



MEMBERSHIP GUIDELINES

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Disclaimer: The information contained herein is continually updated. If there is a question regarding specifics, please contact Island Sailing personnel for clarification or an updated version of the guidelines.

WELCOME TO THE ISLAND SAILING CLUB!

The enclosed guidelines detail policies, regulations, and privileges designed to maintain safety, insurance and operational standards; and provide all members with full access to vessels while keeping membership costs low. Guidelines do not cover all conceivable points of membership - should you encounter a situation not addressed here, or have new ideas, please give us a call!

1. MEMBER BENEFITS

- Unlimited Boat Use
- Use of boats “After Hours”
- Large Variety of Boats
- Multiple Locations
- Largest Small boat fleet in the Northwest
- Racing & Cruising Groups
- Family Friendly
- Sailor Social Activities
- Free Workshops and Clinics
- Discounted Lessons
- Reciprocal Locations—Nationwide
- Discounts on Sailing Gear
- Discounted Charter Rates
- Knowledgeable and Enthusiastic staff

2. THE FIRST RESERVATION (the reservation process)

New members should tell ISC staff that it is a “First Reservation” when making the initial reservation. ISC staff will then review the finer details and processes contained within these guidelines. Following are the basics....

1. Call for a reservation, note special requests (e.g., optional equipment, after hours, etc...), and discuss any specifics needed (such as marina access, etc...)
2. If your contact information changes make certain we know so that we can contact you if weather, etc... may ground the boat.
3. After arriving, review the check-out book for policies, procedures and specific notes pertaining to the use of that particular vessel. Keep an eye towards a “Manifestly Safe Voyage” – i.e., that the vessel is equipped with everything needed for your planned trip.
4. Ask questions: if unfamiliar with any piece of equipment, or want something double-checked (such as batteries, etc...), just ask.
5. Complete the float plan, sign the release, return to us and go sailing!
6. When returning, “tidy” the boat by putting equipment away, flaking mainsails, emptying waste tanks, and taking any rubbish.
7. If a problem was encountered during the sail, either inform a staff member or complete a “problem report”. If there’s a problem involving an injury or 3rd party, complete the “Incident Report”. Both forms are found in the Check Out book.

3. LOCATIONS & FAMILY

Members have access to boats at *all* ISC locations. ISC memberships extend to a member’s immediate family, and as ISC encourages families to sail, family members receive a 50% discount on ASA Basic Keelboat classes!

4. SAFETY

Safety is always *the priority*. Island Sailing reserves the right to take any action necessary in deference of safety considerations. Examples include changing specific boat reservations due to equipment or member special needs to cancelling reservations if observed/forecasted weather conditions are beyond the ASA certification level of the member.

5. HOURS OF OPERATION

Following are the general hours of operation, which may change with the season. Announcements will be made in advance of any changes. The early morning and late afternoons are generally spent getting boats ready and putting them away for the night, and we will take reservations if available during those times. While reservations are taken 7 days a week, specific locations may ‘close’ during the week to give employees their “weekend”. If a location closes for the day, “After-hours” rules apply.

Boat reservation hours: 9:30 am - 4:30 p.m. - Daily

Boat check-out hours: 10:00 am - 5:00 p.m. - Daily

Business hours: 9:00 am - 5:00 p.m. - Daily

6. RESERVATIONS

All reservations are subject to availability. The club maintains a fleet size commensurate with membership levels throughout the year. Some summer weekends book fast when a disproportionate number of members want to sail on the same day, and so we encourage members to plan in advance.

The following reservation rules are designed to maximize boat availability for all members. Island Sailing may alter reservation times during heavy use days to accommodate members (e.g., requiring morning, afternoon or after hours time slots).

All members benefit from adhering to reservation guidelines.

Advanced Reservations: Each full member can make one advance reservation at a time. Shared memberships members can make one advanced reservation per the shared membership (i.e., if 4 people share a membership, only one can book an advanced reservation).

Same Day Reservations: There are no restrictions on same day reservations other than the availability of the boats.

Cancellations: If a member does not show up for a reservation within 1 hour and no alternative arrangements are made, then the reservation will be involuntarily cancelled when other members are waiting on the boat.

