



Community Sailing of Fairfield

MEMBER HANDBOOK

Member, US Sailing

**Version 1.3d
(Revised 05/18/2021)**

TABLE OF CONTENTS

1.0 CSF PROGRAM OVERVIEW	1
Goals:	1
Organization:	1
2.0 MEMBERSHIP FEES & REQUIREMENTS	1
Liability, Insurance and Release Form / Pledge:	3
3.0 SKILL REQUIREMENTS, TESTING & SKIPPER CERTIFICATION	3
Getting Ready:	3
Basic Boat Know-How:	4
Avoiding or Getting Out of Trouble:	4
Leaving the Boat:	5
Boat Handling Test:	5
Departure:	5
Steering:	5
Stopping and Starting:	5
Tacking:	6
Sail Trim:	6
Points of Sail:	6
Overboard Recovery:	6
Landing – demonstrate how to land safely under sail at a dock:	7
Getting Out of Irons:	7
Upwind Sailing	7
4.0 MEMBER CODE OF CONDUCT:	7
5.0 SAFETY PROTOCOL AND OPERATING REGULATIONS:	8
Responsibilities of all CSF members and their guests:	8
To Reserve a Boat:	11
Hourly Reservation:	11
Advance Reservations Weekends and Weekdays:	11
Same-Day/Drop-in Reservations:	12
Cancelling a Reservation:	12
Racing Reservations:	12
7.0 SAILING BOUNDARIES:	13

8.0 EMERGENCIES:	14
Liability:	14
9.0 CHECKING IN AND OUT:	14
Checking In:	14
Returning the Boat:	14
Responsibility for Damage:	15
10.0 LESSONS AND RACING:	15
Lessons:	15
Racing:	16
11.0 CSF Boat Checklist:	16
Personal Equipment:	16
Preparing Boat to Sail:	16
Boat Mooring:	17
12.0 CSF SAILING KNOWLEDGE TEST:	18
13.0 KAYAK USER CODE OF CONDUCT:	21
14.0 KAYAK RESERVATIONS:	21
Same Day/Drop-In Reservations:	22
Additional Important Requirements:	22
Kayak Area Boundaries:	22
15.0 KAYAKING TIPS:	22
Paddling:	23
Re-entering a Sit-On-Top:	23
16.0 APPENDICES:	24

1. CSF PROGRAM OVERVIEW

Purpose of this document: to provide a guide to the Community Sailing of Fairfield (CSF) organization and its activities and member responsibilities. The information presented here may also be found on the CSF website: <https://www.communitysailingfairfield.com/>

Goals:

The principal goals of CSF are to provide sport and recreational sailing and kayaking by making it accessible, affordable and convenient, and promote boating education and related services to the community.

Organization:

CSF is a member-owned, non-stock corporation operated, under the management of a Board of Directors, by the officers, committee chairs and the general membership. CSF operates under the auspices of the Parks and Recreation Department of the Town of Fairfield, CT but is legally and financially independent. In general, the membership nominates and elects the Board of Directors, which in turn elects the officers and committee chairs.

- The President, with the assistance of the Vice-President, is responsible for the operational leadership of the CSF. The president organizes and presides over meetings.
- The Treasurer is responsible for management of the CSF finances and for financial record keeping.
- The Secretary is responsible for managing documents, and papers of the corporation, including recording the minutes of all Board meetings and facilitating communications to the CSF members.
- The Committee Chairs are responsible for task-level activities for their specific areas including organizing and guiding the work of the committees and to making policy recommendations to the Board. Committees are created and defined by the Board of Directors. Detail on the CSF committees is provided in Appendix A. Currently, there are four CSF committees: Sailboat Maintenance, Kayak Maintenance, Membership and Community Relations, Finance & Business Operations.

2. MEMBERSHIP FEES & REQUIREMENTS

Community Sailing of Fairfield members get shared use of two fixed keel, family-size Ideal 18' day-sailers, four two-person kayaks, and four one-person kayaks.

Household memberships are available to anyone over the age of 18 who has completed the required safety courses. To apply for membership, please follow the Membership Application Checklist (below) and complete the required steps. This information is also available in the ***How Do I Join*** section on the CSF website: <https://www.communitysailingfairfield.com/>



Community Sailing Fairfield - Member Application Checklist

To apply for CSF membership, please complete each of the following steps and mail copies of the documents to the CSF Membership address (below). All forms and documents are found in the *How Do I join* section on the CSF Website.

1. New Member Application Questionnaire - required for all member applicants and households
2. Connecticut Safe Boating certificate - required for all sailboat skippers. Not *required* for kayakers but is strongly recommended. See the link below for the State of CT/DEEP sponsored classes and listings for other class providers such as Flotilla 7-7 in Fairfield, located at the South Benson Marina..
<https://portal.ct.gov/DEEP/Boating/Education/Boating-Classes>
3. CSF Member Handbook & Quiz - required reading for all CSF members, both sailors and kayakers.
 - a. Handbook
 - b. Handbook knowledge quiz

Knowledge of the CSF member handbook is required. It covers details of our boating rules, expectations of all members, and operations requirements.
4. CSF Liability Waiver and General Release form - original signed copies (in **blue** ink) required for all CSF members
5. Address for Documents and Fees - the completed documents outlined above, and membership fee payments are to be sent to:
 - a. Postal mail - Documents & Fees: Community Sailing of Fairfield P.O. Box 553, Southport, CT 06890
 - b. Email (for scanned documents only): commsailingfairfield.membership@gmail.com
 - c. Venmo payments (in progress – not yet available).
6. Membership Fees - the fee schedule for CSF membership is as follows:
 - a. Sailboats - annual fees for a household are: \$425 (full week), \$275, (weekday only) and a 10% discount for seniors (62+).
 - b. Kayak only membership is available for \$275 and a 10% discount for seniors.
7. Additional Requirements - yearly boating skill tests are given to kayak and sailing members, as well as a one-time on the water sailing test. These tests and requirements are:
 - a. Sailing Members – mandatory attendance in all 3 Spring Boating Safety Seminar sessions. This includes completion of the written Sailing Knowledge Test.
 - b. Sailing Members - a one-time, on the water, check-out session with a safety certified CSF member.
 - c. Kayak Members – mandatory attendance in at least the 1st Spring Boating Safety Seminar session. Check our Calendar for information on Sailing Seminars - also sent to all members and prospective members.

