership, fines, reimbursement of costs to the Club, or expulsion from the club”.) A copy of the report will be given to the skipper, placed in the skipper’s file, and given to the Board.

If the report exonerates the skipper, no further action shall be taken.

An incident may be so serious, or may be a continuation of a pattern of prior incidents, such that discipline is needed in the form of sanctions as introduced in Article IX, Section 3 of the Bylaws. If the investigation discloses evidence of flagrant violation of Club rules or fundamental Inland Rules, deliberately unsafe behavior that endangered the boat or crew, a pattern of poor skipper judgement and/or seamanship, or misconduct that endangered or damaged Club property or the property of others, the person conducting the investigation should consider whether suspension of skipper privileges, restitution to the Club, or some combination of sanctions is appropriate. Sanctions may be recommended if the person conducting the investigation determines that the skipper being investigated poses an unacceptable risk to the safety of club members or guests or to club vessels. If discipline is not recommended in such cases, the written report should explain why it was not considered necessary. If discipline is recommended, the procedures in Article IX, Section 3 of the Bylaws shall be followed and the Board shall vote on the appropriate corrective action to be taken. A written record of the matter, including the Board’s approved action, shall be given to the skipper, placed in the skipper’s file, and a high-level summary that does not include member names will be placed in the Club’s minutes at the next Board meeting.

If the report recommends additional training, verbal counseling, a reprimand, or other actions, but not discipline as defined in the Bylaws, the skipper may accept the recommended corrective action as recommended in the Incident investigation report and approved by the Board. If so, the Board shall be informed and no further action will be taken.

If the skipper does not accept Board approved disciplinary or corrective actions the skipper may address the Board at the next regularly scheduled Board meeting to propose an appropriate alternative. The skipper will be given notice of the place and time of the Board meeting in accordance with Article IX, Section 2 of the Bylaws. The Board will immediately decide whether or not to modify the approved Incident investigation report recommendations. The Board meeting shall result in either a modified Board approved set of actions or the initially approved actions still being required. If the skipper does not accept either the initial or modified Board decision on disciplinary or corrective actions, the skipper will forfeit skipper privileges permanently, for the vessel type involved in the investigated Incident.

In keeping with the purpose of the Club, most incidents will be addressed without discipline or even reprimand. A skipper who violates a Club rule might be reminded of the rule or asked to re-read the SIF. Such counseling will be given in a non-confrontational and discreet manner.