



NCYC

Rules, Regulations, Policies and Procedures

As of 2025-10-18

INTRODUCTION:

The following Rules, Regulations & Procedures are adapted from a version compiled and approved as amended by the Executive of the North Channel Yacht Club at a meeting held on October 4th, 2003. They were further amended from time to time and then voted on by the membership at the NCYC 2015 AGM.

This portion of the Rules and Regulations addresses basic membership and use of Club facilities and equipment. There are other Rules and Regulations addressing Responsibilities of various Management Committee members and their roles. Where there is perceived to be a conflict between these Rules and Regulations and another document, please draw such conflict to the attention of the Management Committee.

These provisions are intentionally drafted in a near point form style so that they can be used as a checklist to readily inform as to the correct considerations and procedures to follow. Accordingly, the use of words such as "members must" or "will" have been reduced or eliminated, but the absence of such words is not to be interpreted as making these rules suggestions only or regulations of lesser force or effect or less mandatory. They are not. Such words are to be inferred as part of the meaning and import of these provisions.

Rules and Regulations cannot perfectly address all possible situations. Circumstances may require that wisdom and common sense prevail over the written words, so that the spirit of these provisions prevails over artful interpretations or legalistic application.

Each member has the right and responsibility to remind others of these provisions when a member believes another is not adhering to them, but enforcement is a function of the Management Committee. The Management Committee always has the discretion to not specifically enforce or to allow minor variances as circumstances may present themselves. Such *ad hoc* decisions are not to be taken as creating a binding precedent for the future. Each case turns upon its own facts and what might have been an appropriate discretionary decision on one or more isolated occasions may not be appropriate for general application.

1 ARTICLE I – SAFETY:

Launching and haul-out are two of the most critical activities engaged in by members. They affect the health, safety and well-being of every other member as well as the physical assets of the Club. Accidents have happened in the past. These provisions are intended to reduce the risk of such incidents occurring in the future. For this reason, they are addressed first in these Rules.

1.1 General Procedures:

- 1.1.1 If in doubt, seek help from a knowledgeable member.
- 1.1.2 To facilitate movement of other cradles, do not immobilize any cradle and store all equipment, ladders, etc. securely on the cradle.
- 1.1.3 When moving cradles belonging to other members, ensure that all related equipment is moved with the cradle to the new location and seek their permission first if they are present on the site.
- 1.1.4 Do not leave cradles on the launch rail or transfer car unattended at any time.
- 1.1.5 Do not move a cradle while anyone is in front of the cradle in the direction of intended travel.
- 1.1.6 Always push, do not pull a cradle.
- 1.1.7 Chain the cradle and transfer car wheels with chains of appropriate size wrapped around the wheel in front and behind to prevent movement in either direction:
 - 1.1.7.1 Chain all four wheels of the transfer car at all times;
 - 1.1.7.2 Chain all four wheels of the cradle when on the transfer car using the transfer car chains fitted for that purpose;
 - 1.1.7.3 Chain all four wheels of the cradle sitting on the launch rail if not connected to the winch wire rope;



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- 1.1.7.4 Chain at least two wheels on the cradle if connected to the winch wire rope;
- 1.1.7.5 Chain at least two wheels on the cradle when on the siding rails, i.e. on the flat.
- 1.1.8 WATCH OUT FOR AND KEEP YOUNG CHILDREN AWAY FROM THE WINCHES, WINDLASS AND ASSOCIATED ROPES AND EQUIPMENT AT ALL TIMES. 
- 1.1.9 Watch out for and keep young children away from the rails upon which cradle movements are taking place.
- 1.1.10 Do not allow anyone under the age of 16 to operate the winch, windlass, holding tank pump or other Club mechanical equipment.
- 1.1.11 Operators of the winch, windlass, holding tank pump and other Club mechanical equipment must undergo formal Club sanctioned training sessions for each piece of equipment and be certified as an operator by having their name added to the approved list of operators following such training. Ad hoc training is not sufficient. Operators of such equipment are required to follow the special procedures set out for each piece of equipment.
- 1.1.12 Dock carts are stored at the phone booth platform and are not to be used for excessive or dirty loads.
- 1.1.13 **Members are responsible for reimbursing the Club for damages occasioned by improper use of equipment and failure to follow any one or more of these Rules, Regulations, and Procedures.**

1.2 Vessels:

- 1.2.1 Before a member brings any vessel to the Club for the first time, the Management Committee must accept the vessel. The Committee has the discretion to refuse a vessel if for any reason it is considered not appropriate to the Club, for instance, the limitations of the Club facilities, equipment and the mooring field. [amended AGM 2015]
- 1.2.2 Only Full Members, as defined by the By-laws, are permitted to launch, moor, haul-out and store accepted vessels at the Club facilities.
- 1.2.3 Summer Members are allowed to moor and dock their accepted vessel as provided for in the By-Laws.

1.3 Cradles:

- 1.3.1 The Fleet Captain, in consultation with such knowledgeable members as the Fleet Captain requires or the Management Committee appoints [The Cradle Inspection Committee] approves the design and construction of cradles for use on NCYC premises.
- 1.3.2 Cradles currently in use or imported from other sites, may require modification to conform to current NCYC standards.
- 1.3.3 There are no fixed "spots" on the rails for either summer or winter positioning of cradles and the Management Committee and/or the Fleet Captain may impose restrictions and may direct the re-positioning of cradles at any time.
- 1.3.4 Mandatory Minimum Design Features, Maintenance Standards and Best Practices for all cradles include:

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Frame and Structure

- 1.3.4.1 a frame of steel construction and structurally sound as judged by the Cradle Committee;
- 1.3.4.2 minimum of four adjustable pads to allow for minor adjustments of the hull over the cradle, located as close as possible over the axles to ensure the cradle wheels will not lift off the tracks. A maximum distance of 2' fore and aft of the axles will be permitted, depending on vessel size;
- 1.3.4.3 straps or retainers for the adjustable pads to ensure the pads remain in their desired location and inclination during the haul-out process;
- 1.3.4.4 two bow and two stern vertical post guides, extending above deck level and braced for rigidity, to allow correct positioning of the vessel, by hand, during haul-out;
- 1.3.4.5 the vertical guide post spacing or cradle structure is not to be greater than 12" larger than the boat's maximum beam;
- 1.3.4.6 a keel guide and a keel stop, for all sailboats and power boats with keels, to assist in guiding the floating boat to its correct location over the cradle;
- 1.3.4.7 a "preventer" rail or other mechanism to keep the cradle from falling more than 12" in the event of a derailment;
- 1.3.4.8 bow and stern horizontal cradle eyes securely welded with a 1 3/16" diameter opening to accommodate shackle pins for both the up-haul cable and downhaul rope with a minimum clearance of 7" above the top of the rail;