Liability, Insurance and Release Form / Pledge:

Community Sailing of Fairfield membership will make every effort to assure its boats are in good condition and that they are used safely but there is always the possibility of an accident. The corporation carries a \$1 million liability insurance policy. As a corporation, our personal liability is in most cases limited to the assets of the company. CSF encourages each member to consult his or her own attorney in order to clarify his or her understanding of potential personal liability and also to contact his or her own liability insurance carrier to assure adequate personal protection.

All skippers and/or members must sign the Release Form (a link to the document is provided in Appendix B: Waiver Release Form). In signing the Release, a skipper and/or member agrees to hold the Town of Fairfield and Community Sailing of Fairfield harmless in case of an accident or injury. A skipper and/or member also must pledge that she or he has read, understood, and agreed to abide by the member code of conduct and the rules and regulations of the club and this handbook.

3. SKILL REQUIREMENTS, TESTING & SKIPPER CERTIFICATION

Southport is a narrow, crowded harbor with a high volume of boat traffic. An approved skipper must be aboard at all times. To become an approved skipper, one must first pass an oral familiarization test and demonstrate good boat-handling skills in an on-the-water boat-handling test, and sign a Release Form.

Prospective members who fail the test twice will be asked, before trying again, to get formal instruction from a sailing school, a private instructor or a willing CSF member. Membership fees will be refunded to those who do not pass and do not wish to get instruction.

In the interest of improving the skills of all its members, for safety and fuller enjoyment of the sport, CSF encourages its members, even experienced sailors, to take sailing lessons.

There is also a written test for annual re-certification by existing skippers.

Familiarization Test:

CSF expects every skipper to demonstrate a knowledge and understanding of the following sailing basics.

Getting Ready:

- Identify 3 wind indicators and the current wind direction.
- Identify 2 tide direction indicators and the direction and status of the current tide.
- Demonstrate how to get in and out of a boat safely, and where to sit.
- Describe what equipment and supplies are on the boat (or where the list is kept) and where they belong (see attached lists).
- Describe safety equipment that must be aboard before you sail (see attached list).
- Describe what personal safety equipment CSF recommends that you bring (proper shoes, sunglasses, hat, sunscreen, and drinking water).

- Describe who must wear a life jacket or vest and name three reasons why (personal protection, insurance requires it and legal release signed by the member requires it).
- Describe a skipper's responsibility regarding verifying that safety equipment is aboard and the use of life jackets.
- Describe skipper's responsibility regarding any missing or damaged equipment.
- Demonstrate how to open and close the scuppers, and describe when you must leave them open.

Basic Boat Know-How:

- Identify, correctly name and describe the purpose of all parts of the Ideal 18, including the standing rigging.
- Identify, correctly name and describe the purpose of all running rigging.
- Demonstrate how to hoist/lower the main and unfurl/furl the jib.
- Demonstrate how to reef the main.
- Demonstrate how to cleat a line properly.
- Demonstrate coiling and securing a line (as for halyards).
- Demonstrate a figure 8, correctly formed, close to the end of a line and to describe when it should be used (as a stop at the end of lines).
- Demonstrate how to tie a bowline, square knot, clove hitch and sheet bend.
- Demonstrate how to coil and throw a line.
- Demonstrate how to use the "M-line".
- Explain what a spring line is and how the M-line serves that function.
- Demonstrate where and how to secure fenders between the boats.
- Anchoring:
 - Coming up into the wind.
 - Make sure bitter end of anchor lines is secured to the mast.
 - Lowering the anchor.
 - Correct amount of anchor line scope.
 - Verify anchor is holding using range bearings on shore.

Avoiding or Getting Out of Trouble:

- Describe the CSF sailing boundaries.
- Describe the meaning of relevant coastal and channel markers.
- Describe how much water an Ideal 18 draws.

- Describe shoal and rock areas within the harbor that should be avoided at low tide.
- Describe 3 ways that you might free a boat that has run aground.
- Describe right-of-way among sailboats:
 - On an opposite tack, the same tack or when overtaking.
- Describe right-of-way, sail vs. large and small power boats.
- Describe right-of-way, sail vs. rowing or paddling vessels.
- Describe right-of-way, sail vs. commercial fishing vessels.
- Describe how to give and take a line for a tow.

Leaving the Boat:

- Describe how to leave the boat in proper condition for the next member.
- Describe how to check the hull for water and remove it.
- Demonstrate how to flake the mainsail.
- Demonstrate how to secure the tiller extension.
- Demonstrate how to coil and secure sheets.
- Describe your cleaning responsibilities.

Boat Handling Test:

All prospective members wishing to become a certified Skipper are required to demonstrate the following skills:

1. Departure:

- Describe the appropriate strategy for various wind directions, point of sail, current, and obstructions such as another boat on the face of the dock.
- Execute under current conditions.

2. Steering:

- Straight course for one full minute toward a designated target.
- Demonstrate how to scull backward and forward.
- Proper tiller grasp: maintaining constant contact.
- Seating placement: sitting on the windward side, ahead of the tiller.

3. Stopping and Starting:

- Full luff.
- Complete stop.

- Trim until full and by.

4. Tacking:

- Look before you tack.
- Steering: smooth, steady turn, appropriate speed, without pause of hesitation, ending when on new course.
- Switch sides, windward to windward with appropriate timing.
- Hand exchange: tiller behind back with constant contact.

5. Sail Trim:

Appropriate sheeting for:

- Beating: close hauled.
- Reaching: verge of a luff.
- Running: out all the way.
- Demonstrate safety position: close reach, full luff and full stop.

6. Points of Sail:

Demonstrate correct heading for each of the following on either port or starboard tack and on command:

- Beating
- Close Reach Points of Sail (Continued)
- Beam Reach
- Broad Reach
- Running

7. Commands:

- Prepare to jibe, jibe ho.
- Controlled jibe: pre-trimmed mainsail, not a flying jibe.
- Appropriate turn: “S” turn, not “C” turns.
- Switch sides: on windward as soon as the sail fills.
- Sail trim: re-trim properly to verge of a luff.

8. Overboard Recovery:

- Appropriate turn: jibe in light air, tack in stronger wind.
- Approach safety position for pickup: close reach, full luff, and correct approach angle.

- Close proximity: within reach and at full stop (victim to windward of boat).
- Boarding assistance: retrieve a “victim” over the transom.

9. Landing – demonstrate how to land safely under sail at a dock:

- Within a boat length of prescribed spot.
- With an appropriate approach angle for the conditions.
- Decelerate with control to a full luff.
- Guide to gentle stop without artificial breaking such as main backing or grabbing on.
- Land safely under paddle:
- Head into wind.
- Drop main and furl jib.

10. Getting Out of Irons:

- Prescribe tack: select starboard or port before beginning.
- Back jib to the desired windward.

