



**Wanderluster Sailing Club  
Member's Handbook**



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## Wanderlusters Sailing Club, Inc.

The Wanderlusters Sailing Club, Inc., a nonprofit organization formed in 1968, is incorporated in Maryland and exists for the advancement of the sport of sailing through education, recreation and adventure. A general meeting of the membership is held in the spring for elections and other necessary business. In between general meetings, management and operation of the club is vested in the Executive Committee which consists of the nine elected officers.

The club owns two sailboats, a 27 foot Catalina which weighs over three tons, draws about four feet of water and has an outboard motor for auxiliary power and a Hunter 306 which has an inboard diesel engine for auxiliary power. Both vessels have fiberglass hulls, are sloop-rigged, have sleeping accommodations, and are equipped for cruising. The boats are berthed in Annapolis with convenient access to the Chesapeake Bay.

Each spring, the club conducts a sailing course for new members. Online sessions include basic sailing theory, boating safety, and navigation. The on-the-water lessons provide hands on experience under power and sail. Instruction is provided in boat rigging, boat handling and sailing, and how to handle difficult situations and emergencies.

When a member has gained sufficient experience, he or she may request a check-out cruise to demonstrate to the Sailing Master a proficiency in handling one of the club's vessels and be certified as a skipper entitled to privately reserve and sail the vessel in accordance with the club's operating procedures. A refundable deposit is required on each vessel.

To afford club members with additional opportunities for sailing, the club offers monthly cruises during the season at nominal prices. These cruises include both day sails and weekend overnight cruises to some of the numerous delightful destinations on the Chesapeake Bay and adjoining waterways.

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# Club Bylaws

## Article I: Name

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The name of the organization shall be “Wanderlusters Sailing Club Inc.” (The name is indicated below by the initials “WSC,” or by the designation “the Club.”)

## Article II: Purpose

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The purpose of the organization shall be to encourage the sport of sailing; to encourage members to improve their sailing skills; to provide a forum for the exchange of sailing information and techniques; and to offer members and their guests the opportunity to sail at the lowest reasonable cost.

## Article III: Membership

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Membership in the Wanderlusters Sailing Club Inc. shall be open to any person who wishes to participate in the sport of sailing, or any person who wishes to associate with those who sail. Membership in the club shall consist of one class; regular members. This class of membership shall be accorded full voting privileges, in return for payment of fees and meeting the Club requirements as described below. The Club reserves the right to limit the number of members. The Secretary shall maintain a waiting list of candidates for membership. Any person may request that his or her name be placed on the waiting list at any time.

### Section 1 - Membership and Privileges

Regular Members are entitled to all the of the rights and privileges specified, constitute the General Membership, and may participate in all Club functions. Rights accorded Regular Members include, among others, full voting privileges and the opportunity to become Captain of any (or all) of the sailing vessels owned or leased by the Club. All Regular Member rights and privileges are granted by the Club with the condition that all required fees have been paid and that all other membership and Club requirements have been met.

### Section 2 - Joining

The Executive Committee will consider potential members after submission of a WSC membership application. Criteria for membership are (1) interest in the sport of sailing and (2) recommendation of a Club member in good standing. Upon approval of the membership application and upon the candidate’s meeting all applicable financial obligations, the Secretary shall inform the candidate of acceptance into the Club.

### Section 3 - Membership Termination

Membership shall be terminated when requested by the member in writing. Membership may also be suspended or terminated for any reason by a majority vote of the Executive Committee. The member being considered for termination may obtain a hearing by the Executive Committee prior to its vote.

### Section 4 - Definition of Member in Good Standing

A member in good standing is an individual who has met all applicable financial obligations as established by the Operating Procedures. Moreover, any Club member suspended by the Executive Committee is not a member in good standing.

## Article IV: Organization and Officers

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The officers of the Club shall consist of a Commodore, Vice Commodore, a Sailing Master, Assistant Sailing Master for each vessel, a Secretary, a treasurer, a Sailing Course Coordinator, and a Cruise Coordinator. These officers, acting together, shall also constitute the Club’s Executive Committee, and shall have signatory authority on the Club’s checking account as may be determined by the Executive Committee. The Executive Committee is authorized to act upon all business of the Club when the Club is not in session and shall authorize and direct that disbursements be made in the interest of the Club. Two signatures shall be required for the issuance of the Club check.

## Section 1 - Executive Committee

A. The powers, business, and property of the Club shall be, respectively, exercised, conducted, and controlled by the Executive Committee. Each member of the Executive Committee shall serve without monetary compensation.

B. The Executive Committee shall have the power and authority to promulgate and enforce all rates, rules, operating procedures, and regulations pertaining to the use and operation of Club property both leased and owned, and to do and perform or cause to be done or performed, any and every act which the Club may lawfully do and perform.