Wheels and Axles

- 1.3.4.9 "floating axles" that are restricted from moving horizontally but are free to move vertically 1.5" plus or minus 0.5" at each end to conform to the irregularities of the tracks and to ensure that the wheels remain in contact with the track at all times;
- 1.3.4.10 should more than two axles be used, the load carrying capacity of all axles is to be equivalent to the capacity of either axle of a two axle cradle;
- 1.3.4.11 a maximum wheelbase of 11.5' to accommodate the Club transfer car;
- 1.3.4.12 a wheel gauge (spacing between the outside of the wheel flanges) of 71.5" plus or minus 0.25";
- 1.3.4.13 all wheels are to have one flange. Existing cradles with double flange wheels will be allowed;
- 1.3.4.14 all wheel bearings must have provision for lubrication;

Miscellaneous

- 1.3.4.15 The boat is to be placed on the cradle to ensure proper weight distribution on the cradle as judged by the cradle committee. For most boats, the boat's weight should rest on its keel. The adjustable pads are only intended to stabilize the boat;
- 1.3.4.16 a submersion mark on one of the forward vertical post guides to assist in determining the proper submersion depth for the cradle at haul-out;
- 1.3.4.17 fore and aft references of boat to cradle, consisting of marks on the vessel gunwale, adjacent to each of the 4 vertical post guides, for positioning of the vessel on haul-out. It is also advisable to have recorded distances between the gunwale and the 4 vertical post guides, for the purpose of centering the boat;

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- 1.3.4.18 identified with the member's name, boat name, or membership number.[amended AGM 2025]
- 1.3.4.19 painted white, including post guides, and repainted to cover rust as needed;
- 1.3.4.20 whenever adjustments to the cradle are made, field testing under load should be done during the regular boating season before Labour Day so as to avoid delaying haul-out by other members during the busy haul-out season after Labour Day;
- 1.3.4.21 all cradles will be inspected on a 3 years cycle by the Cradle Inspection Committee.

1.4 Launching:

- 1.4.1 Do not start the launch process unless the launch can be completed before sunset or before the departure of the assisting members whichever first occurs.
- 1.4.2 Do not move cradles/vessels after dark.
- 1.4.3 When moving obstructing vessel and cradles, leave adequate space on the rails adjacent to the launch ramp to allow for temporary movement of other cradles/vessels.
- 1.4.4 Do not launch if wind speed is greater than 10 knots [18.5 km/hr] in the launch area or if there is a risk that the wind will adversely affect the vessel or the mast stepping operations.
- 1.4.5 Moving a boat over 25 feet in length, requires a team of at least 4 persons [not including those operating the winch] at least 2 of whom have experience in the boat moving process. Smaller vessels require at least 3 persons at least 1 of whom has experience in the process.
- 1.4.6 [Deleted by Management Committee April 10, 2010]
- 1.4.7 Co-ordinate the timing of the proposed launch with other members who are preparing to do so on the same day.
- 1.4.8 If an *ad hoc* launch sign-up sheet is being utilized at the winching shed or the mast A-frame on that day, add the name of the vessel and the member's name and other particulars as requested on the sheet.
- 1.4.9 Do not start the launch process unless, in accordance with the Mooring Standard provisions:
 - 1.4.9.1 the vessel's mooring has been inspected if required that year;
 - 1.4.9.2 the vessel's mooring is located at the mooring location assigned to the member and realigned with the mooring grid if required;
 - 1.4.9.3 the mooring's summer float and pennants have been attached.
- 1.4.10 Start the auxiliary or main motor prior to launch to ensure that it will function properly once the vessel is introduced to the water so that the vessel can be removed from the cradle and the launch area without delay.
- 1.4.11 When starting the motor to test it prior to launch, collect the winterizing anti-freeze for reuse in the fall or for discarding offsite. Do not allow anti-freeze to flow out onto the grounds.
- 1.4.12 Close all through hull seacock except for any required for engine cooling.
- 1.4.13 Check that the vessel has fore and aft reference marks established relative to its position on the cradle using the four cradle upright posts. The marks should be useable and visible when the cradle is in its haul-out position. These could be marks on the gunwhale which reference the upright posts or an available sketch which clearly shows the required offsets. These will assist in proper positioning of the vessel on the cradle during haul out as in step 1.5.13.4 below. See also 1.5.22 below.

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- 1.4.14 Move the vessel's mast to mast A-frame area and make any adjustments and otherwise prepare it for stepping [ready all lines, mount the VHF antenna and wind vane] prior to moving the vessel to the launch rail in order to avoid undue delay on the railway.
- 1.4.15 Survey the rails to ensure that the vessel can be moved freely from its place on the rails to the launch ramp and move any obstructions prior to moving the vessel.
- 1.4.16 Do not move a cradle while anyone is in front of the cradle in the direction of intended travel.
- 1.4.17 Always push, do not pull a cradle. 
- 1.4.18 When temporarily or otherwise moving other cradles/vessels, seek the assistance of the member owner if present on the premises and be sure that there are no secondary obstructions to this move. Return moved cradles/vessels to original spots on the rails where possible once the move is complete.
- 1.4.19 Keep your vessel and cradle free of obstructions at all times when on the rails so that your cradle can be readily moved to facilitate movement of other equipment.
- 1.4.20 Once the mast has been stepped, lower the cradle to the downhaul line shackle position, stop and chain the Transfer Car, **then** attach the shackle.
- 1.4.21 Once the vessel starts to float, note the water level on the port side, bow post guide and later mark the level with paint or tape so that positioning the proper cradle depth for haul out is made easier. 
- 1.4.22 Do not use the vessel's engine to power off or out of the cradle until the bow clears the rear cradle upright posts.
- 1.4.23 Return the empty cradle to a summer storage position on the rails and clear of other vessels waiting to be launched, immediately following launch.
- 1.4.24 **Refer to and follow the Winch, Transfer Car, Mast Stepping, and Downhaul Windlass Procedures.**

1.5 Haul Out:

- 1.5.1 Do not start to haul out unless the procedure can be completed, including the de-stepping of the mast, before sunset.
- 1.5.2 Do not haul out if wind speed is greater than 10 knots [18.5 km/hr] in the haul out area or if there is a risk that the wind will adversely affect the floating of the vessel on to the cradle or the mast de-stepping operations.
- 1.5.3 Ready the vessel before moving it to the service dock and before moving the cradle to the transfer car: *[amended AGM 2015]*
 - 1.5.3.1 Remove tape and cotter pins and/or slip rings and slacken all turnbuckles on the standing rigging;
 - 1.5.3.2 Remove the boom;
 - 1.5.3.3 Remove all sails from the rigging;
 - 1.5.3.4 Disconnect mast electrical wires;
 - 1.5.3.5 Remove mast partners;
 - 1.5.3.6 Perform final holding tank pump out and fill the fuel tank if desired;
 - 1.5.3.7 Ready mast and forestay handling lines and sling downhaul line for de-stepping procedure.
- 1.5.4 Survey the rails to ensure that the cradle can be moved freely to the haul out rail.