11. Weight Placement Trim

Appropriate seating: proper fore-and-aft & inboard-outboard hull trim.

12. Upwind Sailing

- Demonstrate: appropriate sail trim & steering, without excessive luffing or falling off.
- Demonstrate how to read telltales.
- Finding a layline without excessive over standing or pinching.
- Hull trim: moderate leeward heel, balanced fore/aft.

4.0 MEMBER CODE OF CONDUCT:

Southport Harbor is small, crowded, and heavily used. Therefore, it is incumbent on every member to exercise the utmost courtesy toward the other boaters and people fishing. Discourteous behavior is a serious offense. Members who fail to show courtesy and respect for others, both on and off the water, may have their sailing privileges restricted or forfeited

Be careful of other boats in the channel. Larger ships and commercial vessels always have the right of way because of limited maneuverability. In open water, sailboats have the right of way over recreational powerboats. Make your intentions clear and so avoid last minute maneuvers that may surprise another boat. If ever you are in doubt in a situation, regardless of which vessel has the right of way, don't hesitate to talk to the skipper of the other boat. Also, keep well clear of fisherman's lines.

The harbor channel is narrow. The Ideal 18s draw 40 inches, so they can easily run aground in shallow water. There are laminated charts in the boats with the Harbor layout. Please familiarize yourself with the shoal (mud flats) areas. It is imperative that you stay within the channel. Furthermore, always keep Southport Light to your starboard when leaving the harbor before sailing toward Westport. The shoals will interrupt your sailing adventure and may damage our boat.

5.0 SAFETY PROTOCOL AND OPERATING REGULATIONS :

When you become a skipper and sign the Release Form, you agree, in essence, that you alone are responsible for the personal safety of you and your crew, and the safety of the boat. A skipper, therefore, must exercise good judgment concerning the wind and weather, and be familiar with the NOAA (National Oceanographic and Atmospheric Administration) forecasts for our area.

Beginner sailors should not go out when winds exceed 10 knots (12 mph) and intermediate sailors not above 18 mph (15 knots). The boats must not be taken out by anyone if winds over 22 knots (25 mph) are reported or predicted, or if a small-craft advisory is posted. Skill levels may vary among skippers. The opinion of anyone else about the state of the weather should not and cannot be regarded as guidance for you. In short, a skipper must decide for her or himself whether to take a boat out, and must accept responsibility for that decision.

With that in mind, you should feel no pressure to use a reservation if conditions appear to exceed your skills. There is no penalty for canceling a reservation due to poor weather conditions. Remember, however, that wind and weather conditions are relative, and other members might like to sail even if you would not. Therefore, you are required to cancel the reservation on the system, whatever the reason for not sailing.

Responsibilities of all CSF members and their guests:

- Keep the boats and dock area neat and clean.
- Before you embark, know & confirm:
 - Whether the tide is coming in or going out.
 - The wind and sea conditions.
 - The condition of the boat, including lines and hardware
- Required safety equipment is aboard, including a throwable PFD (cushion), air horn/whistle, anchor, and a PFD for every member of your party. CSF attempts to assure that the cushion and air horn/whistle are kept aboard each boat, but members are required to provide their own life jackets.
- Other recommended equipment that CSF will attempt to provide is a basic first aid and tool kit, a paddle and a bucket with sponge. Items you need to bring include adequate water for drinking, sunscreen lotion, sunglasses, appropriate clothing including a hat and boating shoes or sneakers, preferably with non-scuffing soles.
- Obey the rules of the road.
- Handle the boats in a manner that guards the safety of the crew and protects the boat from damage.

- Make sure that you and every member of your party are wearing a life jacket. It won't do you any good if you are injured or unconscious and you're not wearing it.
- Failure to wear a life jacket exposes you to danger and is a violation of the signed release and the corresponding insurance policy.
- Behave courteously both on and off the water, and have family members and guests behave the same way.
- Arrive on time for the start of a reservation.
- Deliver the boat back to the dock at the end of the reservation. If no one is waiting for the boat, put the boat away even though someone reserved the next time slot. Do not leave the boat simply tied to the dock and unattended.

Life jackets-PFD's (Personal Flotation Devices, Coast Guard approved Type I, II or III) must be worn by all occupants of the boat and kayaks at all times.

- No alcohol consumption is allowed on the boats or kayaks at any time.
- All accidents involving CSF boats and kayaks (whether or not there is damage to CSF boats or other third-party property) and all instances of running aground/or on the rocks must be reported immediately to one of the CSF Officers (see table below):

Name	Position	Phone*	Email
Robert Claiborne	CSF President	(203) 303-4886	comsail553@gmail.com
Paul Zwynenburg	CSF Vice President	(203) 303-4886	comsail553@gmail.com
Shira Linden	CSF Secretary	(203) 303-4886	comsail553@gmail.com
Melanie Andrews	CSF Treasurer	(203) 303-4886	comsail553@gmail.com

*Note: the phone number will be answered by the duty officer of the day which may include other CSF senior staff/committee heads.

- No boat may be left unattended while in a rigged and ready-to-sail condition.
- Each skipper must reserve, and also sign out, the boat on which he/she is sailing before leaving the dock. Sign out sheet is in the oar house.
- All members must observe the 15-minute rule – waiting a minimum of 15+ minutes – if they are unsure if a boat has been reserved for that hour/time slot.
- All members should ensure that they return the boat to the dock in a timely manner – allowing a margin of time to ensure the boat is ready for the next reservation.
- Members assigned to boat cleaning duty must fulfill that responsibility or find a substitute who will ensure that the boats are cleaned according to schedule

Violations of any of the above requirements will result in a review before the Board of Directors and penalties will be imposed (commensurate with the severity of the infraction) up to and including removal from the organization.

Again, these operating guidelines are **not** designed to be punitive. They have been developed in your best interest, as well as that of CSF. Thanks in advance for helping to ensure a safe, respectful and smooth operation.

Note: the CSF Insurance policy imposes financial penalties for non-compliance to the safety aspects of the “Code of Conduct”. The increased insurance deductibles are a burden on all CSF members and the program. Anyone with a record of violations will be subject to disciplinary action.

CSF Safety Program

Community Sailing of Fairfield 2021 Safety Program Introduction:

The purpose: of the CSF safety program is to ensure that all members possess a basic understanding of the following:

1. Knowledge of sailing.
2. The CSF member handbook.
3. The primary components and operating limits of the Ideal 18 sailboat.

Scope: The CSF safety program applies to all CSF active members.