C. The Executive Committee may authorize and/or hire personnel from outside the club membership to perform such services (for a fee) in behalf of the Club as the Executive Committee deems necessary.

D. The Executive Committee shall cause to be kept a complete record of all of its acts and the content of its meetings; and shall always be prepared to present a full statement showing in detail the condition of the Club.

E. The Executive Committee may assign to any Club member any duty or office which the Committee deems necessary to the conduct of the Club, and which is not otherwise provided for in these Bylaws.

F. To recognize service to the Club by members in good standing, the Executive Committee may establish a schedule of compensation, awarded as sailing time, in accordance with the operating procedures.

## Section 2 - Officers

### A. Commodore

It shall be the duty of the Commodore to preside at all meetings of the Club and Executive Committee, to authorize all official acts necessary to carry out the will of the Club, to appoint the membership of all Committees, and to call special meetings as may be necessary. The Commodore will execute with the Treasurer all certificates of membership, contracts, and other instruments as may be necessary to the conduct of Club business.

### B. Vice Commodore

It shall be the duty of the Vice Commodore to organize Club social functions and to schedule use of the sailing vessels. (See attached operating rules for the Club's policies with regard to the use and scheduling of Club vessels.) The Vice Commodore shall monitor delinquent accounts, and advise members of their account status as necessary. In case of the absence or disability of the Commodore, the Vice Commodore shall be vested with all the powers to perform the duties of the Commodore. The Vice Commodore shall perform such other duties as may be directed by the Commodore.

### C. Sailing Master

It shall be the duty of the Sailing Master to monitor operation and maintenance of the Club vessels; their winterization; their Spring preparation for the sailing seasons; sailing instruction for the membership; and certification of Captains. (See operating rules for certification requirements.)

### D. Assistant Sailing Masters

Under the general direction of the Sailing Master, it shall be the duty of each Assistant Sailing Master (one for each Club vessel) to carry out the duties set forth in paragraph IV-2-C above. The Assistant

Sailing Master of the largest Club vessel shall succeed the Sailing Master in the event that the Sailing Master is unable to carry out duties of that office.

#### E. Secretary

It shall be the duty of the Secretary to maintain a current list of all Club members including their current addresses and phone numbers; to keep and maintain the minutes of the meetings of the Club and Executive Committee; to have custody of all official files except for those maintained by the Treasurer; to conduct the correspondence of the Club including the printing and mailing of the Club newsletter; and to make available to the Club members relevant information on request.

#### F. Treasurer

It shall be the duty of the Treasurer to collect all monies due to the Club and deposit such monies promptly in the Club's checking or savings account as may be appropriate; to have charge of the funds of the Club; to keep a record and correct account of all monies received and put out, and to make disbursements on behalf of the Club as directed by the Executive Committee. It shall be the Treasurer's duty to provide a financial statement at every scheduled meeting; and to advise the Executive Committee of projected expenditures and any unpaid accounts. The Treasurer shall have signatory authority on the Club's checking account. All checks must be signed by the Treasurer and one other authorized Club officer.

#### G. Sailing Course Coordinator

The Sailing Course Coordinator shall plan, schedule, and conduct the Club's sailing course.

#### H. Cruise Coordinator

The Cruise Coordinator shall plan, schedule, and conduct the Club's cruises.

### Section 3 - Terms and Succession

A. Each Club officer shall be elected for a term of one year, by and from the membership in good standing, at the annual meeting. A slate of nominees shall be presented to the members at least two weeks prior to the annual meeting. Members may vote by written proxy if they must be absent from the meeting.

B. If any office, other than that of Commodore, becomes vacant for any reason, the commodore shall appoint an interim successor until such time as the Executive Committee shall elect a successor from the membership who shall hold the office for the balance of the one-year term. If the office of Commodore becomes vacant the Vice Commodore shall become Commodore and the Executive Committee shall elect a new Vice Commodore from among the membership.

Article V: Conduct of business

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Section 1 - Meetings, Quorums, and Voting

A. For the purpose of conducting the official business of the Club, regular meetings of the Executive Committee and of the membership shall be held. Notice of such meetings shall be given prior to the date specified for the meetings. Such notice may be given in the Club's Newsletter, in the monthly statements, by special mailing, and/or by telephone. The schedule and voting requirements for such meetings are presented below in chart form for convenient reference.

