

19WCYC Keelboat Rental Policy (2025)

General

1. This policy covers the general conditions for rental and use of club keelboats in order to ensure safe operation and enjoyment by club members. In the case of ambiguity, the Keelboat Captain or their delegate will make the final decision. Any violation of these policies may result in loss of keelboat use privileges.
2. All renters and instructors must review and sign-off on the policy annually before any sail training, rentals or check-outs.
3. Rental and use of club keelboats is a privilege that is contingent on being a respectful custodian of the club's property. All vessels must be treated with the utmost care, as one would be afforded to personal property.
4. Qualified members may rent the 19 Wing Comox Yacht Club (19WCYC) keelboats. All renters must hold a Sail Canada or ISPA certification of "Day Skipper" (or demonstrated equivalent skills and experience), a valid Pleasure Craft Operator Card (PCOC) and Restricted Operator Certificate– Maritime (ROC-M).
5. Members who have not rented club keelboats before or have not sailed club keelboats for more than 24 months must complete a practical checkout, conducted by the Keelboat Captain or their designate.
6. As is the norm in the keelboat charter industry, renters must complete a sailing resume and update it as required on an annual basis (Annex A). The keelboat team will maintain a list of who is qualified on each vessel.
7. Prior to making a reservation, the renter must have been checked out on the vessel they wish to reserve.
8. In order to avoid breakages and help members have a safe and enjoyable rental experience, all renters and instructors must attend an annual dockside refresher on each vessel they intend to sail.
9. The minimum crew for all 19WCYC keelboats is two persons, including the skipper.
10. Basic Sailing Course (BSC) graduates will normally be qualified on keelboats below 10m (day sailers) after successful completion of the course and obtaining BC Sailing Basic Cruising Standard certification.
11. For the larger cruising vessel (over 10m), completion of the 19WCYC Advanced Course or a combination of suitable experience and successful check out is required prior to making a reservation.
12. Club vessels shall not be sailed at night, or in low visibility (less than 1 NM).

Booking Procedure

1. It is the responsibility of the renter to check boat availability on the Club website Rental Calendar (link on main page at CFMWS.ca/Comox/19-wing-comox-yacht-club). The renter is then to complete a reservation request (following instructions on web page). The reservation requests are monitored by a volunteer (duty bosun) once a day between 8AM and 8PM. Booking requests must be made at least 24 hours or more prior to intended sailing time and are not guaranteed until confirmed.
2. Bookings will be tentative until full payment is made. The reservation will be held for 3 business days after which it will be cancelled unless payment is received.
3. Under no circumstances will a boat be taken away from the dock without a confirmed booking and payment in full, this may result in loss of rental privileges..

Keelboat Day sailer club

4. The day sailer club (light keelboats) is designed to provide a maximum amount of sailing opportunities to as many members as possible, at a very reasonable price, while ensuring that renters support the operation and maintenance of the vessels.
5. A renter (family) can hold one reservation at any given time. Renter must use their reservation before being able to make an additional reservation. Only one vessel can be used at any given time by a family (ie: Mom and Dad can't each rent a separate daysailer on the same day).
6. Inside of 48 hrs of the desired sailing time, a member may make an additional reservation without affecting their long term booking. This is to ensure maximum utilization of vessels. This can also be used to extend an overnight sail (i.e.: on the morning of a 2 day reservation, a request can be made for the 3rd day).
7. Rentals are normally for a full day (0800-2100), half-day (0800-1600 or 1600-2100). Renters must only reserve the time slot they intend to use.
8. Multi day bookings can be 0800-0800 or 1600-1600.
9. Abuse and non-use of scheduled rental times may result in loss of rental privileges.
10. Members are expected to use the vessel for the time they are reserved. Cancellations must be submitted as soon as possible. Recurring unuse of reserved vessels (other than for reasons of weather) may result in loss of reservation privileges.
11. In high season (1 July to Labour Day weekendt, each family can also plan two 1-night overnight or one 2-night overnight trip per season. These can be extended one day at a time within 48 hrs.

12. Additional 1-night or 2-night overnight trips outside of high season may be allocated, as long as it does not interfere with the Basic Sailing Course.
13. All members of the day sailer club are required to participate actively in the cleaning, upkeep and maintenance of vessels and at times take on the responsibility of coordinating reservations (duty bosun). The scheduling (duty bosun) function may be rotated through various club participants throughout the season. Non participation in the operation of the day sailor club will render the member ineligible for using keelboats the following year. Each member's contribution towards the upkeep, maintenance and operation of the daysailer club is essential to ensure members learn how to maintain boats, keep ongoing maintenance costs to a minimum, reduce breakages and reduce reliance on contractors.
14. Day sailing club is composed of keelboats under 10 meters (in accordance with BC Sailing Basic Cruising standard), with an outboard engine.
15. Cruising season is normally mid April to mid October, with reduced availability during the Basic Sailing Course (normally April to end of May).
16. Rental includes the use of a hard shell dinghy (Walker Bay).
17. No plug-in refrigerators or high current drain devices to be used on vessels (cell phone chargers and laptop chargers ok, no plug-in heaters, plug-in refrigerators, etc...) as the electrical systems are not designed for this type of load.
18. In order to ensure equitable access, the number of members in the day sailer club may be limited.