Safety Requirements & Testing: CSF members with less than two years consecutive membership must pass a knowledge test and demonstrate sailing competency with a safety certified CSF member – CSF members selected by the CSF board of directors to perform competency checks. CSF members with two or more years consecutive membership must pass a knowledge test on an annual basis.

Recordkeeping: The CSF Secretary and Membership and Community Relations committee will maintain training records for all active members.

Compliance: Each season active members must pass the knowledge test before sailing a CSF boat. Each season members with two or less consecutive years membership must pass the knowledge test and competency test before sailing a CSF boat. CSF members who fail to satisfy annual compliance training will not be permitted to sail a CSF sailboat.

Penalties: The CSF Board of Directors in conjunction with recommendations from the Secretary and Membership and Community Relations committee will assess penalties to members who violate the CSF safety program. Knowledge Testing: The CSF member handbook discusses much of the material required to successfully complete the knowledge test.

Specific Requirements: all CSF sailing members must demonstrate knowledge of the following Basic Sailing Knowledge points:

Knowledge Point	Knowledge Point
Identify the basic parts of the Ideal 18 and their function	Harbor wind conditions
Define the five points of sail	Small craft advisories
Demonstrate how to cleat a line, tie a bowline and a stopper knot and how to coil and toss a line	Proper boat positioning for rigging
Discuss basic weather precautions	Boat and personal equipment check

Discuss basic LI Sound weather conditions and how to obtain them	Hoist the sail, unfurl the jib, set appropriate luff tensions, coil and hang halyards and other lines
Discuss emergency procedures	Takeoff from the dock
Person overboard procedures	Maneuvering efficiently in and out of the harbor
Towing procedures	How to get free from running aground
Anchoring procedures	Day mark and channel boundaries
Identify the compass direction of the harbor Identify the compass direction in LI Sound	CSF boundaries Safe operating practices
Pre-Sail Planning	Right of way rules
Boat sign-out procedures	Landing and mooring
Boat condition reports	Post Sailing
Current tide conditions	De-rigging operations
Forecast tide conditions	Stowing the boat
Current wind conditions	Applying the M line
Forecast wind conditions	Hosing down the boat
Harbor tide boundaries	Maintenance write ups

Ideal 18 Boat Dimensions	
Length Overall (LOA) 17.85'	Ballast/Displ. Ratio 55%
Waterline Length 14.35'	Sail Area 168 sq. ft.
Maximum Beam 6.2'	Mainsail Area 108 sq. ft.
Draft 3.25'	Jib Area 60 sq. ft.
Displacement 1240 lbs.	Optional Spinnaker 245 sq. ft

6.0 SAILING RESERVATIONS:

To Reserve a Boat:

Reservations are made through www.u-reserve-it.com/login As a CSF Member you will automatically receive a logon ID, password, and pin number. Make certain that CSF has the email address that you want to use to make sailing reservations on-line. Directions for using u-reserve-it are located in a separate section of the handbook.

When arriving at the Yacht Yard for your reserved sail, you must enter your reservation in the signup sheet posted in the box just inside the oar house.

Hourly Reservation:

- Members can reserve one of the boats for up to two-hour sails taking place between 8 a.m. and 6 p.m.
- All reservation time slots must begin with an even numbered hour; 8:00,10:00,12:00,2:00,4:00,6:00.

Advance Reservations Weekends and Weekdays:

- Reservations can be made up to 7 days in advance.

- No more than two reservations per 7 days are permitted on U-Reserve-It at any one time.
- Back-to-back reservations are not permitted, unless, of course, you are sailing with a skipper from another member-household who has reserved the second time slot.
- Only one advance reservation is allowed per weekend (including a Monday holiday) from Memorial Day weekend through Labor Day weekend (See Same-Day/Drop-in Reservations rules to sail more than once on a weekend).
- When you arrive at the Yacht Yard you must enter your reservation in the sign-up sheet posted in the box inside the oar house.

Same-Day/Drop-in Reservations:

On the day of an intended sail any member can take a boat out without having made an advance reservation – if the time slot is available, either as shown on the U-Reserve-It system or via the 15-minute rule.

- First, check the U-Reserve-It system for openings and make a reservation if there is an open timeslot.
- You absolutely must notify the club that you are taking a boat out by entering your reservation in the sign-up sheet posted inside the oar house at the harbor.
- If there is any doubt about the boat being reserved, apply the 15 Minute Rule: If the holder of a reservation is not at the dock by 15 minutes after the hour, the reservation is considered void.
- Members who have already sailed or who have an existing reservation for the current weekend, must wait until 10 a.m. to reserve any slot that same day on U-Reserve-It.
- To sail back-to-back you would need to sail in at the end of your time slot, apply the 15 Minute Rule, reserve the next time slot, and go back out without worry.

Cancelling a Reservation:

- It is critical to cancel reservations whether your plans change, winds exceed your skill level or inclement weather arises.
- It is very easy to cancel your reservation on <http://www.u-reserve-it.com/login>.

Racing Reservations:

Lee Jennings is the racing coordinator. She can be reached at leejennings1024@gmail.com or cell phone number 203-913-4948.

- To encourage racing participation, the time slots for Wed. evenings at 6:00pm, and alternating Tues. evenings at 6:00pm will be held for racing with Pequot Yacht Club.
- To reserve a boat for racing you must either email or call the racing coordinator with your reservation.
- The CSF Racing Fairness Policy applies to racing reservations to encourage participation to all members. Reservations are not done on a “first come, first serve” basis.
- The 15 Minute Rule applies to these reservations.

CSF Racing Fairness Policy: If a 3rd reservation comes in for racing and the member has yet to race for the season, the racing coordinator makes the decision to look at the number of times the 2 other

members/reservations have raced for the season. The racing coordinator makes the call to cancel the reservation of the member who has raced the most, thus allowing the member who has not had the opportunity to race to participate. It is the racing coordinators responsibility to contact the member(s) involved so that there is proper communication in advance.

Additional Information:

- A household cannot reserve more than one boat at a time, even though the household may have more than one designated skipper. An additional membership fee would be required.
- 15 Minute Rule: If the holder of a reservation is not at the dock by 15 minutes after the hour, the reservation is considered void.
- It is critical to cancel reservations whenever your plans change, winds exceed your skill level or inclement weather arises.

7.0 SAILING BOUNDARIES:

For your safety, and to stay within your reserved time, generous boundaries have been established for the boats to sail within. Please stay within this area when taking a boat out. A laminated chart is kept aboard the boat for on-board reference.