<u>Meeting</u>	<u>Executive Committee</u>	<u>General Membership</u>
Annual		March or April. (Two (2) weeks notice.)
Regular	Monthly during sailing season. Tim and place set by Commodore. (Two (2) weeks notice to Executive Committee.)	Members in good standing may attend Executive Committee meetings at any time.
Special	Called by Commodore or three (3) Executive Committee members. (Three (3) days notice.)	Called by Commodore, or three (3) Executive Committee members, or ten percent of members in good standing by written petition to the Executive Committee.
Quorum	Five (5) Members of the Executive Committee	Ten percent (10%) of members in good standing.
Votes to pass an action	Majority of the Executive Committee	Majority of votes cast, including those of attending members in good standing, and absentee ballots and proxy votes of members in good standing
Bylaws changes		Two Thirds (2/3) of votes cast, including those of attending members in good standing, absentee ballots, and proxy votes of members in goodstanding.

B. A member in good standing may vote at a general membership meeting without attending the meeting by submitting in advance of the meeting to any member of the Executive Committee either (1) an absentee ballot, or (2) a proxy that clearly empowers another member in good standing to vote in his or her place.

Section 2 - Club Finances.

A. The Club, being a non-profit corporation, shall collect only those funds, and bear only those costs, which are necessary to the conduct of its authorized business.

B. Any net surplus funds remaining after all obligations have been paid shall remain in the Club treasury for the purchase of new equipment, for planned maintenance, for contingencies, or for the purpose of reducing charges for fixed or operating costs to the members, as shall be determined by the Executive committee. In no case may surplus funds be distributed to any member or members for individual use.

C. Authorization to Expend Club Funds.

1. No member may authorize expenditures or otherwise incur financial obligations in the name of the Club except as expressly provided for in these Bylaws or under other authorization pursuant to the Bylaws.
2. Captains should refer to Operating Rules regarding the purchases and/or expenditures allowed under certain specific conditions.
3. The Treasurer is authorized to disburse funds for all normal fixed costs (loans, insurance, lease payments, and dockage) without prior approval of the Executive Committee.
4. The Sailing Master is authorized to obligate the Club for costs of routine maintenance and inspections for up to two hundred dollars (\$200.00) without prior approval of the Executive Committee. Such obligations shall be scheduled with the Treasurer so that availability of the necessary funds is assured.
5. For all proposed expenditures in excess of five thousand dollars (\$5000.00) for new (non-replacement) equipment, the Executive Committee shall seek guidance from the general membership prior to taking action on any such proposal.

D. Respecting member payments and refunds, members of the Club shall be required to pay such fees and sailing rates as may be determined by the Executive Committee and as specifically set forth in the Club's Schedule of Fees and Rates. Refunds shall be limited to those circumstances specified in the Club's Operating Rules.

Section 3 - Changes to Bylaws, Operating Rules, Fees, and Rates.

These Bylaws may be amended at any meeting of the general membership called for that purpose, or at any regular meeting of the general membership. Two thirds of the votes cast, including votes of members in good standing present at a general meeting, proxy votes of members in good standing, and absentee ballots as provided for in the Bylaws above, shall be required for any change in the Bylaws. Members shall have advance notice not less than one month prior to the final vote to consider such changes. Operating Rules and Schedules of Fees and Rates shall be determined by the Executive Committee and reviewed annually to determine what changes, if any, are required.

Article VI: Safety Board

Section 1-Composition and Functions

A Safety Board shall be designated by the Executive Committee for each incident or accident involving a Club member and/or boat belonging to the Club, providing such incident or accident resulted in damage to a Club boat exceeding two hundred dollars (\$200.00) or involved injury to persons. The Safety Board shall consist of three (3) members of the Club who were not involved in the incident or accident.

Section 2 - Investigations and Hearings

The Safety Board shall take all steps necessary to ascertain the facts, conditions, and circumstances of the incident or accident, shall arrive at conclusions regarding the probable cause and responsibility therefor, and shall make known to the Executive Committee and all parties involved its findings in the form of a written report. The Executive Committee shall then offer to all parties concerned the opportunity of a

hearing. After the hearing (or immediately, if the hearing is waived by all involved parties), the Executive Committee shall render a decision regarding financial responsibility for the incident and the responsibility for injury, if any, to persons. This decision of the Executive Committee is final.

### Section 3 - Member Liability

A. The Executive Committee shall not impose financial responsibility for any incident or accident upon any member in excess of the deductible in effect under the insurance policy then current, unless the damage resulted from a cause not covered by insurance on the boat, or unless the member was found to be grossly negligent. In either of these two cases, the member found responsible for the damage shall be liable for the full amount of the loss.

B. Financial obligations imposed on any member as a result of a decision of the Executive Committee shall be satisfied within thirty days of written notice to the member. Failure following this period to satisfy such obligation shall result in immediate suspension of the member from the Club and application of the member's credits in Club accounts toward the obligation. Failure to satisfy such obligation within thirty days after suspension shall result in termination of membership in each case without further action on the part of the Executive Committee. The Executive Committee shall have the right to lift such suspension or to avert such membership termination provided satisfactory arrangements are made in time, but the Executive Committee may not reverse a membership termination once in effect.