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- 1.5.5 Survey the rails to ensure that the cradle, once loaded with its vessel can be moved freely to its place on the rails and move any obstructions prior to hauling out.
- 1.5.6 Ready the cradle before moving it to the transfer car:
 - 1.5.6.1 Clear the cradle of obstructions and any equipment not attached to the cradle;
 - 1.5.6.2 Attach port and starboard lines to the bow end of the cradle and lead them to the top of the stern cradle post guides for easy retrieval during haul out. These will be used to hold the vessel from sliding back off the cradle during the haul out;
 - 1.5.6.3 Adjust stabilizer pads and attach preventers to keep them from rotating vertically or horizontally during the submerging of the cradle;
 - 1.5.6.4 Mark the port side bow guide post with an approximate water level line that is anticipated to require sufficient clearance to allow the vessel to be floated on to the cradle.
- 1.5.7 Do not move a cradle while anyone is in front of the cradle in the direction of intended travel.
- 1.5.8 Always push; do not pull a cradle or the transfer car. *[amended AGM 2015]* 
- 1.5.9 Post the "STOP" sign at the rail/driveway crossing and move the mast transfer dolly across the driveway to prevent vehicles from crossing over the rail. 
- 1.5.10 Lower the cradle on the transfer car to the mast A-frame following the relevant procedures.
- 1.5.11 Lower the cradle to the downhaul line shackle position, stop and chain the transfer car, **then** attach the shackle. *[amended AGM 2015]* 
- 1.5.12 Use the downhaul rope and windlass to lower the cradle into the water to the desired depth. *[amended AGM 2015]* 
- 1.5.13 Move the vessel from the dock to the submerged cradle:
 - 1.5.13.1 Have at least two persons on board the vessel;
 - 1.5.13.2 Motor to the cradle, but shift into neutral just as the bow approaches the stern upright posts on the cradle;
 - 1.5.13.3 Do not use motor power to move over the cradle;
 - 1.5.13.4 Ease the vessel into position over the submerged cradle using the cradle upright posts as guides for correct positioning using the reference marks established as in step 1.5.22 below or step;
 - 1.5.13.5 Attach the lines from the bow end of the cradle [earlier placed on the guide posts for easy retrieval] to the vessel's winches or stern cleats to keep the vessel from floating back off the keel stop or otherwise out of position as the cradle is moved forward on the rail during haul out;
 - 1.5.13.6 Turn off the motor only after the vessel is in the correct position on the cradle.
- 1.5.14 Move the cradle up the rail, using the winch, to have the vessel rest on the keel and pads and then stop to check proper positioning and for deflection on the hull.
- 1.5.15 Once satisfied that the vessel is properly situated on the cradle, all persons on board leave the vessel.
- 1.5.16 Continue hauling out to the mast A-frame area for removing the mast, if any, and hull washing if desired.
- 1.5.17 Wash the hull with the power washer if desired, but be mindful of those waiting to haul out and defer washing or a more thorough washing to a later time after the cradle has been moved off the transfer car.

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- 1.5.18 Move the cradle to the storage rails as soon as possible after hauling out in order to free the transfer car for use by others.
- 1.5.18.1 The first five rails located to the right of the launch/haul-out rail when looking from water's edge will be reserved for early launchers. Members who would like to store their vessel on these rails will commit with the Fleet Captain prior to haul-out that they will launch no later than 2 weeks after Official Club Opening of boating season. *[Added AGM 2018; amended AGM 2025]*
- 1.5.18.2 If a member is unable to keep this commitment, it is that member's responsibility to arrange for others to move the vessel off the early launch rails within the 2-week period. *[Added SPM 2021]*
- 1.5.18.3 The Fleet Captain is authorized to co-ordinate movement of any vessel on the early launch rails that has not launched within 2 weeks after official opening of the boating season by the MC. *[Added SPM 2021]*
- 1.5.19 Chain the cradle car wheels at all times when the cradle is not in motion and especially for winter storage.
- 1.5.20 Do not use the winch rail for winter storage unless no other space is available and the Fleet Captain has approved this storage. *[amended AGM 2015]*
- 1.5.21 Remove the mast from the mast A-frame area to a mast rack as soon as possible following haul out. *[amended AGM 2015]*
- 1.5.22 If not already done, document fore and aft reference marks on the vessel referenced to the position on the cradle using the upright guide posts for easier positioning of the vessel on the cradle during the next haul out in step 1.5.13.4 above.
- 1.5.23 **Refer to and follow the Winch, Transfer Car, Mast Stepping, and Downhaul Windlass Procedures.**

1.6 Winch Procedures:

- 1.6.1 Only certified, trained members operate the winch.
- 1.6.2 Two persons are required to operate the winch at any time and for any procedure. One person operates the winch switch, watches for slack and responds to commands from the transfer car operator. The other person watches for slack and uses the wire rope guide stick to guide the wrapping of the wire rope on to the drum so that coils are adjacent to one another and do not overlap or leave spaces.
- 1.6.3 Keep the wire rope taut at all times.
- 1.6.4 If there is slack in the wire rope, this is an indication of trouble with the transfer car speed or progress on the rails. Stop the winch if there is slack.
- 1.6.5 If it becomes necessary to uncoil turns of the wire rope on the drum, notify the transfer car operator so that the transfer car can be chained *[if it is out of the water]* and wait for confirmation that chains are in place before uncoiling turns.
- 1.6.6 Listen for commands!
- 1.6.7 Winch Operators respond to only three **verbal commands** from the transfer car operator or the downhaul windlass operator: **"UP"**, **"DOWN"**, or **"STOP"**.



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1.6.8 Winch Operators respond to only three **hand signal commands** from the transfer car operator or the downhaul windlass operator as illustrated below:

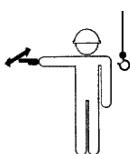
1.6.8.1 UP:



1.6.8.2 DOWN:



1.6.8.3 STOP:



1.6.9 Only one of three persons give commands to the winch operators:

1.6.9.1 the vessel's owner;

1.6.9.2 the owner's designate identified beforehand to the winch operators; or

1.6.9.3 the downhaul windlass operator.

1.6.10 If walkie talkies are available in the winch shed, use them to relay commands.

1.6.11 Log your use of the winch in the log kept for that purpose in the winch shed and record any difficulties encountered using the data fields requested on the log form.

1.6.12 In addition to logging any abnormality, immediately report verbally to any member of the Management Committee.*[amended AGM 2015]*

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1.6.13 Refer to the following schematics for reeving configurations:

1.6.13.1 Vessels of 5,500 pounds or less require only single line reeving: no pulley is required and the wire rope is attached directly to the cradle. [Amended by MC 2012-02-04]

1.6.13.2 Vessels of more than 5,500 pounds but less than 12,000 pounds require 2 part reeving: a single pulley system with the pulley attached to the cradle for a mechanical advantage of 2. [Amended by MC 2012-02-04]

1.6.13.3 Vessels of more than 12,000 pounds but less than 18,500 pounds require 3 part reeving: a double pulley system with one pulley attached to the cradle and a second fixed to the rail for a mechanical advantage of 3. [Amended by MC 2012-02-04]

1.6.13.4 Vessels of more than 18,500 pounds, but less than 25,000 pounds require 4 part reeving: a triple pulley system with two pulleys attached to the cradle and a third fixed to the rail for a mechanical advantage of 4. [Amended by MC 2012-02-04]

1.6.13.5 Vessel loads of more than 25,000 pounds are beyond the capacity of the winch and rails. [Amended by MC 2012-02-04]

