

Cal Sailing Club Day Leader Manual



Photo Credit: Jennifer Kroon

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Revised 2024-04-11

Day-Leader Responsibilities and Expectations

Day-Leader Responsibilities

1.Safety

- Watching the water
- Monitoring radio
- Motor boat rescues
- Enforce rules

2.Administrative responsibilities

- Open/Close Club
- Orienting new members
- Monitoring equipment sign outs

3.Customer Service

Day-Leader Expectations

- Arrive to your shift on time
- No drinking alcohol
- Always wear PFD with radio and knife
- Watching the water is your #1 priority
- Offer help to anyone that looks confused
- Restrict motorboat use to official club use

Getting Paid/Clocking in and out

The Treasurer will need your W4 and your bank account routing number and account number for your pay, which will be directly deposited in that account, minus the taxes we have to withhold. If you're exempt from income tax withholding, we still have to withhold Social Security and Medicare, other tax withholdings. If you want, you can set up an IRA and have us deduct money from your paycheck into an IRA but CSC won't pay into it, meaning CSC does not match or provide IRA contribution.

You have to:

1. Fill out a W4 with your tax withholding info and Social Security number and send a pic or pdf to Treasurer@cal-sailing.org. If you are exempt from [income tax] withholding, you have to hand-write "exempt" on the W4. Use the withholding calculator at www.irs.gov. You need to file a new W4 every year if you don't want taxes withheld.
2. If you are hired through UC Berkeley work study - CSC refers you to the job on the work study website, then work study reviews and offers you the job.
3. You will be provided access to the googledocs spreadsheet to log your hours. This is where you "clock in/out"
 - Log your arrival time when you arrive, and log your departure time when you leave on the row with the correct date.
 - Enter your name (from the dropdown list)
 - Arrival time (use shortcut keys Ctrl and ;)
 - Departure time (use shortcut keys Ctrl and ;)
 - The spreadsheet calculates the hours.
 - If you need to insert a row, that's fine, but do not calculate the hours.
4. If you have work study, you must approve your timesheet on the work study website; otherwise we do not get reimbursed by work-study.
5. We will need your email and phone number while you are employed at CSC. Enter them on the googledocs spreadsheet, on the dayleaders page.

6. Cal Sailing Club Payroll Deduction IRA

All CSC employees are automatically enrolled in our retirement savings plan, but:

- You don't have to do anything if you don't want money deducted from your paycheck
- CSC does not contribute money to your retirement savings
- All the money that goes into your savings account comes out of your paycheck
- The IRA account is entirely your responsibility to set up, keep track of, collect tax-related info, etc.

If you have any questions about this, please feel free to consult with the Treasurer (treasurer@cal-sailing.org)

Payment:

- You will need to provide an **bank account routing number and account number to the treasurer for direct deposit: treasurer@cal-sailing.org**
- Your pay is processed on the 1st of the month for the previous month via direct deposit.
- It will be direct deposited to your checking account by the 3rd of the month.

W2: You will get a W2 emailed to you at the end of the year showing the amount of taxes withheld and your wages.

Workstudy (if you have it):

- The club pays you, and work-study reimburses CSC for half your wages provided you have enough grant \$ and you have an approved timesheet
- Workstudy prohibits working more than 8 hours a day, or more than 20 hours a week during the time school is in session.
- The work study year ends when school ends in May, and starts again in mid-July. During that May - July break, workstudy doesn't apply.
- If you're registered to return full-time in fall, you can be offered a job through workstudy and work up to 40 hours a week between mid-July and the start of school.

Missing Shifts:

If you will not be able to make it to your shift:

1. Touch base with your coworkers (fellow dayleaders) to check if someone can cover your shift, switch a shift.
2. Let the Port Captain know that you will be unable to cover your shift.
3. Let the Port Captain know who will be covering your shift
4. If you can't find another day-leader to cover your shift, then contact the Port Captain at least one day in advance to find a volunteer day-leader (preferably several days in advance.)