C. In incidents involving injury to persons, the Executive Committee shall have the authority to impose suspension of any length or terminate membership if they believe the member was negligent, regardless of whether any damage to property occurred.

D. The Club retains the right to use all legal means to recover losses.

## Article VII: Dissolution of the Club

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### Section 1 - Procedure

At such time in the future as circumstances may indicate that the Club should be dissolved, the procedure to be used shall be as prescribed herein.

### Section 2 - Criteria for Dissolution

The Club may be dissolved for any reason upon the affirmative vote of a majority of the Executive Committee and after approval by the general membership, as described below. A request for dissolution may also be made upon petition to the Executive Committee, stating the reasons therefor, and signed by twenty percent (20%) of the members in good standing. An action toward dissolving the Club upon Executive Committee vote or upon petition shall promptly be presented to the membership by a written notice stating the reasons for the Executive Committee action or transmitting the reasons cited in the petition; in the case of a petition the Executive Committee shall append its recommendation. A meeting of the general membership shall then be held to take place at least fourteen (14) but not more than thirty (30) days after the date of such notice. A two-thirds (2/3) vote of members in good standing shall be required to begin dissolution proceedings.

### Section 3-Disposition of Club Assets and Liabilities

The order of priority for distribution of assets of the Club shall be as follows:

A. To pay the liabilities of the Club to all persons other than members.

B. To establish such reserves for unmatured or contingent liabilities as the Executive Committee may deem appropriate.

C. To repay loans from members.

D. To repay refundable deposits from members.

E. To pay amounts due to members other than deposits.

F. The balance of the assets, including any assets remaining after the satisfaction of unmatured or contingent liabilities shall be donated to any one or more not-for-profit organizations as the Executive Committee selects. In order of preference, such organizations may be those established to promote (1) the sport of sailing; (2) amateur sports generally; (3) any other eleemosynary cause other than a religious or political cause. In the event the assets are insufficient to satisfy all claims in any category, claims in that category shall be satisfied pro rata and no claims in any subsequent category shall be satisfied to any extent.

#### Section 4 - Liquidator

The Executive Committee shall act as the liquidator of the Corporation. Upon the liquidation, the Treasurer shall prepare a report for the Executive Committee setting forth the assets and liabilities of the Club at the point of decision to liquidate, and indicating the disposition of the assets. This report shall be presented to any member upon request.

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# Operating Rules and Procedures

## A. Membership

1. **Club Member** - One who has paid the non-refundable initiation fee (see current rate schedule) and has completed the Club's sailing course, or documents equivalent experience. May crew with a Club Captain and participates in Club functions such as open-session Club Cruises. Has one vote at Club meetings. Sailing course included in initiation fee.
2. **Regular Captain** - A club Member who has purchased a one-time refundable share in the Club's assets (see current rate schedule) and has passed certification check-out on the Catalina 27 (see Captain Certification). After the annual prepaid user fee and maintenance fee have been paid, is entitled to schedule the Catalina 27.
3. **Advanced Captain** - A Club Member who has purchased a larger one-time refundable share in the Club's assets (see current rate schedule) and has passed certification check-out on both the Beneteau 305 and Catalina 27. After the annual prepaid user fee and maintenance fee have been paid, is entitled to schedule either the Beneteau 305 or Catalina 27.

## B. Scheduling Requirements

In order to schedule Club vessels, Club Captains must not be in arrears for user fees from previous seasons and must have paid current annual prepaid user and maintenance fees (decided annually by Executive Committee) by May 1st of each season. No requests for vessel scheduling will be honored before receipt of these fees, even if prepaid user fees are carried over from previous years. Share assets purchases are refundable. Prepaid user fees and maintenance fees are not refundable.

## C. Scheduling Procedures and Policies

1. **Scheduling** - When above requirements are met, phone Vice Commodore (Scheduler) to reserve a boat. Three weeks in advance is suggested for weekends June through September, less for weekdays. First come, first served. Provide him with your itinerary and get from him name and phone numbers of Captain to follow you. Take with you the phone numbers of the Executive Committee.

2. **Cancellation Policy** - (see 4 below)

Two weeks in advance	No penalty.
One week in advance	If scheduled by others, no penalty. If not scheduled, one fourth of user fee.
Less than 1 week in advance	If scheduled by others, no penalty. if not scheduled, one half of user fee.
No show	Full charge. No excuses.

3. **Delay in Returning Vessel to Home Port** - (see 4 below)

One half hour late	half of half-day user fee.
More than half hour late	Half day user fee.