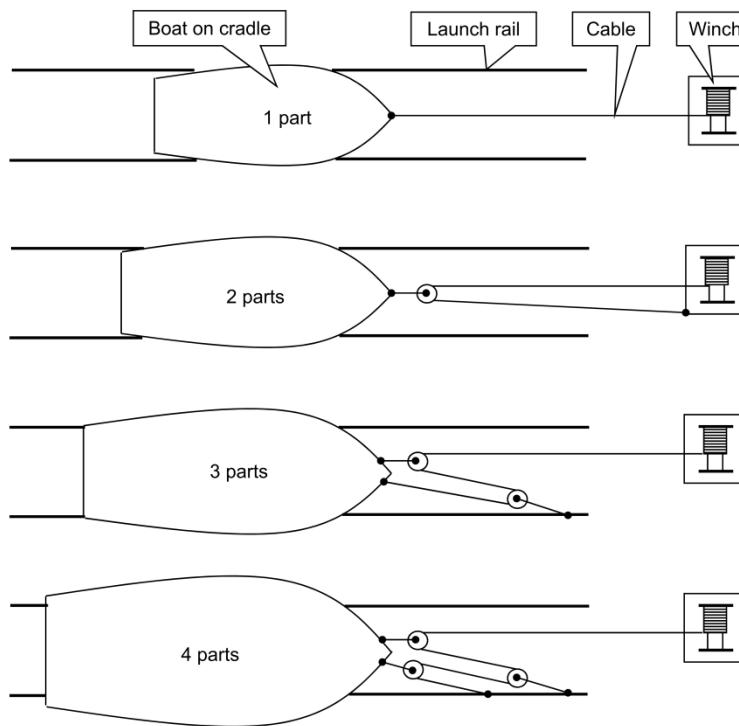
These reeving limits were arrived with allowances and safety tolerances factored in for the additional weight of the cradle, additional vessel equipment and provisioning and the weight of persons onboard.

1.7 Transfer Car and Cradle Movement Procedures:

1.7.1 Do not move a cradle or the transfer car while anyone is in front of the cradle in the direction of intended travel.

Reeving schematics for launch and haul-out:

Amended by MC 2012-02-04



reeving	weight (lbs)			
	boat >	≤	estimated cradle	max total
1 part	0	5,500	2,000	7,500
2 parts	5,500	12,000	3,000	15,000
3 parts	12,000	18,500	4,000	22,500
4 parts	18,500	25,000	5,000	30,000

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- 1.7.2 Always push, do not pull a cradle or the transfer car.
- 1.7.3 Chain the cradle and transfer car wheels with chains of appropriate size wrapped around the wheel in front and behind to prevent movement in either direction:
 - 1.7.3.1 Chain all four wheels of the transfer car at all times using the chains fitted to the car for that purpose;
 - 1.7.3.2 Chain all four wheels of the cradle when on the transfer car using the chains fitted to the car for that purpose;
 - 1.7.3.3 Chain all four wheels on the cradle sitting on the launch rail if not connected to the winch wire rope;
 - 1.7.3.4 Chain at least two wheels on the cradle if connected to the winch wire rope;
 - 1.7.3.5 Chain at least two wheels on the cradle when on the siding rails i.e. on the flat. *[amended AGM 2015]*
- 1.7.4 Prepare the transfer car for receiving a cradle:
 - 1.7.4.1 Position the car on the transfer car rail so that the transfer car rails line up with the siding rails;
 - 1.7.4.2 Chain the transfer car rails at the opposite side of the car to prevent the cradle from falling off the far end of the transfer car,
 - 1.7.4.3 Chain the transfer car wheels as set out above.
- 1.7.5 Transfer the cradle from the siding to the transfer car.
- 1.7.6 Chain the cradle wheels on the transfer car before moving the car as set out above.
- 1.7.7 Call out an intention to move either the cradle or the transfer car BEFORE commencing the move to allow those assisting the move to clear their fingers, feet and bodies from the cradle and the car.
- 1.7.8 Do not move the cradle or the transfer car unless completely sure that all persons and the path are clear.



1.8 Mast A-Frame Procedures:

- 1.8.1 For vessels over 25 feet in length, at least 4 persons are required at the mast A-frame position to step or de-step a mast: 2 on the ground and 2 on the vessel. The preferred number is 5 persons. Smaller masts [usually vessels of 25 feet or less in length] may only need 3 persons.
- 1.8.2 Hoist a mast from the vessel to the sawhorses or from the sawhorses to the vessel using the blocks at the mast A-frame. *[amended AGM 2015]*
- 1.8.3 When hoisting a mast from the ground to the vessel [stepping the mast] raise the mast first, and then position the vessel under the hoisted mast to receive it. *[amended AGM 2015]*
- 1.8.4 When hoisting the mast from the vessel to the ground [de-stepping the mast], hoist the mast to the top of the A-frame, then move the vessel forward on the rail out of the way, then lower the mast on to the saw horses.
- 1.8.5 Do not attempt to hoist a mast if the wind conditions are adverse and under no circumstances if the wind speed is greater than 10 knots or 18.5 km/hr at the mast A-frame area.
- 1.8.6 Attach the hoist sling to the block at the end of the hoist rope using a sling of the appropriate size.
- 1.8.7 Attach a downhaul rope to the sling and assign a person on the ground to hold the sling downhaul line.

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- 1.8.8 Raise the sling to a point below the mast spreaders, inside of the mast stays.
- 1.8.9 If there are baby stays on the mast, choose the proper position for the sling on the mast that ensures that the mast is sufficiently bottom heavy when aloft so that the mast can be safely rotated from a vertical to a horizontal position as required.
- 1.8.10 Attach lines to the foot of the mast and the forestay to control their movement and assign a person on the ground to hold these lines.
- 1.8.11 The hoisting block and tackle can be operated manually or by using the windlass, depending on the size and weight of the mast. If using the block and tackle manually, ensure that the operators are strong enough and heavy enough to safely handle the loads for the time required. The hoisting line is very hard to control when lowering the mast using the friction of the windlass drum (hard to control overrides) and so use the stainless steel cleat on the mast 'A' frame. At least two members are required to transfer the hoisting line from the windlass drum to the SS cleat on the A-frame. 
- 1.8.12 Take care to ensure that the hoisting line between the two blocks is not twisted and can run freely.
- 1.8.13 Ensure that the nylon-hoisting sling is positively and securely engaged in the hoisting hook. *[amended AGM 2015]*
- 1.8.14 Control swinging of the mast and furler/forestay using the control lines attached earlier.