Opening the Club

1. Unlock the club:
 - Bring your key (see the Secretary for one) or pick up and sign out the club key from the Harbormaster's office (closed Sunday).
 - Unlock:
 - Club house front door and 3 windows (front ones have padlocks, side one has slider lock)
 - Boat yard front gate
 - Two side gates to windsurf yard, next to clubhouse
 - Windsurf board locker
2. Put on your uniform:
 - Day-leader PFD
 - Radio
 - Day-leader knife
3. **Turn on the club house radio.** The club house radio should be monitoring channel 16. Your personal radio should be monitoring channel 16 while "dual watching" channel 69. Make sure the radio is oriented correctly and volume is loud enough for you to hear.
4. Check the online equipment signout sheets for sailing and windsurfing.
5. On lesson days, set up the sign-up sheets on the day-leader desk:
 - Windsurf lesson sign up (only on windsurf lesson day)
 - Sailboat lesson sign up (only on sailboat lesson day)
6. **Update the white board**
 - Day-leader: your name
 - LowTide: use tide charts on the club website at <https://www.cal-sailing.org/resources/csc-open-close-times>
 - High Tide: use the monthly table in the tide chart at <http://www.dairiki.org/tides/monthly.php/bky>
 - Look up today's date and find the low/high tides.
 - Low and high tides each occur twice a day. Write on the board the low and high tide times that occur during, or closest to club operating hours.
 - Sunset: use tide charts on the club website
 - Dock time: This is the time that all members need to return to the dock. Usually this will be 30 minutes before sunset. Examples of circumstances when dock time will be earlier include low tide and when the day-leader leaves early
7. **Read the daily log** for the last week. Note any equipment damage, suspensions or punishments, and any other notes that affect today's activities.
8. **Sign into your timesheet.** Enter your name and the time in on the google docs using the club computer or your phone or laptop with the app.
9. **Check the wind and weather forecasts.** Check the club website webcam page at <http://cal-sailing.appspot.com/wind> for predictions of thunderstorms, strong winds, wind direction, fog, and storms. See the NWS forecast linked on the webcam page
10. **Drop the skiff in the water**

Closing the Club

1. **30 minutes before dock time:** go out on the skiff and remind everyone on the water that dock time is in 30 minutes, and that they need to start heading back. Start delegating clean up.
2. Make sure everyone has returned
 - a. Visual check on the skiff for anyone on the water
 - b. Account for any empty sailboat trailers in the parking lot and yard
 - c. Check the online windsurf and sailboat sign out sheets and make sure everyone has signed back in
 - d. Account for all of the boats in the yard:

8x RS Quest	Novice and above
3x RS Toura	Novice and above
4x RS Venture	Novice and above
8x JY15	Novice and above
2x Laser	Junior and above (Requires signoff)
1x UFO	Junior and above (Requires signoff)
3x RS500	Senior and above (Requires signoff)
1x RS800	Senior and above (Requires signoff)

3. Put the skiff away
4. **Make sure all the equipment has been put away**
 - a. Windsurf boards and sails
 - b. Sailboats are in the yard
 - c. Sailboat sling (on hook by gate, on front of windsurf container)
 - d. Return your personal radio to the charger. Ensure charging light is lit.
 - e. Sailboats and windsurfing gear left on the dock:
 - i. Put equipment away or delegate to a member for volunteer hours
 - ii. Track down the member using the online sign-out sheet.
 - iii. Email the miscreant or email the portcaptain or any excomm member to send the miscreant a message using the club website
 - iv. Administer appropriate punishment (warning, work hours, suspension)
 - v. Note member's name, membership #, and punishment in the daily log.
5. **Entry in Daily log.** Write your name and time out. Document any suspensions/punishments, broken equipment, accidents or incidents, weather conditions, etc.
6. **Turn off all electronics:** Lights, radio, heaters, and kitchen appliances. Leave computers on.
7. Lock up (and return loaner key to harbor master if you checked it out)
 - a. Windsurf board locker
 - b. Boat yard main lock (make sure everyone is out of the yard, including the porta- potty)
 - c. Two side gates to windsurf yard by clubhouse
 - d. Club house windows (3)
 - e. Club house front door

****If there are still members at the clubhouse when you leave, a member with a senior key must take responsibility for closing the club. Document their name and the transfer of responsibility in the daily logbook.**

Introducing the Club to Prospective Members

1. Background information

- Explain club structure: see club website especially basic info you can find at <https://www.cal-sailing.org/home-sp-700/who-we-are> and <https://www.calsailing.org/home-sp-700/faq>
- Explain rating system see <https://www.cal-sailing.org/ratings-menu/rating-for-sailboat> for info on sailing ratings and <https://www.cal-sailing.org/ratings-menu/rating-for-windsurf> for info on windsurfing ratings
- Describe club hours of operation, including low tide and high wind restrictions
- Tell them the membership dues and volunteer work hour requirements
- Direct them to Operating Rules and manuals on club website
- Explain whiteboard info
 - i. Day-leader and skiff required for members to be on the water
 - ii. Tides
 - iii. Dock time
- Note key safety rules, especially wearing PFD's or long-sleeve, long-leg wetsuit and windsurf harness.

2. **Introduce new people to club members.** Make them feel comfortable and welcome!

3. **Club yard tour** (delegate to club member)

New Membership Sign Up

New members sign up on the website. Sometimes they'll need the dayleader's help.