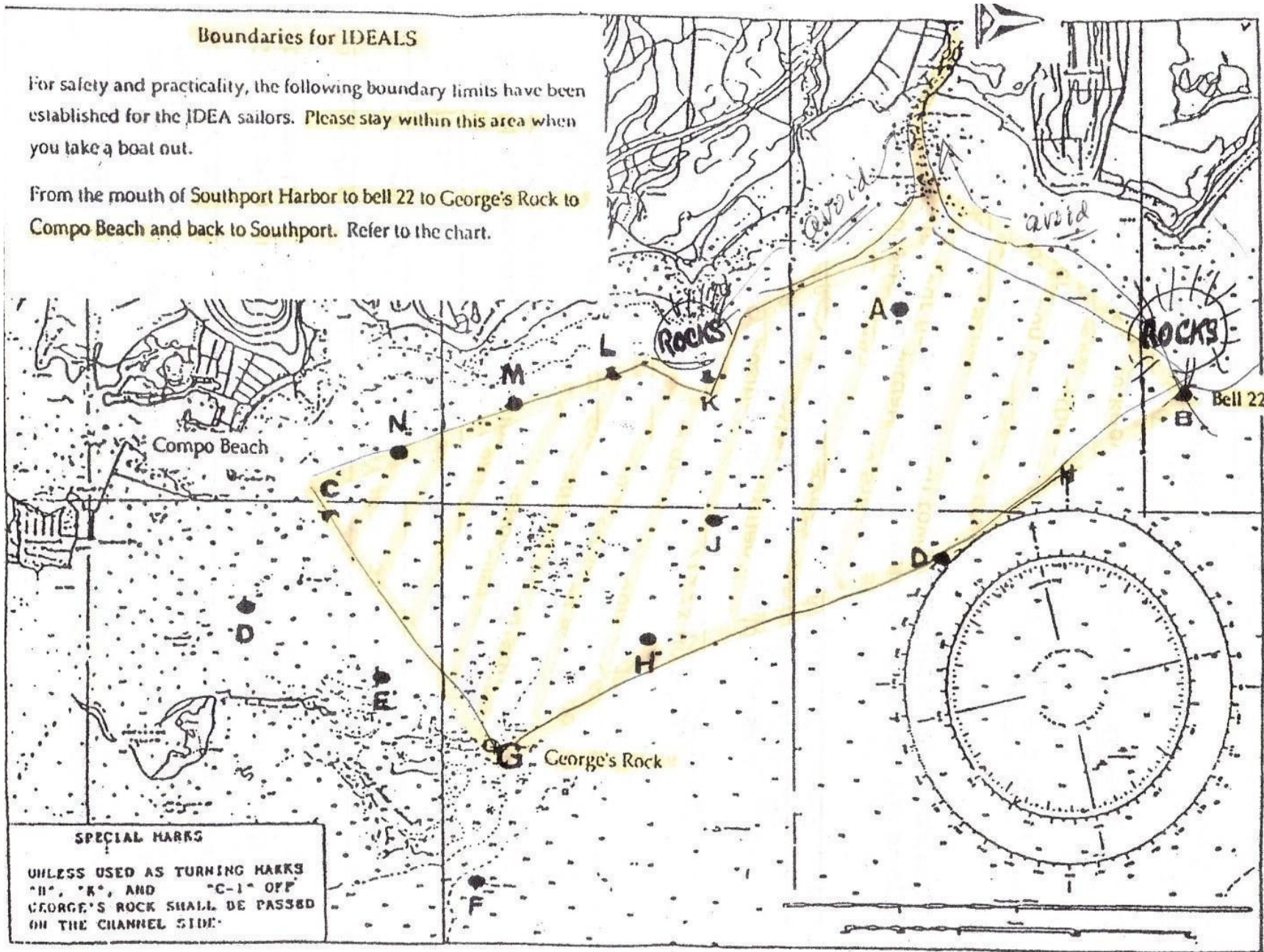
Do not sail up the harbor toward the Pequot Yacht Club. Restricted maneuvering room, fluky air and the heavy boat traffic make this area unsuited to day sailing.

See the chart below for reference – the defined boundary areas for CSF boating.

Boundaries for IDEALS

For safety and practicality, the following boundary limits have been established for the IDEA sailors. Please stay within this area when you take a boat out.

From the mouth of Southport Harbor to bell 22 to George's Rock to Compo Beach and back to Southport. Refer to the chart.



8.0 EMERGENCIES:

Community Sailing of Fairfield has no chase boat at its disposal and there are no motors on the boats. This dictates the need for sailing boundaries. Skippers also must exercise good judgment and sailing skills at all times, with a priority on safety and doing their best to avoid getting into trouble.

Tips in the event of an issue or emergency:

1. If you run aground:

In the event you do run aground, you can attempt to tack the boat and head in the opposite direction. Heeling the boat fore and aft or to one side may also reduce the draft enough to sail free. If the boat doesn't budge, you can get out and push the boat off. Make sure it won't sail away from you and be careful of your feet (sharp shells, broken glass, etc.).

2. If you are becalmed:

If you are becalmed and need to get in, use the paddle. Although the Ideal 18 can be sculled by wiggling the tiller, it damages the mechanism and should be done only in an emergency. If you are drifting in the wrong direction, consider dropping the anchor.

3. If all of the above fails:

The telephone number for an emergency is **(203) 254-4800**. This is the Police Department's Marine Division. Or call **911**.

4. Liability:

In the event that a rescue has to be performed, the skipper will be required to pay for any cost involved.

9.0 CHECKING IN AND OUT:

Checking In:

Plan to arrive 5-10 minutes before you're scheduled to sail. That will give you time to either prepare to set sail (if the boat is moored at the dock) or facilitate a changeover. (Remember: If you are not at the dock by 15 minutes after the hour, your reservation is voided.) If the start of your sail is delayed because the previous party is late returning to the dock, you must still return the boat on the hour your reserved time ends. Unfortunately, no extra time can be given to you.

Check that all equipment is in good condition (see checklist) and that the necessary safety equipment is aboard (see inventory inside the orange container); check bilge and inspect the boat for damage. Report any problems or missing items before you sail to CSF (203-303-4886). *Don't forget to don life jackets!*

Returning the Boat:

You are required to bring the boat back to the dock at the end of each two-hour reservation. Please be at least 5 minutes early so that the next party may enjoy the boat for as long as you have. Be aware that wind

conditions may change suddenly or may be quite different in the harbor than on the open water. You are responsible to allow enough time. Boats do not have running lights and must be at the dock by sunset.