1.9 Downhaul Windlass Procedures:

- 1.9.1 The downhaul windlass located at the base of the mast A-frame is used to assist in lowering cradles on the launch rail down the rail into the water during launch or haul out and to assist in the raising and lowering of masts during the stepping/de-stepping process.
- 1.9.2 Only trained and qualified members use the downhaul windlass.
- 1.9.3 Continuously observe tension in the downhaul rope and progress of the cradle on the rail.
- 1.9.4 Use no more than 1 ½ turns of the downhaul rope on the windlass. Putting on more turns creates a real risk of overrides [i.e. that the rope will cross over itself on the windlass] causing a bind and delay of the process. 
- 1.9.5 Handle the downhaul line manually and do not use mechanical devices or vehicles or motorized equipment to pull on the line. Severe damage can occur to the submerged rails if such aids are employed.
- 1.9.6 Check the downhaul line for chafing or other risk of failure prior to each use.
- 1.9.7 Lay out the downhaul line between the rails to be sure that it does not interfere with the movement of the cradle. Ensure that the line does not cross over the rail to the windlass during the passage of a cradle through this area.
- 1.9.8 Once the cradle moves below the mast A-frame, stop and chain the cradle and attach the downhaul shackle to the stern end of the cradle. 
- 1.9.9 The windlass operator controls the tension on the downhaul line and applies or releases tension so that only the minimum tension is employed to keep the cradle moving on the rail during downhaul. Too much tension can damage the equipment and the rails and can result in a cradle coming off the track.
- 1.9.10 Tension is controlled by a combination of the downhaul windlass and the cable winch and the downhaul operator gives commands of "UP", "DOWN" or "STOP" to the winch operators to assist in maintaining proper tension. Winch operators do not engage in straightening cable

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coils on the winch drum when the down haul is engaged without informing the downhaul operator of such intention.

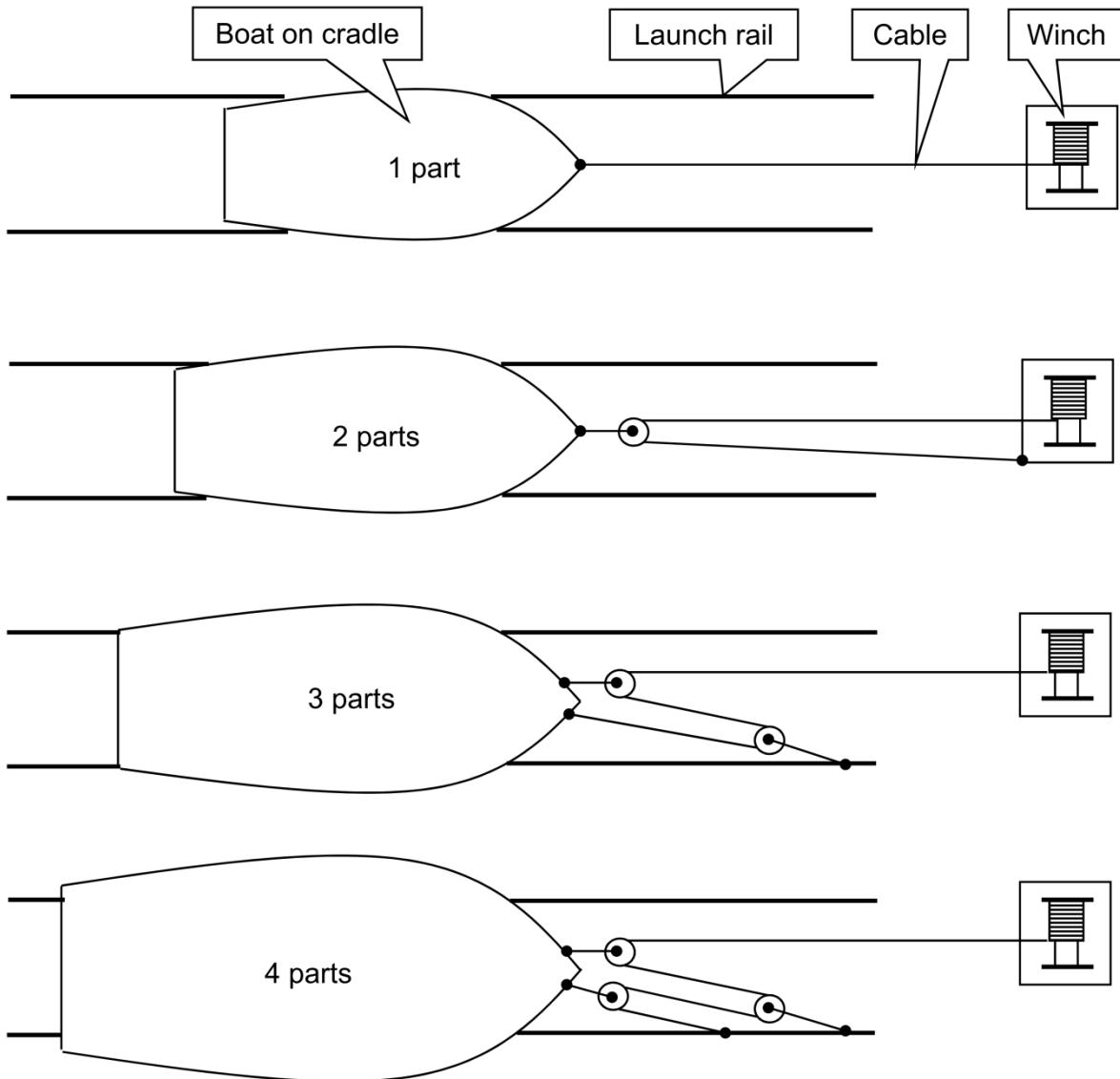
- 1.9.11 Before releasing tension on the downhaul line, ensure that the line is free to run and that limbs are clear of the windlass drum and the line itself. The downhaul line is surprisingly elastic and can be under a high amount of tension. Releasing the tension by taking wraps of line off the windlass drum can be dangerous.
- 1.9.12 Downhaul line tension is related to differing speeds of the downhaul windlass and the wire rope winch. Winch speed is a function of the number of lines running to the cradle [reeving]. See the diagrams for illustrations of single, 2 part, and 3 part reeving configurations. See also Article 1.6.13 above for further reeving information.
 - 1.9.12.1 With single line reeving, winch speed is faster than the windlass. In this mode, the winch needs to pause to let the downhaul windlass catch up. Failure to pause the winch can result in the downhaul rope coiling up and possibly crossing over a rail which will then foul the transfer car as it tries to descend over the rope.
 - 1.9.12.2 With 2 part reeving, the downhaul rope is slightly faster than the winch wire rope. In this mode, watch for tension in the downhaul rope and pause the downhaul windlass to allow the winch to catch up.
 - 1.9.12.3 With 3 or 4 part reeving, the downhaul rope is significantly faster than the winch wire rope. In this mode, it is critical to attend to the tension building in the downhaul rope.
[Amended by MC 2012-02-04]



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Reeving schematics for launch and haul-out:

Amended by MC 2012-02-04



reeving	weight (lbs)		
	boat		estimated cradle
1 part	> 0	≤ 5,500	2,000
2 parts	5,500	12,000	3,000
3 parts	12,000	18,500	4,000
4 parts	18,500	25,000	5,000

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1.10 Holding Tank Pump-out Procedures: *[amended AGM 2015]*