Recommend that new members use their own phone or laptop to sign up. They can use the clubhouse computer, but they shouldn't log into their Paypal account on it or else the next user gets access to that account.

Most new members can just click on Join Now, and choose either regular or student/senior, 3 month or annual, and fill out their information and pay for a membership.

Some new members will ask about family or youth memberships. Direct them to click on Join Now, then click on the links that explain how these special deals work.

Some new members will want to pay with volunteer hours. We don't have a volunteer coordinator, only self-starters need apply by contacting the Treasurer with a concrete plan about what they'll do and when they'll do it.

Some new members will want to pay with cash or check. They can do so only if they deposit the money themselves in our bank account and send a picture of the deposit slip to the Treasurer.

Membership Renewals

Members will get an email when their membership expires.

All renewals are processed through the Cal Sailing website

1. The member should sign into (log into) their account on the club website.
2. They renew by going to Memberships-->My Account → Subscriptions → Renew now
3. If paying with hours, they need to have enough hours of volunteer work signed off for the minimum requirement for their rating—12 hours to renew for three months or 38 hours to renew for a year for most members, more for Senior and Cruising rated members.

Damaged Equipment

1. Any damage found on club equipment, and any repairs done, **must be recorded in the appropriate online log or in the logbook** in the clubhouse with date, the member's name and contact information.
 - Dinghy and rescue skiff problems should go in the online dinghy log at <https://www.calsailing.org/resources/dinghy-log>
 - Keelboat problems go in <https://www.cal-sailing.org/resources/kb-status>
 - Windsurf problems go in a message to the second vice commodores (log in, go to Resources, then email second vice)
2. If damage cannot be repaired by the member who caused it, that member is responsible for **contacting the appropriate Vice Commodore** through the email listed on the club website and arranging to do equivalent club work appropriate for the damage:
 - a. Dinghies —1st Vice Commodore
 - b. Windsurfers—2nd Vice Commodore
 - c. Keelboats—3rd Vice Commodore

Guests (Non-members)

A CSC member can take out guests on a boat, but as dayleader you should intervene if there's a safety issue such as high wind, fog etc.

See the current Operating Rules. The 4/25/20 version says:

(Section A.1.) "Members are responsible for their safety and that of their guests"

(Section A.6.) "Sailboats, windsurf boards/rigs, kayaks, and standup paddleboards...may only be used by appropriately rated members"

(Section A.8.) "Club activities take precedence over individual members' recreational sailing and windsurfing."

(Section A.10.) "Kayaks and standup paddleboards may be used only with the permission of the Dayleader, in the Junior Area. No rating is required. Equipment should be signed out on the Windsurf Sign-Out log.

Work Hours (Volunteer hours)

Work Hours are recorded on the club website.

1. You can enter work hours for other members as follows. If you prefer, you can also ask the member to enter their own hours.
 - a. Log in to your own account on the CSC website
 - b. Go to the "Membership" drop down menu and select "Enter Work Hours."
If you are logged in and you do not see the option to "Enter Work Hours," contact the Port Captain.
 - c. Click the "Switch User" button and look up the user by CSC member number, name, or email.
 - d. Fill the remainder of the form and submit it.
2. You can approve work hours for other members as follows:
 - a. Log in to your own account on the CSC website
 - b. Go to the "Membership" drop down menu and select "Approve Work Hours."
 - c. Select the hours to approve.

Work hours that **do not** qualify for quarterly requirement:

- work hours traded in for free membership
- fixing equipment that the member damaged
- punishment work hours

Suggested volunteer work for new members: click on Join Now, then click on link for work suggestions. Also sign up for announcement list to learn about Open Houses and repair workparties.

Motor boat use

The motorboat is the responsibility of the dayleader(s) who is(are) on duty at the club. You may authorize a member to use the motorboat if:

1. They have a dayleader rating. Only rated dayleaders (paid or volunteer) can use the motor boats
2. It's for An Approved club activity: Member must be using the boat for an approved activity such as teaching, buoy placement during racing, or transferring students to and from boats.
3. Safe conditions: Weather conditions and factors such as the number of boats and boards on the water should be at a level that you do not expect to need the boat while the member is using it.
4. Radio and PFD: Member MUST wear a radio, tethered to their PFD, oriented so that the member can hear it, volume turned up, and correct channels are selected.
5. You must perform a radio check with them before they leave the dock.
6. Kill switch: You must check that they are wearing the kill switch lanyard. These are required to operate the motor boat and nonnegotiable. Do not assume they will do this on their own. **They won't**. It's your responsibility to make sure they do.

A California Boater Card is required to operate the club skiffs.

General information is located here: <https://californiaboatercard.com/>

You're required to take an educational course and an exam. You may choose to take the course and exam either on paper or online, whichever is easier for you.