Cruising Keelboat

19. The cruising keelboat is intended for more experienced renters that have either completed the Advanced Keelboat Course or completed the check-out process if they have the requisite experience on similarly equipped vessels.
20. Minimum rental is 2 nights (48 hrs) in low season. Minimum rental is 3 nights (72 hrs) in high season.
21. Rentals are 1800 to 1800 or 0800 to 0800. Ex: Saturday 0800 to Tuesday 0800 (3 nights) or Wednesday 1800 to Monday 1800 (5 nights).
22. High season: 1 July to Labour Day
23. Low season: Day after Labour Day to 30 June.
24. During high season, club members may make bookings of five nights or more anytime. Bookings of four nights or less will only be accepted a maximum of 30 days prior to charter commencement.

25. Vessel is normally available for charter 1 April to mid October, except for periods reserved for the Advanced Sailing Course, weather and scheduled maintenance.
26. Attending the Advanced Course ground school prior to check-out is highly recommended for renters with previous keelboat and cruising experience, especially if they have never been skipper on a vessel with lithium batteries, windlass, marine refrigeration or radar.

Category of Renter

27. Basic Sailing Course Graduates:
- a. Completed Sail Canada Basic Cruising Course (day skipper) through 19WCYC;;
 - b. Rent any vessel under 10 meters that was used during training, in local waters not to exceed Tribune Bay and not to exceed 18 kts wind speed; and
 - c. Daytime conditions with 3NM visibility or greater, with at least one other crew member.
28. New renters with previous charter experience on similar sized and equipped vessels and training certification:
- a. Proof of training and certification;
 - b. Review of sailing resume;
 - c. Rent any vessel on which a check out was completed (based on experience);
 - d. Cruising grounds limitations commensurate with experience;
 - e. Daytime conditions with 3NM visibility or greater, with at least one other crew member (may be expanded on 2nd season); and
 - f. Completes an annual refresher on each vessel or check-out on new vessels.
29. Progression to Advanced Keelboat Course (BSC graduates):
- a. Completed at least 6 local day sails on club boats as skipper (renter) (ideal 10 days);
 - b. Completed at least 2 nights at anchor in the local area on club vessels under 10m as skipper (renter) prior to Advanced Course Start (ideal 3-4 nights);
 - c. Demonstrated competency docking between 2 other vessels; and
 - d. For members that have not completed the BSC but have equivalent training and experience, a review of their sailing experience and on-water checkout is to be conducted to ensure they have the requisite skills and experience to progress to the Advanced Course.

30. Advanced Keelboat Course graduates:
 - a. Rent cruising keelboat (10 m or longer);
 - b. Cruising grounds: Seattle to Port Hardy, but not on the West Coast of Vancouver Island (West of Sooke);
 - c. Daytime conditions with 3 NM visibility, or daytime conditions with 1 NM visibility with a functioning radar;
 - d. Conditions not to exceed 25 kts forecasted or actual winds (including gusts) (unless sailing with a club instructor qualified on the vessel, then maximum 30 kts);
 - e. At least one other crew member onboard; and
 - f. Completes an annual refresher or check-out on new vessels.
31. BSC Instructors
 - a. Annual review of the course manual, content and evaluation guide;
 - b. On water check out for vessels that the instructor has not previously sailed;
 - c. Annual dock side refresher on each boat used for lessons if previously sailed;
 - d. Attend an annual review session conducted by the training officer, normally to include knot tying, docking, tacking, gybing and man overboard under sail; and
 - e. Able to book day sailers for local instruction (Basic Sailing Course).
32. Advanced Course Instructors
 - a. On water check out, to focus on systems operation and sail furling/unfurling; and
 - b. Review the course outline and evaluation criteria.
33. The Keelboat Captain or delegate will maintain a spreadsheet or database with past and current renter qualifications and documented annual refreshers.

Rental Payment

34. Rental payment (Cruising boat rental or day sailer club annual fee) is normally completed by e-transfer or credit card payment (or whichever mechanism is published on the club website). For e-transfer, payment note must include renter name, boat name and rental dates.

Cancellations

35. Renters are to contact the scheduler as soon as possible to cancel a booking prior to start of sailing. For the cruising keelboat, no refunds will be issued inside of 72 hrs of departure.