Secure the bow and stern to the dock or the inside boat (see the laminated diagram in the orange box). Always use spring lines and position fenders properly. The boats must never protrude beyond the dock into the waterway. The inboard boat must always be bow-to shore and the outboard boat must always be stern-to-shore. If the member before you has moored improperly, please take time to correct the problem, and then either contact that member directly or call the office so that member can be reminded of the importance of mooring correctly. If we lose mooring privileges at the dock, we lose the program!

- Coil lines neatly.
- Flake or roll mainsail, and put-on sail cover.
- Use topping lift to raise boom off deck.
- Furl the jib and put on its cover (using spinnaker halyard to hoist it)
- Trouble follows neglect, so please be observant of potential gear failure
- Make sure bailers are open.
- Report any damage or equipment lost during your sail to one of the CSF Officers or the Committee Head for the boat type – Sailboat or Kayak. Contact info in the table below:

Name	Position	Phone*	Email
Robert Claiborne	CSF President	(203) 303-4886	comsail553@gmail.com
Paul Zwynenburg	CSF Vice President	(203) 303-4886	comsail553@gmail.com
Shira Linden	CSF Secretary	(203) 303-4886	comsail553@gmail.com
Melanie Andrews	CSF Treasurer	(203) 303-4886	comsail553@gmail.com

*Note: the phone number will be answered by the duty officer of the day which may include other CSF senior staff/committee heads.

Responsibility for Damage:

Skippers will be required to pay for repairs to the boat or for items that are damaged or lost during that skipper's reservation period. The amount for which the skipper is responsible will not exceed the insurance deductible, currently \$500 for ordinary cruising. The amount is doubled for racing.

10.0 LESSONS AND RACING:

Lessons:

Skippers are encouraged to familiarize other household members or crew with boat handling operations and sailing techniques. It is safer for a crew member to know how to handle the boat in the event the skipper is incapacitated.

Only a licensed, certified member-skipper may receive payment when using the CSF boats for lessons to other current or proposed members.

Under no circumstances can a CSF boat be used for the purpose of giving sailing lessons to individuals not associated with the group, whether there would be payment involved or not.

Racing:

Community Sailing of Fairfield has been invited to participate in the Pequot Yacht Club's race schedule for their Ideal 18 fleet. To encourage participation, the boats are reserved for racing during those time slots, but only if a member makes a reservation for Wednesday races by 6 p.m. Tuesday evening. If no reservations are made by that time, other non-racing members are entitled to reserve the time slot.

Race times and dates, set by Pequot Yacht Club, are subject to change. Please call our racing coordinator (see *Member-to-Member Info* code, or call the office for the current coordinator) for the latest information, and call the office to put your name on record as being interested should some other member need a racing partner.

11.0 CSF Boat Checklist:

The following checklist is intended to aid you in both setting out to sail and in properly securing and storing your boat upon returning

Pre-sailing Checklist:

Personal Equipment:

- Personal flotation for each person (life jackets)
- Clothing to match the weather and wind also non marking shoes

Boat Equipment: (R) = required equipment; (S)=suggested equipment) Are the following on board and in their proper place?

- Audible Signaling device (R) , i.e. whistle, air horn.
- Throwable Cushion (R) Type IV
- Visual Signaling Device (R) i.e. mirror, shirt, bright colored cloth, etc.
- First aid kit (S)
- Tools (S)

- Anchor and line (S) (attached to mast)
- Towline (S) (attached to mast)
- Paddle (S) highly suggested
- Hand operated bilge pump (S)

Preparing Boat to Sail:

- Check, wind, tide, weather forecast
- Look over the boat to make sure there is no damaged or broken parts
- Check to be sure shrouds are tight (should hum slightly when you pluck them)
- All Cotter rings taped (note: if tape is missing, is the cotter ring also missing? If so the boat is not to be sailed till the cotter ring is replaced)
- Check that forestay is tight to the pull.
- Check that the scuppers are open
- Remove the bilge cover and pump out any water if the boat appears to be sitting lower in the water.
- Prepare sails, lines, Boom Vang, tiller, bumpers, lines,
- Check for visible water after removing the bilge cover.
- Pump out the bilge if needed

Post sailing Checklist:

Boat Mooring:

- Boats are properly positioned
- Inboard boat properly secured to dock
- M line properly attached
- Bumpers in proper position so boats do not touch each other
- All lines in both boats neatly coiled and attached to mountings
- Jib neatly furled and covered
- Main neatly flaked and covered

Action if needed:

Notify the CSF Officers or Committee Heads Immediately if you suspect a safety issue. In the event of any damage to a boat while using, (broken equipment, ripped sails, collisions, hard groundings etc.). It is the responsibility of the Skipper to contact one of the Officers or Committee Heads ASAP. Contact info in the table below:

Name	Position	Phone*	Email
Robert Claiborne	CSF President	(203) 303-4886	comsail553@gmail.com
Paul Zwynenburg	CSF Vice President	(203) 303-4886	comsail553@gmail.com
Shira Linden	CSF Secretary	(203) 303-4886	comsail553@gmail.com
Melanie Andrews	CSF Treasurer	(203) 303-4886	comsail553@gmail.com

*Note: the phone number will be answered by the duty officer of the day which may include other CSF senior staff/committee heads.

IMPORTANT NOTE:

The CSF Sailing Knowledge Test is now online for all registered members.

Instructions:

- Go to <http://zzi.sh>
- Enter Class Code: hhq48522
- Find your last name and click on it
- Begin activity

The document below is provided for reference and study purposes - only.

12.0 CSF SAILING KNOWLEDGE TEST:

1. The line used to raise the mainsail is the _____.
2. The _____ is the line that controls the angle of the main sail in its relation to the wind.
3. No more than _____ persons shall be permitted in a CSF sailboat at one time.
4. A beginner sailor must never sail a boat when the winds exceed _____ knots.
5. An intermediate sailor must never sail a CSF boat when the wind exceeds _____ knots.
6. The CSF boats must never be sailed when the wind exceeds _____ knots.
7. If you are not at the dock by _____ minutes past the hour, your boat reservation is voided.
8. T F Even if you have a reservation, you must sign the sailing schedule in the oar shed before sailing a CSF boat.
9. T F Not wearing a PFD by any member in your boat may result in the loss of your CSF sailing privileges.
10. Name five points of sail: _____

11. Tacking is when the _____ crosses into the wind.
12. Gybing is when the _____ crosses into the wind.
13. A _____ tack vessel must give way to a _____ tack vessel.
14. Circle the correct answer: Head up Head down means to turn the boat closer to the wind,
15. Southport Harbor runs predominantly: A. East – West B. North – West C. North – South D. West – South
16. Name a great wind indicator you can use to show the direction of the wind in the harbor at Ye Yacht Yard.