- 1.10.1 Fueling of boats should only performed on the service dock or at the mooring. *[added AGM 2015]*
- 1.10.2 Tie up the boat securely to the service dock before starting the pump out procedure.
- 1.10.3 If possible, tie up the boat with the pump out fitting close to the dock to eliminate dragging the heavy pump out hose across the deck of the boat.
- 1.10.4 Attach the appropriate deck fitting to the boat. Various fittings are located in the metal box, on the dock, close to the diaphragm pump.
- 1.10.5 Make sure the valve at the suction end of the pump out hose is closed. The valve is closed when the handle is perpendicular to the hose.
- 1.10.6 Attach the metal elbow at the end of the pump out hose (the suction end) securely to the deck fitting by raising the two locking levers. Make sure there are no kinks in the pump out hose.
- 1.10.7 The diaphragm pump can be seriously damaged if it is turned on when the valve at the suction end of the hose is closed. Always make sure that the suction hose is connected to the deck pump out fitting and that the valve is open before turning on the pump. The valve is open when the handle is parallel with the hose.
- 1.10.8 Turn on the diaphragm pump and pump out the holding tank. Make sure that the vent tube or pipe that allows air to enter the holding tank is clear otherwise the tank or the pump could be seriously damaged. It is a good idea to wash out the vent with water from the hose that is available on the service dock, while the tank is being pumped out. If the vent is clear, water will be sucked into the vent. If the vent is clogged, stop and clear the vent before proceeding.
- 1.10.9 When the holding tank is empty, release the locking levers and carefully and slowly release and lift the hose from the deck fitting and slowly drop it in the water beside the boat to clean out the hose and pump. Make sure the hose is not on the bottom and does not suck up foreign matter.
- 1.10.10 After about 20 seconds, turn off the pump, retrieve the hose and close the valve.
- 1.10.11 If the holding tank needs flushing, put water in the tank through the deck fitting, then repeat the pump out procedure.
- 1.10.12 When finished, wash out the deck fitting, return it to the metal box, lay out the pump out hose neatly and without kinks on the dock and coil the water hose on its stand.

1.11 Moorings Standards:

- 1.11.1 The physical integrity of moorings is all that ensures the safety of vessels when they are left on their mooring. Any vessel free of its mooring is a great liability to the fleet. It is therefore imperative that all moorings be fabricated and maintained to a high standard.
- 1.11.2 All members, except for members who have entered into Summer Membership Agreements, are responsible for the fabrication, positioning, immersion and maintenance of their own mooring.
- 1.11.3 Moorings for Summer Members are provided by the Club and are the responsibility of the Club. Summer Members supply their own pennants.
- 1.11.4 All moorings are fabricated and maintained to meet the following minimum standards.
- 1.11.5 The mooring weight, size of chain and size of pennants meet or exceed those set out in the following table and provisions:

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MINIMUM MOORING STANDARDS

Vessel Length	20 feet	25 feet	30 feet	35 feet	40 feet	45 feet
Mooring weight	300 lbs.	400 lbs.	500 lbs.	600 lbs.	700 lbs.	800 lbs.
Chain Diameter	5/16"	3/8"	3/8"	7/16"	7/16"	1/2"
Chain Length	A maximum of the depth of the water at the mooring location plus 5 feet.					
Pennant Diameter	1/2 "	1/2"	5/8"	3/4"	3/4"	1"
Pennant Length	A maximum of 3 times the height of the bow above the water. <i>[amended by MC 2019-06-19]</i>					

1.11.6 The mooring chain length is maintained at the maximum length specified above as the water levels change from year to year. The length can be shortened at the mooring buoy end as required from time to time and may require adjusting during the boating season if water levels vary significantly over the season.

1.11.7 The connections between the various components of the mooring are usually the weak link. All connections are made using shackles sized as big as possible, but the nominal size of the shackle is to be no smaller than the nominal size of the chain.

1.11.8 Shackles are wired shut with stainless steel wire whether underwater or not. *[amended AGM 2016]*

1.11.9 Moorings are equipped with at least two nylon pennants. It is strongly suggested that pennants be attached to the top of the buoy to enable easy inspection and to lessen the possibility of chafing. *[amended AGM 2016]*

1.11.10 Chafing gear of sufficient length is provided at all potential wear points. Pennants are inspected for chafing regularly and any pennant showing signs of chafing is replaced.

1.11.11 Mooring buoys:

1.11.11.1 are fabricated with a non-metallic bumper;

1.11.11.2 are clearly identified with the alpha/numeric mooring location number;

1.11.11.3 have pennants which are sunk or looped around or on the buoy so as not to float freely where they could foul propellers of passing vessels [floatation devices less than 24 inches long are permitted at the free end of the pennants to aid in retrieval];

1.11.11.4 are removed by the member before October 31st in the fall for safety due to snowmobile use in the winter and are replaced by winter "floats" or "bottles" which are clearly identified with the alpha/numeric mooring location number. The Fleet Captain has authority to authorize other members to remove buoys not removed for the winter by the mooring owners and may require that the Treasurer issue an invoice to the member under Rule 1.11.13. *[amended AGM 2025]*

1.11.12 Mooring Inspections:

1.11.12.1 Each mooring is hauled out at least once every three years for thorough inspection, maintenance and overhaul to bring it back to at least the minimum mooring standards;

1.11.12.2 The Fleet Captain may direct that a mooring be inspected and overhauled as deemed necessary;

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- 1.11.12.3 Inspections are performed by the member and two other members and are recorded on a Mooring Inspection Form signed by the inspecting members;
- 1.11.12.4 Completed Mooring Inspection Forms are given to the Fleet Captain who records the inspection in a log kept for that purpose;
- 1.11.12.5 Moorings not inspected within the 3 year period, may be removed by members at the Fleet Captain's direction. *[amended AGM 2015]*
- 1.11.12.6 Members are not permitted to launch a vessel in the year after which a mooring inspection is required until the inspection has been performed and any deficiencies are corrected. *[Added SPM 2021]*
- 1.11.12.7 The Fleet Captain will advise the Secretary when a mooring inspection has been completed and the Secretary will then update the Membership List to show the year in which the next mooring inspection is required. *[Added SPM 2021]*
- 1.11.12.8 The next mooring inspection year is determined by adding 3 years to the year in which the last mooring inspection was completed. *[Added SPM 2021]*
- 1.11.13 Each member who's buoy or mooring is required by the Fleet Captain to be removed will be assessed a fee of \$100.00. *[amended AGM 2015]*

1.11.14 Mooring Locations:

- 1.11.14.1 The Fleet Captain will post a Mooring Location Plan in the Clubhouse and will update it at least once a year.
- 1.11.14.2 The Mooring Location Plan will show for each location:
 - 1.11.14.2.1 the alpha/numeric mooring location designation;
 - 1.11.14.2.2 the name of the member to which the location is assigned;
 - 1.11.14.2.3 the name of the vessel currently assigned to that location.
- 1.11.14.3 Moorings are spaced on a 75 foot rectangular grid pattern except for a few larger spaces at the south side of the mooring field;
- 1.11.14.4 Range markers are located on the north-east shore of the mooring field to assist in placement of moorings to their assigned location;
- 1.11.14.5 It is the responsibility of each member to ensure that the member's mooring is kept on location according to the Mooring Location Plan.
- 1.11.14.6 30 days after a written notice to relocate the mooring to its proper location is given to the member, the Fleet Captain may relocate the mooring and a fee of \$100.00 will be assessed. *[added SPM 2019]*