Cleaning, care and safety

36. A charge of \$100.00 will be levied against the Renter if the Keelboat Captain or delegate assesses that the general cleanliness of the boat is below standard upon return to the dock or if the holding tank has not been emptied and rinsed. The member(family) will not be permitted to book another boat until the fee is paid. Renters are responsible for rinsing canvas, cleaning the deck, cabin, galley and head. This may require use of salt water and a little boat soap when fresh water is not available at the dock.
37. A charge of \$50.00 will be levied against the Renter if the vessel is not refueled, plus the cost of the fuel. The member(family) will not be able to book another boat until the fee is paid.
38. In order to keep vessels clean and reduce damage due to rocks, debris, etc... **No street shoes** shall be worn on club boats. Renters should change to clean shoes at the dock. Vessel users are strongly encouraged to use boat shoes that reduce the chance of slipping on wet decks if they are regular users.
39. **No black soled shoes** shall be worn on club boats.
40. Pets are not permitted on club vessels Smoking and vaping is not permitted on club vessels.
41. As the club vessels are rented at cost, it behooves members to take responsibility for losses or damages. This ensures that vessels remain in good condition and that all renters can enjoy the same rental experience. In the case of suspected wear and tear, a final determination shall be made by the Keelboat Captain. This is similar to if one owned a personal vessel, one would have to repair anything loss or damaged.
42. All defects, losses and damages must be recorded in the maintenance log, along with notification of the boat's maintenance manager (contact info in each logbook)..
43. Fresh water onboard day sailers should be considered non-potable. Fresh water on the cruising keelboat may be potable IF it has been sanitized with chlorine in the current year (review the maintenance log).
44. Use of a Personal Floatation Device (PFD) is required during the Basic Sailing Course and Advanced Sailing Course at all times when on deck. During rentals, all crew members are strongly encouraged to wear a weight appropriate Transport Canada approved PFD. Club vessels only have PFD sizes for adults, renters must provide life jackets for anyone under 90 lbs. By regulation, the use of inflatable lifejackets is prohibited for anyone under the age of 16, irrespective of weight. Inflatable PFDs only count towards the minimum regulatory requirement if they are worn.

Renter's Financial Liability

24. Prior to departure, renters will sign for the boat in the provided log (review of condition and maintenance logs) and its inventory, certifying that they will be financially responsible for missing equipment or equipment that is damaged beyond normal "wear and tear" during the period of their rental.

45. If, in the judgment of the 19WCYC Executive Committee, loss or damage is the result of negligence or wanton or willful misuse by the renter, his or her family, guests or agents, the renter will be solely liable for damages or losses up to the amount of the Consolidated Insurance Plan deductible of \$10,000.00 (as of Sep 2024).

46. Renters are required to immediately contact the keelboat team in case of a loss or damage and, if they are responsible for the loss or damage, to make arrangements for replacement or repairs in order to minimize downtime and avoid delays or cancellations to upcoming reservations.

47. Minor damage and losses is a normal part of boating. Lost fenders are a regular occurrence. Inflatable lifejackets can be accidentally activated. Accidental damage to sails due to flogging or mismanagement happens is part of the normal learning curve. Renters must be prepared to cover these costs and responsible to report and rectify losses promptly.

Guest waivers

48. The renter must ensure that all guests who are not members of 19WCYC complete a liability waiver prior to sailing. Waivers (available on website and in the clubhouse) must be deposited in the Clubhouse prior to sailing. Note that this is a nationwide CFMWS policy for all high risk activities, which includes sailing.

Alcohol and drugs

49. No club vessel shall be operated by a skipper within 8 hrs of having consumed alcohol or other impairing substance.

Damages, losses and conduct

50. As Renter, I agree to be responsible for any loss or damage that I may cause to the vessel and I will report any loss or damage immediately in order to minimize vessel down time for other members.

51. Any grounding, mast or standing rigging contact with another object, collision, engine overheat, engine operation without water flow or propeller fouling must be immediately reported and may require haul-out for inspection (at renter's cost).

52. I am responsible for the conduct of my guests and will ensure to instruct them on the use of the marine head, use and location of safety equipment onboard and will ensure they are familiar with the various danger areas of the vessel (especially the boom, traveller, no-step areas and winch handling safety).

Signature _____

Name (print) _____

Date _____

Attach a photocopy of PCOC, ROC(M) and certifications (Sail Canada, etc...)

Annual refresher/ check out completed on:

Vessel _____ Date _____ By _____ Lock Access ___

Vessel _____ Date _____ By _____ Lock Access ___

Vessel _____ Date _____ By _____ Lock Access ___

To be reviewed and signed annually by each renter / instructor.

Annex A - Sailing Experience Resume

Completed online [via this link](https://forms.gle/1UfmukoXnfACjQ8YA)

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