Likewise, if a specific boat or time is not available, then members are encouraged to be added to a waiting/call back list for that time and vessel.

With courteous regard to other members - *please call if you’re planning on being late or cancelling a reservation*. This affords other members the time to go sailing.

7. CHECK-OUT PROCESS

Every time you take out a boat you must fill out and sign a check out sheet and float plan before sailing. Aboard each vessel is a "Check in" book that details the process and safety related notes recorded by staff. Not completing the check-in process and returning a signed check out sheet and float plan is considered unauthorized use and gross negligence; and may result in increased liability and legal action.

8. EVENING USE

Members may sail into the evening if they arrive before 5:00 p.m., or if they made prior arrangements to check out the boat after closing. When the sail is completed, simply bring in the boat, secure it properly to the dock in its slip, and we will check it in the following morning.

This "next day check-in" benefit is one of the most popular features of the Club, and there is no extra charge for it! All that ISC requires is that members properly moor and secure the boats, fold all the sails, and leave it in the same condition as if a dock attendant were there to check it in.

A Member's responsibility does not end with their sail but with ISC staff check-in of the boat [the following morning in this case]. Members should recognize that since ISC staff is not securing the boat at the end of the workday, ISC cannot accept responsibility for it overnight. If there is any theft, vandalism, or damage caused by improper mooring/securing, the member will be held responsible for the damage if the cause is determined to be improper stowage of the boat. Historically, ISC has not faced problems with this arrangement, and most marina accesses are secured after hours. However, if you prefer not to take this responsibility it is best to return the boat to before close.

9. AFTER HOURS CHECK-OUT

A privilege not seen in most boating clubs is ISC's after-hours checkout. With an advanced reservation, members can take out boats after hours. The common procedure is for ISC staff to place a combination lock on the boat.

A requirement for after hours use is a signed waiver granting the privilege, which is kept on file. When first booking an after hour sail, please make arrangements with ISC staff to complete the waiver, or sign one in advance.

Don't forget the Combo Lock Code!

10. EXTENDED USE (MULTIPLE DAY)

Members may reserve a boat for more than one day for an additional fee. This fee varies with the size of the boat and the duration of usage. This fee may be charged to a member's account or paid prior to departure. The extended cruising fee is applicable for all periods of time commencing at 9 a.m. after your first day of use. There is no prorating. Each day runs until 9 a.m. the following morning. **A member must cancel their extended use reservation at least forty-eight hours prior to departure to avoid the extended use charge.**

11. OPTIONAL EQUIPMENT

The following equipment may be checked out by members at no additional charge:

- Boarding Ladder
- Extra Anchor
- Local Chart (copies)
- Tiller Extension
- Boat Hook
- Cabin Heater
- Stove
- Port-a-Potty
- Side Rail B.B.Q.

Equipment is available in limited quantities, so please reserve it when reserving your boat.

12. CERTIFICATION PREREQUISITES FOR BOAT USE

Certification prerequisites are for member safety, to ensure competency when using more advanced sailing equipment, sailing in unfamiliar areas and to minimize the potential for damage to ISC equipment. ISC adheres to the American Sailing Association (ASA) certification system and standards, which advocates graduated learning that includes practice in-between classes. More information can be found at www.asa.com.

ASA BASIC CERTIFIED: Members may use almost all of the twenty (20') foot to twenty three (23') foot sailboats after completing the Basic sailing course or by challenging the standards of the course.

ASA BASIC COASTAL CERTIFIED: After completing the Basic Coastal Cruising course members may use the boats through twenty four (24') to the twenty seven (27') foot with outboard auxiliary power, except those with inboard controls, and may make extended cruises.

ASA BAREBOAT CERTIFIED: All diesel auxiliary powered sailboats, and those with inboard controls, may be used by Bareboat qualified members. They can also reserve charter weeks without a security or damage deposit. Bareboat certified members can also receive discounts when chartering with certain chartering companies in the San Juan Islands.

SPINNAKER QUALIFIED: The Spinnaker course is required before you may use the spinnaker on any Club boat.