1.11.15 Mooring Location Assignments:

- 1.11.15.1 Mooring locations are assigned to members by the Fleet Captain;
- 1.11.15.2 Mooring locations are assigned to members only for mooring of their own vessel;
- 1.11.15.3 Mooring location assignments are normally maintained from year to year, but may be adjusted by the Fleet Captain as deemed necessary to accommodate the fleet as its composition changes;
- 1.11.15.4 Members are not permitted to exchange mooring location assignments without first obtaining approval from the Fleet Captain;
- 1.11.15.5 Members may request a mooring location assignment change to a vacant location by submitting a request in writing to the Fleet Captain prior to March 1st of the boating year;

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- 1.11.15.6 Mooring location assignment change requests are discarded each year and do not carry over from year to year so fresh requests need to be filed each year;
- 1.11.15.7 Vacant locations are assigned to requesting members by the Fleet Captain following the Spring Planning Meeting based upon membership seniority as established by membership number, but vessel size may require that a desired location not be assigned to a member;
- 1.11.15.8 A Mooring Location becomes vacant when the member to whom the location is assigned:
 - 1.11.15.8.1 is assigned another location;
 - 1.11.15.8.2 ceases to be a member;
 - 1.11.15.8.3 no longer owns a vessel;
 - 1.11.15.8.4 ceases to be a member in good standing and the member's mooring location is directed to be vacated;
 - 1.11.15.8.5 is on an extended cruise without paying full membership and boating fees in each year;
 - 1.11.15.8.6 is on a cruise intended to extend, or actually extending, beyond the end of the third boating season or part thereof following departure upon the cruise.
- 1.11.15.9 Members who are on extended cruises or are otherwise not intending to use their mooring assignment in any year, may be required to remove their mooring so that the location can be temporarily assigned to another member;
- 1.11.15.10 When a mooring location becomes vacant, the mooring gear at that location is removed by the owner or sold to the member assigned to that mooring location;
- 1.11.15.11 Mooring gear not removed from a vacant location is deemed to be abandoned by the member and becomes the property of the Club.

2 ARTICLE II – INSURANCE:

- 2.1 A member having a vessel at the Club is required to maintain minimum liability insurance coverage of \$2,000,000.00.
- 2.2 Proof of insurance is provided to the Club Treasurer or Membership Recorder each year
- 2.3 If proof of insurance is not provided, the member's vessel will not be permitted to be launched until proof of insurance is provided. *[amended MC 2015-08-22]*
- 2.4 If the insurance policy period expires during the boating season, the member provides proof of renewal to the Club Treasurer in advance of the expiry of the policy period.
- 2.5 If proof of renewal is not given before expiry of the policy period, the member may be required by the Management Committee to haul the vessel out.

3 ARTICLE III – DOCKAGE:

- 3.1 Dockage at NCYC is limited and is on a first come first served basis.
- 3.2 Vessels are NOT left at the dock unattended overnight except as follows:
 - 3.2.1.1 If there is a problem with the vessel that prevents it being safely returned to the mooring or the vessel is part of the special summer dockage program; *[amended AGM 2015]*

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- 3.2.1.2 Each member is granted one week following launch of the vessel at the dock for rigging and commissioning. However, the vessel should be removed to a mooring as soon as possible; *[amended AGM 2015]*
- 3.2.1.3 If the vessel is being commissioned or provisioned for an extended voyage away from the Club of at least 3 months;
- 3.2.1.4 Towards the end of the Boating Season, when there remain only 15 or fewer vessels in the water, vessels may be left at the dock and need not be returned to a mooring. *[Added AGM 2009, AGM 2025]*;
- 3.2.1.5 The Management Committee grants an exception of up to one week. *[Added AGM November 28, 2009]*.
- 3.2.1.6 Vessels left unoccupied at the dock after June 15th are to pay a fee of \$15.00 per night. *[added AGM 2017]*
- 3.3 If a vessel must be left unattended overnight at the dock, the member makes prior arrangements with the Fleet Captain. *[amended AGM 2015]*
- 3.4 *[Deleted SPM 2021 See now 3.10 below]*
- 3.5 Vessels are not left connected to Club electrical supply, either at dock or in the boatyard while the member is not on the premises.
- 3.6 Barbecue only on shore.
- 3.7 Remove dinghies to the “dinghy dock” area or otherwise remove them from the finger dock area after arriving at the dock. A dingy left floating at either the bow or stern of a vessel at the dock impedes other vessels and may cause damage.
- 3.8 When a guest is invited, the inviting member ensures that such member is present on the premises for the entire duration of the guest’s visit.
- 3.9 **Shore Power:** Effective April 1, 2019, all vessels plugging into the dockside shore power system shall comply with the following:
 - 3.9.1 The shore power cords shall be a minimum of 30 amp marine use compliant with ABYC standards.
 - 3.9.2 The power cord shall have proper end connections.
 - 3.9.3 The shore power cord shall not have any alterations or modification unless compliant to current electrical codes or ABYC standards.
 - 3.9.4 The shore power cord shall be maintained to manufacturer’s specifications so as to not cause any damage to any NCYC property or the property of others. *[added SPM 2018]*
- 3.10 *[Added SPM 2021]* Schedule A Section 1.13 of the By-laws provides that “At its discretion, the Management Committee may in each year designate a limited number of slips on the finger docks for summer rental to members or transient boaters on such terms and at such rates as the Management Committee may deem advisable.” The Management Committee has adopted the following provisions to govern this Summer Dockage Rental Program:
 - 3.10.1 There will, in each boating season be a limited number of slips allocated for rental on a full season or casual basis.
 - 3.10.2 There will be 3 classes of slips identified:

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- 3.10.2.1 Full Season Reserved Slips identified and designated as reserved to specific members;
- 3.10.2.2 Full Season Unreserved/Undesignated Slips - i.e. the member has the right to a slip, but has to accept any empty slip on a day to day basis and cannot expect that the same slip be available each time or that any slip be available;
- 3.10.2.3 Casual Slips available for members and/or transient boaters for a daily/weekly/monthly fee on a first come first served basis.
- 3.10.3 Members wishing to rent a finger slip for part or all of the summer boating season must submit a Summer Dockage Rental Application Form to the Secretary by March 31 of that year.

Late submissions will only be considered for slips which become vacant during the boating season or casual slips.
- 3.10.4 Applications will be reviewed by the Fleet Captain who will consider the number and type of applications and then make a written report and recommendation to the MC as to the number and location of:
 - 3.10.4.1 Full Season Reserved Slips;
 - 3.10.4.2 Full Season Un-Reserved Slips;
 - 3.10.4.3 Casual Slips;
- 3.10.5 The MC will consider the FC's report and then determine the number and class of Summer Dockage Slips for the season. and publish the decision to the membership.
- 3.10.6 If there are more applicants for a class of Summer Dockage Slips than there are slips made available by the MC, such slips will be allocated to the applicants first in accordance with consideration of special needs and then by lottery at the Spring Planning Meeting or such earlier or later time as the MC may determine.
- 3.10.7 With respect to Reserved Slips:
 - 3.10.7.1 The successful applicants are required to meet to determine which of the Reserved Slips will be designated to each member.
 - 3.10.7.2 If they cannot agree on the designation, then slips will be allocated on a lottery basis with the first member name drawn given first choice and so on until all slips are designated.
 - 3.10.7.3 Members with Reserved Slips:
 - 3.10.7.3.1 May leave their vessel at the slip unattended, but must unplug shore power cords from the pedestal when away from their vessels and any member may unplug a shore power cord from an unattended vessel.
 - 3.10.7.3.2 May switch slips between themselves as they might agree.
 - 3.10.7.3.3 May **NOT** transfer the Reserved Slip to another member.