- On paper: You can complete the class by studying a booklet that you can get from the clubhouse, in a cardboard box on the shelf to the right of the corner computer. There are also printed tests and response sheets, and we'll mail the response sheet in for you.
- Online: If you prefer an online course, there are several free options that you can find on the boater card website. One option is through BoatUS. <https://courses.boatus.org/course/id/BTUS100S> Select California, add to cart and then remove the voluntary donation. Once you have completed the course, you can apply for the boater card here: <https://californiaboatercard.com/applynow/>

The club will reimburse you for the cost of the card, if you send the receipt to the Treasurer.

Send proof of card to Port Captain cscportcaptain@gmail.com

Motor Boat Safety:

1. Shut off the engine if the propeller is **within 6 feet of a person in the water**
2. Attach the **red kill switch lanyard** to your PFD, ankle, or wrist when driving
3. **Seat passengers** before proceeding from a stop
4. Never **back up** without looking behind you first
5. Make sure everyone's **fingers and other body parts are inside the boat** when near a dock or another boat or board

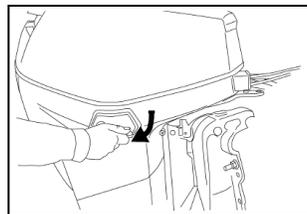
Pre-Launch Preparation in Yard:

1. **Check the clear bowl** underneath the fuel filter in the skiff for **water** (water will sink to bottom of bowl below fuel).
2. **Fill the Fuel Tank**. A full tank (6 gallons) holds enough gas for two hours of running at full throttle.

3. Check the XD100 oil tank—push down latches on both sides of engine and lift off the engine cover. If you can't see brown oil in the tank on the left side, add Evinrude XD100 two **stroke oil**. Both extra Fuel (87 Octane regular gas) and XD100 oil is located near the toilet.

Checklist:

- Fuel
- Anchor
- Bilge pump working (test by pushing tab down)
- Kill switch lanyard attached to ignition switch
- Tow lines with carabiners
- Extension tow line (in console)
- Drain plug for well in floor
- Spare drain plugs in baitwell under front of engine
- 2 PFDs, large and small
- Battery strapped to boat
- Fuel tank tied to bench seat
- Anchor line stowed neatly, anchor ready to use
- No trash or unnecessary items in boat
- A Bucket to remove water from boat



Ignition switch box

The box has a black “On-Off” rocker switch, a pushbutton “Start” switch, and a kill switch.

The kill switch lanyard must be in place or the engine will stay off.

Shut off the engine by pushing the bottom of the “On-Off” rocker switch.

Be careful of the propeller guard!

The propeller guard can bend or break if you run it into the dock, mud, or rocks.

Hoisting Skiff Into Water

- **Don't let anyone get under hoisted skiff!**
- Use large (east) hoist (smaller west hoist will work, but east hoist is less strained)
- Put drain plug in well in floor before hoisting from trailer
- Put out fenders (round orange bumpers)
- Sling should be in middle of boat, on the side of the steering console opposite the gearshift/throttle lever, not on the same side as the gearshift/throttle lever, which it might catch on!
- Have someone hold bow painter if you're going to drop skiff at dock.
- Or drop skiff in water next to ladder

Skiff Engine Start-up:

1. **Lower engine** into water to submerge water intake.
2. **Squeeze the rubber bulb** on the fuel line (see photo)
3. Check that **kill switch lanyard is on ignition switch**
4. Push upper part of “On-Off” rocker switch to On position
5. Check that the four red lights on the idiot light gage (little round dial between switch box and gearshift/throttle control) all go on and then all go off in sequence.



6. Push black “Start” pushbutton.
7. Check that **water is flowing from the back of the engine (engine water overflow)**

Leaving Dock:

1. Either push the bow away hard and drive forward, or
2. Back away with the motor turned to pull the stern away from the dock.

Avoiding Engine Troubles:

Every few minutes, check that water is flowing from the back of the engine

Watch for red lights that will appear on the idiot light gage if:

engine runs low on oil (return and fill, next time don't forget to check)

engine overheats (plastic bag over water intake, shut off and raise engine and remove bag)

Docking

Drive the skiff up to the upwind side of the dock,

stop the skiff a few feet from the dock, parallel to the dock.

The wind will bring you up against the dock.

Tight Turns at Slow Speed:

Turn the steering wheel all the way to one side, then push the gearshift/throttle lever forward for a moment.

The stern will swing around before the boat starts to move forward.

This is especially useful when you're trying to maneuver to bring the skiff next to a boat or windsurfer—drive a short distance away, do tight slow-speed turn, and drive up next to the boat or windsurfer.