13. SAILING CLASSES

Island Sailing offers a wide range of ASA and non-ASA classes, all designed to increase sailors' skills and knowledge. When combined with a variety of vessels and practice, ISC members are considered some of the best trained sailors in the industry. Members enjoy a standard **10% discount** on classes plus frequent specials and additional discounts for multiple students, family members, etc... If we do not offer a class that fits a member's schedule or plans, we will recommend an ASA facility that not only offers that class, but meets elevated ASA standards that only a handful of top sailing schools offer. When ready for that next level, give us a call to discuss options and any possible specials.

14. MEMBERSHIP CARDS

Membership Cards are given to members when they join ISC. The card includes member number and reservation phone numbers. This card is non-transferable, and many marinas may require the card to receive a marina pass.

15. MARINA PASSES

Marina access varies by location, as do the rules. While Island Sailing keeps passes and electronic keys, marinas require that members acquire their marina cards to satisfy security requirements.

16. LIABILITY & DAMAGE

Every operator of an Island Sailing vessel is responsible for any damage, theft, etc. that they incur or cause, up to \$1,500 *when they follow procedures and rules*. Details of liability and damage conditions are contained in the "Operator Terms & Conditions".

Island Sailing maintains liability insurance of at least \$1,000,000 at all locations, and all active members in good standing are named as additional insured's. Members should recognize that if found grossly negligent, the member may face additional liability by maritime law.

Island Sailing requires all members to inspect a vessel prior to use and assume responsibility for planning a manifestly safe voyage for the sailboat, crew and guests. Following is the definition of a "Seaworthy Vessel", and it's important to note that the maritime definition of seaworthiness includes the skipper's character, skill and planning for a safe voyage.

"The vessel is competent to resist the ordinary attacks of wind and weather, and is competently equipped and manned for the voyage, with a sufficient crew, and with sufficient means to sustain them, and with a captain of general good character and nautical skill."

Many homeowners' or tenants' /renters' insurance policies cover this type of loss, and members are encouraged to check with their agent.

Damage is ascertained on an itemized checklist, and upon a clean check-in by ISC staff, members are released from accountability. It is advisable that members review this checklist with ISC staff for accuracy.

If a member damages a sail, or any other gear, they are required to inform ISC. To report any problem after hours, **fill out a problem report form and place it in the problem report box or call the club by 9:30 a.m. the next day**. By reporting damage, members help the club to repair problems before they become worse, and members do not send fellow members sailing with faulty equipment! ISC staff can also advise members as to why the damage occurred, helping to prevent a re-occurrence. If a member does not report damage, it will be discovered at the next checkout and the damage will be charged back to the member regardless of fault.

IF AN INCIDENT INVOLVES A THIRD PARTY OR AN INJURY, COMPLETE THE INCIDENT REPORT AS SOON AS POSSIBLE. This is for the member's protection, especially when making an insurance claim.

NOTE: it is a maritime legal requirement that a skipper fully disclose any problems or breakage that may affect the safety of a vessel! Failure to do so puts other members at risk.

17. BILLING

Members receive a monthly billing statement for dues, plus any charges that accrued on the account in that month. This bill is sent on the 20th of each month and is due payable before the 10th of the following month. If payment is late, then a 12% late fee is assessed per month! If an account becomes over 30 days "Past Due", membership privileges are suspended until the account is current. Suspension precludes boat use, activities, and boat reservations.

18. MEMBERSHIP PLANS

Special considerations can be made for membership plans and "life" in general when it interferes with sailing. We ask that members discuss any issues with us within the framework of the membership guidelines and agreements.

Member Agreements: Long-term membership commitments are required to keep costs low and maintain a year-round fleet for members. When compared to owning a boat, Island Sailing's member dues are usually less than moorage alone!

- Unless stated otherwise or cancellation arrangements are made in advance, membership agreements renew on the renewal anniversary as per the signed agreement.
- Members must give written notice of resignation thirty (30) days prior to the end of their agreement term, and it must be accompanied by the Club Membership Card. Failure to do this leaves the membership in force and members responsible for accruing dues.
- Island Sailing extends a 30 day "grace period" from the renewal date to cancel a membership. However, members are responsible for all accrued dues during this extended period.
- Exceptions are made for instances including (for example): members moving +40 miles from an Island Sailing facility, or physical injuries/serious illness that prevents use of Island Sailing services. Other exceptions are made on a case-by-case basis on approval by the General Manager. All exceptions may require substantiation.
- Dues may be subject to change upon thirty (30) days notice to Member and are effective only after the end of the current contract term (i.e., dues are locked until the next renewal).