4. **Foul Weather** - To insure safety to life and property, it is Club policy to encourage all Captains to exercise caution in foul weather conditions. Since Club Captains vary widely in their sailing experience, the Club does not try to impose specific foul weather operating criteria. However, these general guidelines will be followed: 1) The Captain in command is regarded as personally responsible for assuring the safety of the vessel and crew under his command. 2) The Club will not collect user fees for all or

that part of a scheduled sail that is not conducted in order to avoid sailing in Small Craft Warning (winds 33 knots) or worse conditions, or for time in excess of the scheduled time that is required to wait out Small Craft Warning or worse in order to return to home port in safer conditions. 3) Captains are not permitted to depart from a safe harbor under worse than Small Craft Warning conditions. 4) Captains will be held responsible for costs necessary to repair vessels damaged as a result of improper exercise of command in foul weather conditions. See Article VI: Safety Board in By-Laws.

#### 5. Running Expenses

**Fuel** - Each Captain is allowed two gallons of gasoline or one gallon of diesel fuel per day. Should boat be refueled, forward bill to Vice Commodore with Captain's Report. Treasurer will refund all but the cost of the daily allowed amount.

**Supplies** - Captains may replenish consumable supplies such as flashlight batteries, alcohol stove fuel, sail battens, etc. limited to \$20 per scheduled usage period, without prior approval of the Sailing Master. Expenditures above \$20 take the risk of not being reimbursed or being reversed by the Executive Committee.

**Emergency Repairs** - If needed during scheduled usage period, phone Sailing Master from shore or, collect, from radio telephone for approval. Executive Committee members should be called if Sailing Master is not available.

#### 6. On-Board Equipment

All on-board equipment must be approved by the Executive Committee. On-board equipment includes everything brought aboard a Club boat in the expectation that it will remain aboard longer than the duration of a single scheduled usage period. Any new on-board equipment must be Club property. If proposed on-board equipment is not Club property, transfer of ownership must be accomplished prior to approval by the Executive Committee.

Within limits set by Club insurance policies and rental contracts, a Club Captain may bring aboard the Club boat under his or her command, or allow others to bring aboard, whatever lawful material, equipment, or gear the Club Captain may wish. All such gear is personal and must be carried ashore at the end of that period of use. No personal gear brought aboard may contravene terms and conditions of other Club agreements or limitations. In this connection, Captains' attention is called to the provision in the Club's slip lease barring use of taffrail fire-pans in the slip.

All boats owned by the Club and those boats chartered by the Club will meet reasonable standards of being fully equipped, safe, and moderately comfortable. Gear carried by Club boats is chosen to meet specific uses, plans, and priorities. It is to be readily maintained, stored in available space, and be as durable as possible. The Executive Committee, utilizing advice and assistance of the Sailing Master and the Assistant Sailing Masters will be responsible for determining on-board equipment that meets these standards. The Sailing Master and Assistant Sailing Masters will ensure that no items other than approved equipment remain permanently on board any Club boat.

Club members desiring to add to existing on-board equipment should present a proposal to that effect to the Sailing Master or, in person, to any meeting of the Executive Committee. Likewise, if a member feels that current on-board outfitting should be altered or eliminated, a specific proposal to that effect should be presented either through the Sailing Master or directly to the Executive Committee.

7. Fines or Penalties - All Club Captains are responsible for keeping themselves aware of changes in Club operating procedures, regulations and rules. All fees, penalties and fines imposed by the Club must be paid before Club boats may be scheduled.

8. Captain's Reports - Captains are responsible for completing this report for each scheduled usage period. In completing this report, the Captain, in effect, acts as the Club's inspector of the condition of the boat after the previous usage period and reports the boat's condition, equipment inventory, and tidiness. More than a half hour should be allowed after return to home port for proper tie-up, wash-down inside and out, proper stowage of equipment, and completion of a legible log entry and the Captain's Report. This report is an important part of the Club's successful operation. It must be filled out before leaving home port (inspection of boat's condition left by previous Captain) and referred to back at home port (as a check list of what to do before leaving boat for home). It must be mailed to Vice Commodore with any user fee that exceeds the annual prepaid user fee, within three days or be assessed a late fee. Stamped, pre-addressed envelopes cannot be left on the boat, since they become unserviceable in the damp environment.

**D. Damage, Loss and/or Liability**

Amounts permitted subject to the findings of a Safety Board as described in Club Bylaws.