Backing Up

Never back up without looking first! You could easily run over a windsurfer who came up to the rear of the skiff while you weren't looking.

Don't back up into waves! The waves will break over the transom and flood the boat.

Low Tide Operation (between 1.5 and 2 feet water depth, see depth gage on dock)

1. Tilt motor up so that its cooling water intake is just below the surface—keep an eye on the water overflow on the back of the engine to make sure that the flow doesn't stop. **Note:** There are two electric tilt up/down switches--one on the side of the gearshift/throttle lever, and another on the side of the motor.
2. Don't go faster than idling speed when the motor is tilted up!

3. Don't take any helpers in the boat—they can paddle out on a board with an anchor .
4. Only go very slowly in reverse (back up rather than going forward)
5. Stand in front of the steering console facing backwards (see **photo** for how you should be standing, steering, and working gearshift)
6. Check frequently that clear water is flowing from the water overflow on the back of the engine.



Line Wrapped Around Propeller

Don't let it happen! If you wrap a line around the prop, you will be dead in the water, with the prop no longer able to turn.

Never operate an outboard motor near a line in the water, unless it is absolutely necessary, as in use of a tow rope.

Once you put the tow rope over the side of the boat, keep your eye on it continuously while driving.

Never let the turning propeller get near a slack tow line --the propeller will suck in the tow line and tangle the line around the prop. (If the tow line is taut, it won't get sucked into the prop.)

Be especially careful to never back up onto a tow line, and to never start up with a tow line floating near the motor.

If you do wrap the propeller:

- **Shut the motor off immediately!** A line wrapped around the prop is first indicated by the motor suddenly losing power. Putting on more throttle just wraps the tow line tighter on the prop.
- **Raise the motor.**
- **Try to unwrap the rope, or cut it off with your dayleader knife.**
- **If you can't, then anchor.**
- **Call for a tow on your VHF radio.**

Flushing the Motor

1. **Drive skiff for at least two minutes before hoisting so the engine will be warm when flushing.**
2. **Attach hose muffs over water intake and turn on water.**
3. **Run engine to flush with fresh water for at least one full minute, until the water coming from the hollow center of the prop is warm.**

If you can't drive the skiff just before hoisting, the engine will be cold, so you'll need to run it while flushing for several minutes to get it warm.

Putting away the skiff

Get help early! It takes at least two moderately strong people to push the skiff back to the yard.

If you have to park skiff next to gate, block one of the back wheels.

Operating the Radio

Things to remember:

- Push talk button a moment before you start to speak ○
Speak slowly.
- Shield the radio from wind while talking. wind will interfere with the microphone.
- If you're told "you're broken and unreadable", ensure radio is on high power setting. How to hail another boat:
 - Clearly speak boat or skipper's name 3 times, then your name, and the channel you are hailing on. For example: "Bahia 6, Bahia 6, Bahia 6, this is CSC day-leader on channel 16 OVER" ○ Wait for a response. If no response, wait a few minutes before trying again.
 - Once a response is heard, ask hailed boat to switch and answer to a working channel. For example: "Bahia 6, switch and answer channel 69 OVER".
 - The vessel should confirm they are switching to the new channel
 - Once contact is made on the new channel, continue conversation. Channels:
 - **Channel 16** is for hailing boats and calling the coast guard only. Anything else should be conducted on a working channel such as channel 69.
 - **Channel 69** is Cal Sailing Club and Cal Adventures working channel.
 - **Channel 68** is Berkeley Harbormaster's working channel. Radio terms:

AFFIRMATIVE	Yes
NEGATIVE	No
OVER	Used to signal you are done speaking and expect a response
OUT	You are done speaking and do not expect a response.
SWITCH AND ANSWER CHANNEL <channel #>	Used to signal you wish to change from one channel to another channel. you will be usually be switching from 16 to 69.
COME IN	You may begin speaking now.
ROGER / COPY (COPY THAT)	You understand a request or statement.
HOW COPY	You are asking if they understood last message.
SAY AGAIN	You are asking them to repeat the last message.
WILCO	You understand a request and will follow it.
MAYDAY	Immediate risk of personal injury or loss of life
PANPAN	No immediate risk of personal injury but there is a state of emergency
SECURITAY	Important announcements that you want others to pay attention to
OVER AND OUT	This is contradictory and movie make believe. Do not use.