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- 3.10.7.3.4 Must release the slip back to the MC if they no longer wish to have a reserved slip in which case they will have their fee refunded on a pro rata basis and the MC will then allocate it to another member using the above process as a guideline and for a pro rata fee.
- 3.10.7.3.5 Use of the slip is granted on a seasonal basis only and cannot be carried over to the next season, whether or not the member has made use of the slip.
- 3.10.7.3.6 When all other slips are occupied, a member or transient boater may use a reserved slip on a casual basis but MUST relinquish the slip to the reserved member immediately upon request by removing their boat to a mooring or to anchor.

3.10.8 With respect to Full Season UnReserved Slips:

3.10.8.1 Members who have such slips:

- 3.10.8.1.1 May occupy any unoccupied slip [except a Reserved Slip] at any time during the season for any length of time without payment of any further fee
- 3.10.8.1.2 Do NOT have the right to insist that the same slip be their "usual" slip and other members are not required to respect any such unofficial designations.
- 3.10.8.1.3 May leave their vessel at the slip unattended, but must unplug shore power cords from the pedestal when away from their vessels and any member may unplug a shore power cord from an unattended vessel.

3.10.8.2 No refund or rebate is made because a member has not been able to find a slip on any one or more occasions.

3.10.9 With respect to Casual Slips:

3.10.9.1 Members with Casual Slip privileges:

- 3.10.9.1.1 Must notify the Fleet Captain in person or my email or other electronic communication means of their intention to leave their vessel unattended at a slip and the duration of their unattended occupation once known;
- 3.10.9.1.2 Must accept any slip designated by the FC for their use and must move or remove their vessel if required by the FC;
- 3.10.9.1.3 Pay a fee of \$10.00/day or part thereof including both the first day and the last day upon being invoiced by the Treasurer following the FC notifying the Treasurer of the use by the member;

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3.10.9.1.4 Are not entitled to more than 30 days of such use of slips over the Boating Season.

3.10.10 With respect to Slips generally [other than Reserved Slips]:

3.10.10.1 Members must remove all personal equipment such as shore power cords, bumpers, steps, etc. when leaving the slip and must not "squat" on the slip by leaving such items behind.

3.10.10.2 Any such items may be removed at the owners risk by the Fleet Captain or that officers designated substitute.

3.10.10.3 Such equipment will be removed to the White House for retrieval by the member at a later time and may be designated as abandoned in accordance with NCYC rules.

3.10.11 Summer Dockage fees will be invoiced by the Treasurer separately from annual membership fees. Members who are allocated Reserved Slips are not authorized to use such slips until invoiced fees have been paid in full.

3.10.12 Any dispute as to the application of any of the above [except as to fees] may be determined by the MC or by the executive officers by majority vote at a meeting of the executive called for that purpose, but any direction given by the FC will be followed until such time as the dispute is resolved.

3.10.13 Any dispute as to fees will be determined by the MC at a meeting called for that purpose.

4 ARTICLE IV – SECURITY GATE:

- 4.1 During the boating season, the driveway security gate is opened at approximately 8:00 a.m. and closed and locked at approximately 8:00 p.m. *[amended AGM 2015]*
- 4.2 Upon entering or leaving the premises, if the gate is found locked, the member passing through the gate stops after passing through and relocks the gate.
- 4.3 The gate is normally left locked from after the Batten Down Barbeque until the commencement of the next boating season.

5 ARTICLE V – PETS:

- 5.1 Pets are not allowed in the Clubhouse or to roam free on NCYC property and must be tethered at all times.
- 5.2 Members or their guests may have allergies to pet dander and so tethering of a pet at the Clubhouse doorway is not permitted.
- 5.3 Members are required to repair any damage to NCYC property caused by their pet.
- 5.4 **STOOP AND SCOOP!!!** Members are required to IMMEDIATELY clean up any mess created by their pet.
- 5.5 Members are required to control their pets to avoid excessive noise or to otherwise avoid disturbing other members.

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6 ARTICLE VI – CLUBHOUSE, VISITORS & GUESTS:

- 6.1 Visitors are welcome to attend the premises but are required to log their attendance in the Visitor Log Book maintained in the Clubhouse. *[amended AGM 2015]*
- 6.2 A member is welcome to have guests attend the premises but notes the visit in the Visitor Log Book. *[amended AGM 2015]*
- 6.3 Members are responsible for the conduct of their guests and for ensuring their guests know and comply with the Club Rules, Regulations, Policies and Procedures.
- 6.4 The Management Committee has the discretion to determine that a guest or visitor has overstayed their welcome due to conduct or duration and to require that they leave the premises.
- 6.5 Visitors and guests are welcome in the Clubhouse for short periods of time, but kitchen facilities are for the use of Club members and **authorized** visitors and guests only.
- 6.6 The kitchen is stocked with supplies for Club functions & emergencies, not for personal use. Members who “borrow” supplies are expected to replenish the supplies at the earliest opportunity.
- 6.7 After using any Clubhouse appliances or facilities, members clean them immediately.
- 6.8 The propane supply to the BBQ is turned off at the tank after each use.

7 ARTICLE VII – PARKING:

- 7.1 Vehicles are parked in the designated parking lot only.
- 7.2 A vehicle may be parked adjacent to the main dock for a short period of time not to exceed one hour to accommodate transferring provisions to or from a vessel.
- 7.3 Parking is allowed for up to one hour at the Service Dock for loading and unloading. This must not interfere with the operation of the launch rail. *[amended AGM 2016]*
- 7.4 A member’s vehicle may be parked adjacent to a rail siding to facilitate work on the member’s vessel provided such does not obstruct or impede other vehicles using the driveways.

Adoption and Amendments:

1. 2008-09-12: Adopted by the Management Committee September 12, 2008
2. 2009-03-21: Amended as to Cradle Standards [Article 1.3.4] as recommended by the Cradle Committee and adopted by the Management Committee March 21, 2009
3. 2009-11-28 Amended at AGM as to Article III – Dockage:
4. 2010-04-10: Amended by Management Committee as to Clauses:
 - a. 1.3.4.8;
 - b. 1.4.5;
 - c. 1.4.6;
 - d. 1.4.18
5. 2012-02-04 Amended by Management Committee as to Reaving in Clauses:
 - a. 1.6.13 through 1.6.13.6 including reaving schematics
 - b. 1.9.12.3 including reaving schematics
6. 2015-10-17 Amended at AGM as to several clauses as noted throughout.

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7. 2016-10-15 Amended at AGM as to several clauses as noted throughout.
8. 2017-10-14 Amended at AGM as to Clauses 3.2.1.6 and 3.4
9. 2018-05-12 Amended at SPM as to Clause 3.9