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# Captain Certification

## Qualifying Requirements for Candidate Captain

A Club members wishing to become a Club Captain and to schedule Club boats on her or his own responsibility must:

1. Be a paid-up member not in arrears and be prepared to purchase shares in Club assets pertinent to the boat or boats to be scheduled. (See Club Operating Procedures and Current Rate Schedule.)
2. Be prepared to pay the current season pre-paid user and maintenance fee for the boat or boats at the end of the certification cruise. Up front user fee for certification cruise must be paid regardless of the outcome.
3. Have completed the club's sailing course, or equivalent, within the past five years, or have documented experience which equals or exceeds the Club's course.
4. Demonstrate capability in performing Captain's duties through a formal certification cruise, under a Club Captain appointed by the Sailing Master to act as testing Captain for that cruise. The certification cruise will cover no fewer than four hours. This time can be longer, at the option of the testing Captain; or if weather or other circumstances warrant, the testing Captain may continue sailing on another day for whatever time he thinks suitable. The Captain candidate is required to show consistently her or his ability to handle the boat in a safe and controlled manner. Wind must be five knots or stronger. The testing Captain must not assist with leading questions or corrections except to prevent dangerous conditions. He may crew for the candidate by following orders, but it is highly preferable to have a third person aboard to crew. Only a single candidate Captain may be tested at one time. Ordinarily a minimum of one hour will be spent at the pier in the slip, in line with Club policy that the candidate Captain demonstrate thorough understanding of electrical and mechanical systems, through-hull fittings, and check-out procedures and reporting, as well as skill under sail.
5. Demonstrate satisfactory skills, ability and knowledge of the following:
  - a. Complete checks of radio, depth sounder, log, bilges, standing rigging, and fuel.
  - b. Carry out the full procedures required by the Captain's Report; check through-hull fittings and valve settings; choose sails suited to conditions and hank on; warm up motor; leave slip in good order; and clear decks for sailing.
  - c. Raise sails, shut down motor properly, and come on course under sail.
  - d. Jiffy (slab) reef mainsail in open water. Put vessel in hove-to condition, recover, and get under way.
  - e. Tack and jibe, and show capability to sail with either foresail alone, or mainsail alone.
  - f. Sail a steady compass course, setting sails properly for wind conditions and direction.
  - g. Start motor underway, luff up, and lower all sails. Raise sails, stop motor, and resume sailing.
  - h. Demonstrate capability to carry out Club-approved man-overboard procedures. Drill should include a simulated overboard accident while under sail. An overboard target must be tracked, approached, and recovered from the water in a controlled and seamanlike manner.

- i. Demonstrate proper use and understanding of charts, buoy night signals, and use of compass rose. Describe use of parallel rules or other course plotter, means for using hand-bearing compass to find location in the Bay, and dead reckoning.
- j. Show a good understanding of the various means to get the boat off a grounding, and use of line around entire boat to get towed.
- k. Knowledge of rules of the road, and ability to use them; awareness of actions to be taken to avoid collision; and consistent willingness to act with caution in resolving traffic problems encountered during the certification cruise.
- l. Anchor properly, showing due knowledge of when to use different scope lengths, and precautions to avoid fouling the rode or losing the anchor.
- m. Approach an empty pier and tie up safely, under control, using fenders and fender boards.
- n. Proper uses of radio for weather information and in two-way communication, with particular attention to constraints on Channel 16.
- o. Tie a minimum of five knots without assistance: bowline, clove hitch, cleat lock, figure-eight, and sheet bend.
- p. Describe in detail, showing understanding of boat systems and capabilities, actions the candidate Captain would take in the following situations: high winds and waves; on-board crewman injured; man-overboard; swamping or capsize; grounding; electrical and engine failure; broken halyard; jammed halyard with sail up; ripped main; foresail wrapped and locked against forestay; water below.
- q. Don a personal flotation device (PFD) and a safety harness, and indicate exactly when as a Club Captain, she or he would require crew to use either one, or both.
- r. Change foresail while underway, ending with the proper foresail for wind conditions.
- s. Bring vessel into slip with competent boat-handling procedures and proper seamanship. Moor securely, demonstrating proper use of dock and spring lines, fenders and fenderboards, and spacing from the pier.
- t. Scrub and clean inside and decks of vessel leaving boat in "Bristol" condition.
- u. Make legible entry in log, complete Captain's Report (except for signature of the testing Captain) and close companionway and lock up the boat.

6. Complete a written examination on Wanderlusters Sailing Club Operation Procedures and Policies (Attachment 1).

### Reporting

The testing Captain will sign the Captain's Report and ensure that it is forwarded in the normal manner to the Vice Commodore within three days. He will send separately within one week a note for the record to the Vice Commodore, Copy to the Sailing Master. The note will cover the following:

1. Date of certification cruise, name of candidate Captain, name of boat, start and ending times of cruise, and any special or unusual conditions encountered during the cruise such as bad weather, split sail, etc.
2. Observations of testing Captain concerning best capabilities and performance strengths observed during the certification cruise on the part of the candidate.