Membership Transfers: Any membership in good standing may be transferred to another party. The Club can attempt to find a party to transfer the membership to for a \$200 fee. A member may find the party on their own, in which case there is no fee. Please contact the office for assistance in transferring your membership.

Membership Holds: Any membership in good standing may be put on "hold" for up to 3 months and for a \$20 per month fee. Members on hold are billed only for their hold fee, and their privileges are suspended. After 3 months, billing and membership begins automatically, and the agreement's term is extended by the hold period. A member may make another hold after 12 consecutive months of membership.

Military: If actively in the military, in good standing and relocated or deployed during membership, ISC will waive contractual requirement and fees associated with holds or cancellations.

19. EVENTS AND ACTIVITIES

Membership in the Island Sailing Club not only offers the ease and convenience of sailing a multitude of sailboats maintained, cleaned, and ready for use; it also gives members the opportunity to become involved socially and further enjoy friendships through activities that are unique to a sailing club. ISC staffs are motivated to make your time with us as enjoyable as possible (they have fun too). Each clubhouse frequently hosts social functions with hopes that members bring family and friends. Events will be announced in the monthly *Mainsheet*. ISC always welcomes ideas for events!

20. RECIPROCAL CLUB PRIVILEGES

Island Sailing members are considered “preferred” sailors at most ASA schools, charter companies and clubs because of the high standards of Island Sailing’s school and club. That preferred status means ISC members are regarded as better trained and skilled sailors than most, and this status often translates into discounts or additional privileges.

Island Sailing maintains reciprocal arrangements with leading sailing organizations on the West Coast, and it is an expected practice for ASA facilities to extend reciprocal prices to fellow club members. The “deal” depends on the activity and operation. When considering sailing from non Island Sailing locations:

- We encourage you to first discuss with us. There are many reputable, excellent sailing organizations, as well as some less than reputable. Island Sailing will not engage in a reciprocal relationship if the organization does not meet the shared standards of leading ASA schools in the Northwest.
- Ask about current standing reciprocal arrangements.
- If the organization is not on our list, then we will call on your behalf.
- If the organization doesn’t offer a reciprocal, we will help to identify an organization that does.

21. SAILING GROUPS

Sailing enthusiast groups are organized by members such as yourself! Never hesitate to discuss what can happen if you share a common interest with other members.

Sailor Buddy: Island Sailing maintains an interactive and secure online list of club members who are looking for sailing partners and crew. **Call us for details and access.**

Race Groups: There are few sailing activities more exciting, and skill building, than racing. The Racing Group is a great way to become involved with sailboat racing. Beginners are always welcome to the team.

Cruising Group: The Cruising Group presents another opportunity for members to expand their knowledge, meet other members, and to have fun and excitement. The Cruising Groups’ main purpose is to provide members with flotilla type overnight excursions

Contact us to sign-up with any of these groups, and we’ll connect you with the standing member “Commodores”.

22. VESSEL DESCRIPTIONS

With over 40 vessels, ISC members can sample a variety of sailing vessels while they build experience for ASA certifications. “Newer, Bigger” boats are not necessarily “Better”. ISC boats are selected for their quality of construction and design, performance specifications, and predominant use by club members. For members considering purchasing a boat one day, then “sampling” a wide range of boats is a great way to get a feel for what boat designs and equipment best fitted for the sailing goals.

Beginning in 2010, a complete and updated list of Island Sailing vessels is available on the website.

23. NOTES & REMINDERS

In order to make the Island Sailing Club run smoothly and provide the finest customer service and equipment ISC staff asks that members remember the following:

No dark/hard soled shoes are allowed on any club boats. The marks left behind by both hard and soft dark soled shoes are very hard to remove from fiberglass boats.

No Pets are allowed on any club boats. Even if your pet is well behaved and trained - their claws and hair are very hard on the sailboats and can cause allergic reactions for other members.