How to call for a MAYDAY:

1. Ensure radio is on Channel 16 and "high power" is selected
2. Distress signal:
 - a. "MAYDAY MAYDAY MAYDAY this is the Cal Sailing Club, this is the Cal Sailing Club, this is the Cal Sailing Club. MAYDAY this is the Cal Sailing Club OVER"
3. Wait for a response from the Coast Guard
4. Respond with
 - a. Your position

- b. Describe the nature of distress
- c. Number of persons onboard or involved.
- d. Kind of assistance required
- e. "OVER"

Enforcing Rules

The Day-Leader is in charge. Older and more experienced club members may try to challenge your decisions or take charge. However, you are ultimately responsible for club safety. Do not be intimidated. Always operate by the club rules and your own judgement.

Be firm but respectful

Requesting assistance: If a request is safe and physically within the capabilities of a club member, they are obligated to help you.

Difficult club members: Club members may become frustrated with you for enforcing rules, or making safety judgment calls that restrict their water activities. If a club member becomes aggressive or harasses you, it is not your job to deal with them. Refer them to a Port Captain. You can also email the Port Captain if you feel that the club member has compromised a safe work environment. Always err on the safe side, and don't let disgruntled club members sway your judgment.

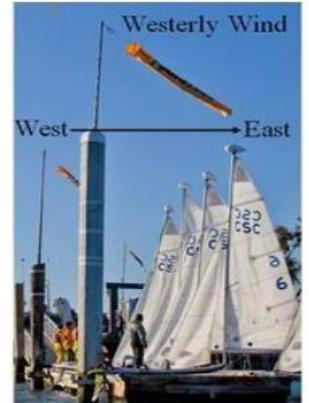
Punishments:

Be respectful, but firm when issuing punishments. All punishments should be recorded in the daily log, along with the club member's name, membership number, and description of the violation. The punishment you give is based on your discretion. Warnings and volunteer hours should be the majority of punishments you give out.

1. Warning
2. **Volunteer hours** (these do not count towards quarterly membership requirement) Email the Treasurer or Portcaptain to ask that they deduct hours from the member's recorded hours.
 - A reasonable number of hours is between 1 to 2 hours
3. **Suspension - not allowed to go out on the water on club equipment**
 - Day Leaders can suspend members for up to 3 days. To do so:
 - Log in to your own account on the CSC website
 - Go to the "Membership" drop down menu and select "White Card."
 - Look up the user by CSC member number, name, or email.
 - Click on the link to suspend the member directly under the black rectangle.
 - Not very effective punishment. Most people only come a few times a week or on weekends. Their suspension usually expires before they plan to come again.
4. Refer punishment to an Excom member
 - Contact an excom member. Relay the club member's name, membership number, and describe the situation
 - Excom members may suspend members until the next Excomm meeting for a disciplinary hearing. This is a very severe punishment.

Wind

Always be aware of the wind strength and gustiness, and use it to determine whether to restrict less experienced members with novice and junior ratings, and how frequently you'll need to scan the water for members in distress, and when to put on full protective gear for going out on rescues.



Wind Direction

Wind direction is defined by the direction the wind is coming from.

For example, a wind blowing from west to east is a westerly wind. The easiest way to determine wind direction at CSC is by looking at the windsocks. Dock viewed from the water, facing the club house.

In the South Sailing Basin, sailors and windsurfers will generally drift in the direction that they are pushed by the wind. Anticipate where troubled sailors and windsurfers will end up:

Westerly wind: drift toward the highway and end up on the rocks. Sailors/windsurfers can drift out of sight into the mystery cove or behind the Ashby beach parking lot.

Easterly wind: drift out towards the Golden Gate and out of your view.

Northerly wind: drift towards Emeryville, and may have trouble getting back to the dock. Sailors west of Junior area may drift past Emeryville, into Ikea Cove or towards the Bay Bridge.

Southerly wind: will drift towards the seawall. It is difficult to leave the dock, and the risk of crashing into the seawall is heightened. Sailors west of the Junior area will drift North, out of your sight, into the Berkeley pier and rocks.

Wind Strength

- Wind strength is measured in knots or miles per hour. 1 knot = 1.15 mph
- Measured wind speed can be seen on
 - the console on the wall by the front door of the clubhouse
 - the iWindsurf monitor in the back of the clubhouse
 - The webcams page on our website
- Measured gustiness is shown by the iWindsurf monitor and our webcams page as the minimum and maximum windspeeds recorded in the last few minutes.¹

Be more proactive as wind increases. Better to go out and get beginners off the water than to have to get them off the rocks.

¹ Wind strength increases as the square of the windspeed. A 20 knot wind is four times as strong as a 10 knot wind. Gust severity increases as the ratio of the squared minimum and maximum wind speeds. A day with minimum 5 knots and maximum 25 knots is 13 times as gusty as a day with minimum 13 knots and maximum 17 knots

Never go out alone on a rescue in wind over 15 knots. Take someone who can help you do the rescues safely.

Launch the second skiff in wind over 20 knots, in case the first skiff needs a rescue.