3. Observations of testing Captain concerning weakness, if any, in some aspects of the candidate Captain's performance in handling the boat.

4. An explicit recommendation by the testing Captain concerning certification of the candidate as a Club Captain: approval, or non-approval.

#### Certification.

1. Unless action to change the testing Captain's recommendation is taken by either the Vice Commodore or the Sailing Master, the testing Captain's recommendation for approval or non-approval shall become the decision of the Club concerning the certification of the candidate Captain, taking effect ten days from the date of the note for the record.

2. Any recommendation of the testing Captain, affirmative or negative, may be overruled by either the Vice Commodore or the Sailing Master within the ten day period following the date of the note for the record. The over-rule must be noted on the face of the note for the record, signed, and filed with the Club Secretary, with reasons in writing.

3. In each case where the candidate becomes a Club Captain, the Club Treasurer shall be informed by the Vice Commodore of this fact, naming the boat or boats in which she or he has qualified, enabling the Club Treasurer to collect appropriate payment from the new Captain for share, pre-paid maintenance, and rentals.

#### Re-testing.

Following non-approval, an unsuccessful candidate Captain may request from the Sailing Master a new certification cruise. A testing Captain will be named by the Sailing Master, who may select the same or a different testing Captain at his discretion, and a new certification cruise will be scheduled without unreasonable delay.

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## Operating Rules and Procedures Test

Each member of the Wanderlusters Sailing Club (WSC) should have a copy of the Member's Handbook, which contains the by-laws, operating procedures, rates, etc. The purpose of this written, open book examination is to (1) ensure that as a WSC member you have a copy of the handbook and (2) as a certified Captain you have a familiarity with WSC operations. This is meant to be a true learning experience, since one cannot fail this test; however, completion of this test is a requirement to become a certified Captain. Submit the completed test to the Vice Commodore.

1. Describe the requirements that must be met in order to schedule WSC sailing vessels.
2. If a Captain cancels a scheduled usage period 8 days in advance, what is the user fee?
3. What is the maximum possible fine for failure to send in a Captain's Report? After what period can this fine be applied?
4. There is a steady ran and winds less than 10 knots. A Captain who has scheduled a half-day, mid-week sail on the Les Vagabonds decides not to sail. Under the Foul Weather Operating guidelines, what is the user fee?
5. What are the annual dues for Regular Captain?
6. List the WSC officers and a brief (one sentence) description of one aspect of their duties.
7. Who may attend Executive Committee meetings?
8. As Captain, you have scheduled the Les Vagabonds for a weekend cruise (0900 Saturday through 1900 Sunday). What is the user fee?
9. An Advanced Captain carries a \$375 prepaid rental balance over into a new season. What is the correct prepayment for the new season?
10. As a Captain of the Jurate, you return to Annapolis with one of the fuel tanks empty. What should you do?

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## Work Credit Policy

During the year there are certain repairs and maintenance items (other than simple repairs or required safety and performance repairs made while using the boat) on the Club boats which are appropriate for Club members to accomplish. The Assistant Sailing Master for each boat in coordination with the Sailing Master determines what work is needed and when it can be performed by Club members. In this regard, the work credit policy is as follows.

**Purpose:** To effect repairs and maintenance on the boats while encouraging and recognizing member contributions to the Club through their participation in organized work parties.

**Work Party:** A work session is scheduled and organized by the Assistant Sailing Master or Sailing Master. Work parties are normally conducted on the Club boats or at the boat dock, but may occur elsewhere.

**Work Credit:** Work credit is determined and authorized by the Assistant Sailing Master or Sailing Master who organized the work party. Work credit is given for the time volunteered by the member to the work party. The Assistant Sailing Master or Sailing Master regularly notifies the Treasurer of work credits in whole and half hour increments earned by the member.

**Accounting:** A work credit hour is worth \$10. Upon notification the Treasurer posts the work credit dollar amount to the Captain's prepaid sail account. There is no expiration period for this credit. Once the dollar amount is posted to the prepaid sail account it is the equivalent to a financial payment to the account.

**Usage:** Earned work credit dollar amounts may be used by the Captain to pay for any duration of sail, at any time, and on any Club boat.

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## Schedule of Fees and Rates

### Sailing (User) Fees

Usage	Over- night	Half Day	Full Day	Full Day + Overnight
Sat-Sun-Holiday	\$35	\$70	\$130	\$150
Weekdays	\$30	\$50	\$ 90	\$100
Time Period	7pm - 9am	9am - 2pm	9am - 7pm	9am - 9am
		2pm - 7pm		

Note: Return to dock in sufficient time to clean up the boat for its next use including pumping out holding tank if required.