17. T F When someone tells you the wind is out of the north, he/ she means the wind is blowing from the south to the north.
18. T F When you arrive back to the dock and the person who has the next reservation is not right there, you can lower the sails and cleat the boat off on the side of the dock.
19. T F Always position your boat into the wind before hoisting your sails.
20. The prevailing breeze comes from the _____ which means that you generally have to _____ out of the harbor.
21. On the way in, you generally are on a _____ which means you have to have your sail _____ in order to sail efficiently in.
22. A Northwest breeze is tricky to sail in because it is usually _____ and _____.
23. Always know the _____, _____, and _____ before heading out to sail.
24. An effective way to get out of irons is to _____ the jib.

25. List three ways you can effectively get off from running aground.

26. If the tiller is hard over and the boat IS NOT turning, what is the problem?

27. List the required and recommended safety equipment already on board the Ideal 18s.

28. What personal safety equipment does CSF require and recommend that you bring?

29. What is the safety position and when would you use it?

30. In a man overboard situation, what point of sail should you be on when you are in your final approach toward the person in the water? _____

31. Should you position your boat to windward or leeward of the person in the water? Circle the answer.

32. What do you look at to know that you are sailing efficiently upwind? _____

33. In case of an emergency call the _____. Their number is _____.

34. T F Always show courtesy and respect toward other boaters and people fishing.

35. On a map mark the sailing boundaries and the shoal areas to avoid at low to mid tide.

13.0 KAYAK USER CODE OF CONDUCT:

The following responsibilities are for each member, family member and guest who uses a CSF kayak. *All kayak users should be able to swim.* All children are the responsibility of adult swimmers aboard the kayak.

- **ALL INDIVIDUALS MUST USE A COAST GUARD APPROVED PFD AT ALL TIMES.**
- Follow the procedures outlined in the reservation section, always signing-in/entering cancellations when using kayaks.
- Member-households may take out a maximum of two kayaks under the same time slot.
- Remain within the boundaries defined for kayaks.
- Obey age limit restrictions. Children under age 18 must be supervised by an adult member paddling with the child or in a nearby kayak.
- Give deep hull boats under sail or power in the channel the right of way and always obey the rules of the road.
- Behave courteously both on and off the water and always act in a way that avoids damage to the kayaks or other boats.
- Arrive on time for the start of a reservation and conclude promptly on time.
- Report any damage or loss of equipment immediately to CSF.
- Spray boats and all equipment with water from YYY hose in central area. Washing the boats and equipment prevents salt water deterioration.
- Place the kayaks away in their designated storage rack. (Put the rear of the kayak, without boat number, in first. Straps should hang out, unbuckled alongside to prevent damage.)
- Lock up kayaks securely. Return the paddles, back cushions, water plugs and any other equipment into the storage bin. Then make sure the bin is locked properly.

Once the General Release form for use of the kayaks has been signed, any member not adhering to this Conduct Code risks losing membership privileges and fees without appeal.

14.0 KAYAK RESERVATIONS:

Members may reserve either one or two of the eight boats for any designated two-hour slot between 6 a.m. and 6 p.m. Policies described below are subject to change and weekend and holiday reservations may be restricted. One rule that will never change, however, is that a boat may never be taken out without making an advanced or same-day reservation!

All kayak users MUST make an online reservation before using the kayaks. The only exception is if a slot is already booked (determined by checking the reservation system) and you are going down to YYY to see if a boat is available via the *no-show* 15-minute rule. Regardless, you MUST attempt to make a reservation so that CSF knows who is using the boats. The reservation system is available in the MEMBER LOGIN section on the CSF website: <https://www.communitysailingfairfield.com/member-login>.

The 15-minute Rule: If the holder of a reservation is not at the kayak storage rack by 15 minutes after the hour, the reservation is considered void. After waiting the prescribed fifteen minutes for the reservation to clear, a member may then take a kayak out only by signing it out prior to putting the boat in the water. Use the calendar

diary inside the locker to record your last name, time out and time back for the boat you use on the day and time of use. Note: you still must try to make a reservation if at all possible.

Reservations may be made starting Friday evening at 6 p.m. for the following week. For the purpose of scheduling kayaks, the week begins with Monday and ends with Sunday. No more than two reservations are permitted at any one time. Furthermore, only one advance reservation is allowed per weekend (including a Monday holiday) from Memorial Day weekend through Labor Day weekend. And, during those same months, weekend reservations must be made on the even hours only. A new explanatory document is available. Contact Michelle Vislosky at 203 345-4710 or bluesgirl06824@yahoo.com with questions.

Same Day/Drop-In Reservations:

On the day of an intended kayak outing, any member may take a boat out without having made an advance reservation. He/she must, however, make a same day/drop-in reservation via the online reservation before using the kayaks. The only exception is if a slot is already booked (determined by checking the reservation system) and you are going down to YYY to see if a boat is available via the *no-show* 15-minute rule. Regardless, you MUST attempt to make a reservation so that CSF knows who is using the boats.

The reservation system is available in the MEMBER LOGIN section on the CSF website:
<https://www.communitysailingfairfield.com/member-login>.

In addition to the online reservation (if available), record your reservation or kayak usage in the calendar diary kept in the kayak gear locker in a protective plastic receptacle.

IMPORTANT: Members who have already kayaked during the week or who have an existing reservation for the current weekend must wait until 10 a.m. to reserve any slot that same day.

Additional Important Requirements:

- Back-to-back reservations are not permitted, unless, of course, you are kayaking with someone from another member-household who has reserved the second time slot.
- Should you be kayaking alone or with a non-member, you may complete your reserved time, check the sign-up sheet to see if a boat is available and if so, reserve the next time slot and go back out without worry.
- A member-household cannot reserve more than two boats – within one time slot – at a time, even though the household may have more than one designated skipper.
- It is critical to cancel reservations when your plans change, even if due to inclement weather or conditions that exceed your skill level. Always enter cancellations on the online reservations system as well as in the signup sheet at the harbor.

Kayak Area Boundaries:

- Eastern Boundary: Sasco Beach
- Westerly: Gold Coast
- Southerly: Harbor Channel Light
- In Southport Harbor: Avoid the Channel, stay to the side areas out of traffic

15.0 KAYAKING TIPS:

Getting in and out of the kayak

- Wear your PFD at all times.
- The more experienced person should sit in the rear.
- Load the kayak evenly, or a bit more weight in the rear.
- A kayak will handle best if the bow is lighter than the stern.
- Paddling, steering and where to sit
- With two people, work together as a team.
- If one person is to paddle a two-person kayak, you will want to sit in the back seat.
- The person in the back seat steers.