Slow down in waves, especially going upwind, at high speed a motorboat can be flipped end over end by hitting a wave head on, or rolled over by hitting a wave at an angle.

General Guidelines:

Wind Strength (kts)	Conditions
0-5 kts	No/very little wind. Help out sailors and windsurfers by giving them a tow back to the dock.
5-10 kts	Low wind.
10-15 kts	Moderate wind. White caps. Novices may not sail in >10 kts. Less experienced Juniors will begin having problems
15-20 kts	Strong wind. Junior sailors must reef their sails.
20-25 kts	Very strong wind. Restrict sailing based on your safety assessment. Strongly advised to restrict Juniors and possibly Junior plus. Very challenging conditions for sailors and windsurfers
>25 kts	Restrict sailing and windsurfing (Seniors and Cruising are not under Dayleader's supervision)

General Patterns:

Summer: Most days have strong westerly winds (>15 kts) that peak between 12PM and 5PM.

Winter: Most days have very little to no wind except for storms.

- o Storms bring strong winds that are usually NOT westerly. Less experienced club members who are used to sailing in west winds will have trouble adjusting to new wind directions.

Watching the Water

Even when you get bogged down with office duties, **check on the water at least every 3 to 5 minutes. When the wind is strong and gusty, delegate office duties and keep a continuous watch on the water.**

Scan the water with binoculars Focus on windsurfers near downwind shores. Windsurfers far away, in the water, or on the rocks are difficult to see with the naked eye.

Patrol on motor boat Regularly go out and check for boats or windsurfers in distress. Focus on downwind shores.

Things to watch for:

- **Trouble launching:** Juniors struggling to drop boats into the water, rig sails, and leaving the dock is a good predictor that they are less experienced and may have problems on the water.
- **Boats near rocks** -- Juniors sailing closer than 300 yards from rocks are putting their boats and crew at risk to drifting ashore during a capsize. They minimize the time they have to fix problems themselves, and reduce your ability to notice and respond to the capsize before they hit the rocks. (Note: Operation rules states 100 yards from any downwind shore)
 - If skippers are sailing near the rocks, go out on the motorboat and request that the skipper sail further away from the rocks.
- **Experience** of the skipper or windsurfer
 - Juniors vary widely from brand new to almost a senior. Expect that new juniors are limited in their sailing abilities in winds above 15 kts, and are inexperienced at responding to capsizes, man overboard, and equipment failure, and dealing with inexperienced crew.
 - Windsurfers and sailors asking you for windsurfing/sailing advice is a sign that they are less experienced, and may have trouble on the water.
- **Hypothermia** (see hypothermia section)
- **Rating Area** (see Operating Rules for maps)
- **PFDs** (Personal Flotation Device)
 - Secondary flotation (PFD, or long-sleeve, long-leg wetsuit and windsurf harness) must be worn when sailing, windsurfing, kayaking, or using an SUP. A windsurfer rated Junior or above may use a long-leg wetsuit and windsurf harness without a PFD while windsurfing..
- **Capsized dinghies** (see Sailboat Rescues section)
 - Capsized dinghies near the highway, restaurant, or parking lot by the restaurant: call the City Dispatch and let them know that a CSC boat is capsized near the highway and the situation is under control.
- **Windsurfers in the water** for extended period of time or self rescuing from far away.
- Number of novice windsurfers in the water
 - Novice windsurfers invariably will drift downwind and require a tow. Plan ahead so that they don't all need a rescue at the same time.
- **Anybody waving for help**

Kayakers and Stand Up Paddleboarders

Kayaks and stand up paddleboards may be used only:

- with the permission of the day-leader
- in the Junior Area
- on a low wind day (less than 15 kts.)
- You can also restrict them to the novice area if needed due to weather and busy club conditions

Sign-out on the windsurfing sign out sheet - no rating is required

Frontload kayakers and stand up paddleboarders before they leave the dock:

- That a PFD is required
- That they don't go out of sight. Stay in the junior area! Do not assume that the kayakers and paddleboarders know this. They are notorious for leaving the junior area.

Rescue Basics

- **Always bring help** with you on all sailboat rescues, and potentially difficult windsurf rescues.
- **Always have a plan** Keep the motor boat functioning and at a safe distance during the *approach, attachment, and separation* phases. Avoiding drifting on top of sails, boards, boats, and especially people
- **Practice 100% awareness** You should be constantly looking around building a picture of everything that is around you, then checking that picture regularly. Do not become focused on one aspect of the rescue.
- Always know where your motor is during a rescue. **Never allow your tow rope, any other line, and most importantly, anybody to get near your prop.**

How to anchor

1. Lower anchor upwind into the water, do not throw. Let most of the anchor line go out, then set the anchor by tugging hard on the anchor line, or wrapping the line around a cleat. Then let the rest of the line out.
1. Ensure the anchor is holding properly by “ranging” or visually lining up a nearby stationary object with a faraway stationary object that is about 90 degrees to the wind, such as (with a typical SW wind) one of the lightpoles on University Ave and a hill on the skyline.
2. The anchor is set and the boat is not drifting if the nearby and faraway objects stay lined up.

