

Policies and Procedures of the Barnet Sailing Cooperative  
November 2025

**Work Hours**

1.
  - I. All members with sailing permits are required to contribute a minimum amount of hours of work each year to the operation and maintenance of the Cooperative.
  - II. For the purpose of calculating work hours, a year is considered to be the period between September 1<sup>st</sup> and August 31<sup>st</sup>.
  - III. The required hours for single members is 30 hours and 40 for joint members. New members must complete one half of those totals in their first year.
  - IV. 70 percent of the annual minimum number of hours required must be completed by April 30<sup>th</sup> or prior to being approved for a long term booking, whichever comes first, or the member will be deemed as not in good standing and upon written notification from the Cooperative will have their sailing permits suspended until such time as the 70 percent threshold is met.
  - V. Members who have not completed all of their required hours by August 31<sup>st</sup> shall have a fee added to their next sailing permit equal to \$25/hour for any hours not completed. The executive may consider exceptions in extenuating circumstances or cases where the member has not sailed or has had sailing privileges revoked.
  - VI. Any member who does not pay the above fee by the due date will be deemed as not in good standing and upon written notification from the Cooperative, will have their sailing permit suspended until such time as the fee is paid.
  - VII. A member may work zero hours and pay out their full work-hour requirement for no more than one membership year, and only with Executive approval. Any subsequent year in which a member requests to work zero hours must be supported by extenuating circumstances and approved by the Executive. After one year of working zero hours, the member must meet or exceed 50% of the requirement to remain eligible for renewal of their sailing permit unless extenuating circumstances apply and are approved by the Executive.
  - VIII. A member may complete less than 50% of their required hours (and pay the remainder) for no more than two membership years, with Executive approval. After two years of working less than half their hours, the member must meet or exceed 50% of the requirement to remain eligible for renewal of their sailing permit unless extenuating circumstances apply and are approved by the Executive. The Executive shall have discretion to grant exceptions in cases of illness, injury, family hardship, or other extenuating circumstances. New members (in their first membership year) are exempt from these limits, though they are encouraged to participate in club work to the best of their ability.

**Guests**

2. Members are fully responsible for the actions of their guest(s).
3. Members taking children must provide all safety equipment and are fully responsible for them.
4. No person under the age of nineteen shall operate a Cooperative boat without an adult who is a qualified skipper that has a sailing permit

### **Booking a Boat**

5. Specific booking procedures such as times that members may book a boat may change from time to time and it is up to the executive to announce all changes to the membership. However, general procedures apply: When booking reservations, members must, prior to departure, log the skipper, crew, all guests, departure time, destination, and estimated time of return. If a member does not claim a boat within 2 hours of the reservation time, then the reservation is considered cancelled, and the boat may be taken by another member.
6. Other than long term bookings, no booking shall be longer than three days in duration unless approved by the executive.
7. With the exception of long-term bookings, members may only book boats up to 28 days in advance, and may only have one booking outstanding at a time. Members must complete their booking before making another booking.
8. A member may make a last minute booking so long as a boat is available and the appropriate reservation booking procedure is followed. The maximum duration of the booking is 24 hours.
9. Club cruises and day sails are open to all Cooperative members with sailing permits in good standing.
10. Club cruises are for adults (19 and over) unless designated as a family cruise or unless all cruise participants on a boat agree in advance that children may participate on the cruise (space permitting)
11. No member may book a boat, nor sail as a guest, while under suspension, had their sailing permit revoked, or pending expulsion.
12. No member may book a boat unless they are a qualified skipper with a sailing permit in good standing.
13. The fleet captain or boat captain with the agreement of one other officer may require a boat to be taken out of service for reasons of safety. If this occurs, members must give up their booking.
14. Boats, from time to time, may be re-located, especially during the cruising season. As a result, the Cooperative cannot guarantee a specific pickup location. Members are encouraged to work out a mutually convenient pickup and drop off location with the member preceding or following their booking.

### **Sailing**

15. Any member wishing to skipper a boat must have a minimum of a Canadian Yachting Association (CYA) Basic Cruising certificate or the equivalent as determined by the executive and must meet all other requirements established by the Cooperative.
16. Members must go through the equipment and safety checklist before leaving the dock.
17. Members must thoroughly clean the boat before leaving it in the berth at the end of the sail. Clean up must be completed before the completion of the booking time.
18. No member or guest shall smoke inside the cabin of the boat.

19. Pets are not allowed on board Cooperative boats.
20. All members and guests shall wear non-marking soft-soled shoes on the boats.
21. Boats are not to be used for organized racing.
22. Each member shall observe the rules and regulations of safe boating. If a member or their guest(s) operates a Cooperative boat in a manner, which results in a fine from the authorities, that member is responsible to make sure the fine is paid.
23. If defective equipment is found on a boat, appropriate repairs if possible should be made. Failing that, the defects must be immediately recorded in the logbook and reported to the boat or fleet captain.
24. A member responsible for any accident, loss of equipment or damage to the boat will pay to repair (or repair if qualified) the damaged or lost equipment up to the applicable amount of the insurance deductible.