Paddling:

To start, sit in the kayak. Your backside should be all the way back in your seat and your knees comfortably bent. To find the proper foot well, straighten your legs all the way out and then bring them back one “well”. If your legs are too straight, you may find you put strain on your lower back. If your knees are bent too far, you may end up knocking your knee caps when you paddle.

- Your hand placement on the paddle should be shoulder width apart and centered.
- Relax your hands when paddling. You don't need to hold a death grip!

Basic paddling stroke is a forward power stroke. Place the paddle blade in the water near your toes. Pull the paddle blade back alongside the boat to approximately your hip. Lift the paddle blade and take a stroke on the other side.

Feathered paddling stroke – hold the paddle tight in your right hand and loose in your left. Using the right hand, rotate the paddle blade back and forth; it should slide through your left hand. Now take a stroke on your right, cock your right wrist back (left hand staying loose and somewhat open) and take a stroke on your left, and so forth. If using a left hand control paddle, reverse the process: the left hand stays tight and the right loose.

Re-entering a Sit-On-Top:

- If the boat is upside down, it will need to be turned over.
- To do this, reach across the bottom of the boat and grab the scupper holes.
- Bring your knees up and onto the bottom of the boat.
- Lean back and the boat will roll over.
- Position yourself so your head is near the cockpit of the boat and you are facing the boat.
- Let your feet float to the surface of the water by floating on your belly button.
- Reach across the boat to the far edge and then swim up and onto the boat.
- Next, roll over onto your backside which should end up in the seat.
- Sit up, swing your feet into the foot wells and you're ready to go.

16.0 APPENDICES:

Appendix A: Committee Descriptions & Responsibilities

The President selects the leaders of the committees in consultation with the Directors. A brief summary of each committee is listed below. Note that responsibilities of the committees may overlap. Following this review, see pages on the Sailboat Maintenance and Membership and Community Relations Committees for a more detailed description of their tasks.

- **Finance and Business Operations Committee:** Oversees all financial, legal, tax and insurance obligations, and develops business plans. Responsible for documenting and allocating the two-hour blocks of time desired by a member to reserve a boat or a kayak. Also consults with the Pequot Yacht Club which has “Masters” (65 or older) Tuesday night races and regular Wednesday night races at which CSF is invited to participate. Every effort is made to accommodate those who wish to race by taking turns in the succeeding weeks.
- **Membership and Community Relations Committee:** Responsible for the recruitment and enlistment of potential members as well as coordinating and overseeing the training of new and returning members. Training focuses on safety before, during and after sailing and kayaking. This is accomplished by vocal, written, and actual demonstrations in classroom settings as well as at the dock or in the boat locations. Monitors our participation in community events, such as the Fresh Air Fund sailing and the Blessing of the Fleet. It also oversees publicity and advertising. This work includes promotional activities, special sailing events, and member communications and maintains our good relationship with the Town of Fairfield. In addition, this committee organizes members’ social gatherings, such as the annual clambake, cocktail party, etc.
- **Sailboat Maintenance Committee:** Oversees the rigging, de-rigging, launching, hauling, care, maintenance and cleaning of the boats and equipment. It is responsible to work with Pequot Yacht Club regarding boat maintenance and the Town to make contributions to improve our boatyard facilities.
- **Kayak Maintenance and Oversight Committee:** Monitors the use and upkeep of the kayaks, the kayak rack, and the kayak storage bin. In addition, the committee informs members as to the use and rules governing kayaks.

Detail - Sailboat Maintenance Committee

Purpose: Ensure timely readiness and regular maintenance of Ideal 18's for each sailing season.

- Responsibilities
- Provide operating budget estimates to the Officers and Finance and Operations Committee. In consultation with the Officers confirm viable start/end dates for the Club's season taking into consideration readiness requirements for sailboats.
- Assess material needs for the operating season.
- Order materials/supplies, as required, to sustain full operation of sailboats.
- Manage logistics of putting boats in/out of water each season.

- Rig/de-rig boats at beginning/end of each season.
- Conduct rigging seminars prior to each season.
- Ensure timely maintenance of sailboats including regular cleaning.
- Manage outsourced repairs.
- Conduct on the spot boat repair within abilities and limitations of Sailboat Maintenance Committee members.
- Provide periodic safety checks of sailboats.
- Manage arrangements to store sailboats/related equipment in off-season.
- Identify and train a subcommittee of “Sailboat Maintenance trainees” in order to increase the talent pool of rigging/de-rigging competencies within the club.
- Preferred Qualifications
 - Seasoned skipper
 - Knowledge of fixed keel sailing vessels
 - Working familiarity with rigging Ideal 18s, including stepping & un-stepping the masts in the boats.
 - Willingness, ability and availability to maintain/repair boats on a timely basis (within reason) in order to minimize “downtime” of any vessel

Detail - Membership and Community Relations Committee

Purpose: The CSF Membership and Community Relations Committee is responsible for the recruitment and enlistment of potential members and coordinating and overseeing the training of new members. To accomplish that goal, committee members will perform the following duties:

- Announce CSF events in local media sources. The committee will distribute information about CSF to those who wish to join.
- Upon any inquiry about joining, interested individuals will be mailed a new member’s packet. This packet will contain an application asking for name, address, contact information, (i.e., phone, fax, email), sailing level of experience, type of membership requested, (i.e., full, weekday or sr. weekday); racing interests and committee(s) they would like to participate in. Two copies of the release documents, for sailing and kayaking, will also be included.
- The potential member will submit a deposit check and return the questionnaire to the Southport PO box address.
- The Secretary will also be compiling a list of returning members, recording changes of address, phone and email addresses. This list will be sent to the Membership and Community Relations Committee and Finance and Operations Committee chairs before the start of the season (typically Memorial Day Weekend).

- The committee members should monitor and aid new members in their preparation to becoming full members. They should assist them in obtaining lessons, aid them in scheduling a final check sail with a qualified check skipper.
- Once an individual is qualified, the Membership Committee shall ascertain that all required paperwork is completed, and the new skipper's name is passed on to the Secretary and the Finance and Operations Committee chairman.

Appendix B: Waiver Release Form

CSF Liability Waiver and General Release form - original signed copies required for all CSF members.

The form is available on the Community Sailing Fairfield website, under **How Do I Join** in the Member Application Checklist section. <https://www.communitysailingfairfield.com/application-steps-checklist>