#### Consecutive Days (Includes evenings/overnights)

2-day weekend (Sat. And Sun., or weekend day and Federal holiday)

2 days:	\$260	
1 overnight:	\$ 35	
full price:	\$295	discount price: \$260 (\$35 discount)

3-day weekend (includes Friday or Monday as Federal holiday):

3 days:	\$390	
2 overnight:	\$ 70	
full price:	\$460	discount price: \$390 (\$70 Discount)

Consecutive Weekday Rates (Add \$40 for an included Federal holiday)

2-days:	\$180	
1 overnight:	\$ 30	
full price:	\$210	discount price: \$150 (\$60 discount)

3-days:	\$270	
2 overnights:	\$ 60	
full price:	\$330	discount price: \$240 (\$90 discount)

4-days:	\$360	
3 overnights:	\$ 90	
full price:	\$450	discount price: \$310 (\$140 discount)

5-days:	\$450	
4 overnights:	\$120	
full price:	\$570	discount price: \$380 (\$190 discount)

#### Consecutive Weekend/Weekday

For consecutive-day sail periods that span weekends use appropriate Consecutive Weekend or Single Day Weekend rate plus appropriate Consecutive Weekday rate.

#### Special Rates

All rates are reduced by one-half during November and April. For time periods not covered here, Agreement may be reached between the Captain and the Vice Commodore (Scheduler).

## Other Fees

Membership Initiation Fee (non-refundable)	\$315	
Annual Membership Dues (non-refundable)	\$ 25	
Captain's Equity (refundable)	Captain (Catalina 270) \$200	Advanced Capain (Hunter 306) Additional \$108 (Total of \$308)
Maintenance Fee (non-refundable)	\$155	
Prepaid Rental (Sail) Fee (non-refundable)	\$180	
Club Cruise Fees (WSC Members and their guests)	One Day \$ 30	Weekend \$60

### Payment of Annual Fees

The membership, maintenance, and prepaid sail fees are due to the Treasurer by April 15. Please mail your check (made payable to the Wanderlusters Sailing Club) to:

Wanderlusters Sailing Club  
c/o Cathy Pascoe, Treasurer  
43634 Dunhill Cub Sq  
Ashburn, VA 20147

Or pay via PAYPAL TO [WANDERLUSTERSTREASURY@GMAIL.COM](mailto:WANDERLUSTERSTREASURY@GMAIL.COM)

## Explanation of Fees and Rates

### Membership Initiation Fee

One-time fee for new members. All members are entitled to take the sailing course once.

### Annual Membership Dues

Required from all members to maintain their membership status and be retained on the newsletter mailing list. Covers costs of non sailing activities including annual General Membership Meeting. A Captain may revert to inactive (non sailing) status by informing the Treasurer and paying only the annual Membership Dues and Maintenance Fee each year. If a Captain remains in inactive status for two or more consecutive years, the Sailing Master may require the Captain to be recertified prior to scheduling a boat for use.

### Captain's Equity

Upon completion of the certification process signifying the achievement of the membership requirements and the demonstration of sailing proficiency and safety, the prospective Captain will buy a \$200 share (equity) in the Club's assets. (If the prospective Captain is already a certified Advanced Captain, no additional funds are due.) The share is non-interest bearing and refundable upon termination of Club membership.

### Advanced Captain's Equity

Upon completion of the certification process signifying the achievement of the membership requirements and the demonstration of sailing proficiency and safety, the prospective Advanced Captain will buy a \$308 share (equity) in the Club's assets. (If the prospective Captain is already a certified Captain, only an additional \$108 is due.) The share is non-interest bearing and refundable upon termination of Club membership.

### Prepaid Rental Fee

Each year active Captains are required to pay the prepaid rental fee towards future sail time. (Captains with a positive balance of \$500 or more in their prepaid sail account are exempted from this requirement.) Captains who use up their prepaid rental amount during the year are required to reimburse the Club on an actual cost basis for their subsequent sail time. The reimbursement is to be attached to the Captain's Report and submitted to the Vice Commodore.

### Maintenance Fee

Each year Captains are required to pay the maintenance fee.

## Membership Status

### Active Captain

Pays membership dues, maintenance fee, and prepaid sail fee (not required if balance is over \$500).

### Inactive Captain-Active Member

Pays membership dues and maintenance fee (if positive pre paid sail balance), but does not intend to sail.

### Active Member (not a Captain)

Pays membership dues.

### **Termination of Membership**

A member may request termination of membership, and if appropriate, a refund of their Captain's Equity by informing the Treasurer in writing. The refund of the Captain's Equity will be reduced by any funds due the Club from the member.