No Smoking Permitted in the cabins of club boats. Smoking is not allowed below deck and is discouraged in the cockpit area where the gasoline tank is located.

Always Motor in and out of all Club locations. The harbor - masters at all of our locations have asked that members do not sail in or out unless there is engine failure. They have granted us permission to teach the skill in Coastal courses.

Sign Check-Out Sheets *prior* to boat use. The Check out sheet is to be signed out prior to sailing at any club location. This sheet ensures that your boat is fully equipped with all the necessary safety equipment.

Empty Porta-Potties or Holding Tanks if used. It is the members’ responsibility to dump waste by either pumping out the holding tanks or emptying the Porta-Potties. Parties not doing so will be charged.

Return Boats in as good or better condition as you got them. Upon completion of a sail:

- Return and properly secure the boat to the slip it belongs in.
- Release backstays, outhauls, cunninghams, and boomvangs.
- Return gear to its proper place.
- Turn all electric devices, switches, and batteries off.
- Flake, stow, bag, and cover all sails.
- Leave engine tilted down & lift mount up. (In Olympia leave the motor tilted up, the motor **MUST** be left clear of the water.)
- Coil and hang all lines.
- Close and lock the boat.
- Maintenance and cleaning of the fleet is the responsibility of the Club staff, however we ask that if you spill food or beverages that you wipe down and clean up.

Please Complete Problem Reports. In order to help the staff pinpoint maintenance projects we ask that if you find a problem with your vessel that you complete a problem report and return it to either the report box or the club staff. This will help to ensure the problem is corrected.

Member Boat Use is for Personal Use. Members may use the boats for personal sailing, but may not conduct commercial activity on board the boats, such as sailing lessons, etc., involving any payment to the member for the use of the boat. Members agree to prevent the boats from being used for any illegal activities.

24. FEE SCHEDULES (new rates effective 9/1/2008)

Extended Cruising Fees:

- 20' to 23' : \$50/ night
- 24' to 29' : \$100/ night
- Catalina 30: \$150/ night

Miscellaneous Charges: *ONLY IF...* any gear be lost or damaged, outboard fuel used beyond one half of a tank, or holding tank pumping or extra boat cleaning be needed, the following rates will be charged to the member.

Fender Kit	\$15/pc
Line	\$1/ft
Sheets	\$1.50/ft
Winch Handle	\$60/pc
Buckets	\$8/pc
Sail Ties	\$3/pc
Locks	\$8/pc
Outboard Fuel Connectors	\$20/pc
Cleaning	\$25/hr
Waste/head Pump out	\$50/each
Maintenance / Repairs (if ISC staff)	\$20/hr
<i>Fuel - current local Shell or Chevron Rates</i>	
<i>Hardware & Gear - West Marine Prices</i>	
<i>Sail - Sail Loft repair/replacement Prices</i>	

General Membership discounts & charges:

Class Discount	10%
Family Basic Class Discount	50%
Dinghy Rental	\$10/day
Transfer Fee	\$200
Late payment penalty	12%

*(Fee Schedule Continued)***Non Resident Member Daily Rates:****Member (Non-Resident) Rates**

Additional Days at half-day rate

Off-Season (Oct - April) Discount: 20%

Vessel	Weekday Half-Day	Weekday Full-Day	Weekend/ Holiday
Santana 20	\$50	\$75	\$110
Impulse 21	\$50	\$75	\$110
J-22	\$50	\$75	\$110
San Juan 23	\$70	\$100	\$130
Cal 22	\$70	\$100	\$130
Capri 22	\$110	\$150	\$180
Cal 24	\$110	\$150	\$180
Wavelength 24	\$110	\$150	\$180
Catalina 25	\$130	\$170	\$255
O' Day 25	\$110	\$150	\$180
Zap 26	\$130	\$170	\$255
Hunter 27	\$130	\$170	\$255
Cal 27	\$150	\$190	\$255
Catalina 30	\$150	\$190	\$300

25. CONTACT INFORMATION

Reservations & Main office: (800) 303-2470
Website: www.islandsailingclub.com
Information: info@islandsailingclub.com
Membership questions: josh@islandsailingclub.com / Cell # (360) 601-8661

PORTLAND:

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