How to retrieve your anchor.

1. Either pull your motorboat up to the anchor by hand, or slowly motor upwind while pulling in the anchor line.
2. Once the anchor is directly below the boat, pull it free, and bring aboard. Clean anchor first if there is time.
3. If the anchor is set too deeply in the mud, wait for the boat to drop off a wave, quickly wrap the anchor line around a cleat, and let the power of the boat's buoyancy pull the anchor free.
4. If you still cannot retrieve the anchor, tie a PFD, fender or other buoyant object to the anchor line to retrieve later.

How to anchor to perform rescues close to downwind rocks (boat or windsurfer not on rocks or close to going on rocks).

1. Note: this is tricky and should not be attempted unless you are sure the boat or windsurfer will not go onto the rocks in the time it takes you to anchor and get a tow line attached to the boat or windsurfer. See Special Conditions: Rescuing a Boat or Windsurfer from the Rocks.
2. Anchor directly upwind of your target giving consideration to the length of your anchor line and towline, so that once anchored you can back slowly to the boat or windsurfer to give them a tow rope.
3. Ensure your anchor is set correctly by “ranging”.
4. Back slowly to the boat or windsurfer and attach your towline. For anchored sailboats, a good way to do this rescue is to use a tow rope with a carabiner, and clip the carabiner to their anchor line, so that you'll pull up their anchor and get them under tow when you motor forward.
5. Once the towline is attached to the boat or windsurf gear, motor forward slowly while pulling in the anchor line, retrieve the anchor, and proceed with the tow

How to bring a person into the motorboat from the water.

1. Direct other people on the rescue boat to the side of the boat the person in the water is on, to lower the rail closer to the water.

2. Use the “dunk and bob” method. Grabbing the PFDs straps, dunk the person into the water three times, and on the third dunk you pull as they kick and assist with their hands. Be aware of what is on the deck of the motorboat as they will be coming in face first.
3. Give high fives.

Sailboat Rescues

Sailboat rescues are especially challenging. Every rescue is different. The number, experience and physical condition of the crew, the condition of the boat, the position of the boat in relation to the wind and waves, lines in the water, the distance of a leeward shore, and whether the sailboats anchor is deployed all complicate a rescue and serve to change your response and handling of it.

Anticipating sailboat rescues:

High wind (15 plus Kts) will cause capsizes that are a normal part of sailing and learning to sail dinghies.

Situations that may need a motor boat rescue.

- A boat has capsized repeatedly in a short period of time.
 - The crew may be practicing capsizing. But this crew may not be experienced enough for the existing conditions. The crew is getting colder, wetter, and more fatigued with each capsize. They will only struggle more with keeping the boat upright and recovering from future capsizes. This boat needs to be checked up on. You may direct the boat's crew to anchor, furl their jib, and to reef their mainsail. Use your judgment, the existing conditions, and the crews condition to decide if they should continue sailing. Bring a second person in case of rescue.
- A boat is capsizing repeatedly while trying to capsize recover.
 - This crew's experience level may not be enough to sail in existing conditions. They are only getting colder, wetter, and more fatigued. This boat needs to be checked up on. You may direct the boat's crew to anchor, furl their jib, and to reef their mainsail (*if you think they will be able to sail back on their own*). If they still cannot capsize recover you can direct the crew to lower their main sail (roll up both sails). Use your judgment, the existing conditions, and the crews condition to decide if they should continue sailing. Bring a second person in case of rescue.
- A boat has capsized close to a downwind shore.
 - This boat is in real danger of drifting ashore, causing major boat damage, and more importantly, crew injuries. This situation must be responded quickly. Bring a second person in case of rescue.
- A boat has anchored.
 - CSC sailors are expected to anchor when they capsize in high winds so this boat may be fully in control. This sailboat may also be practicing anchoring. CSC sailors are also expected to anchor when the boat breaks, when the capsize happens near downwind rocks, and when the sailors are having trouble righting the boat after a capsize. Use your judgment and existing conditions to decide how soon to check up on this boat. Bring a second experienced sailor in case of rescue.
- A boat has dismasted: this boat must be rescued. Bring a second experienced sailor.
- A boat has turtled. It is completely upside down (mast down/center board up).
 - This boat must be rescued. It will be dismasted. Bring a second experienced sailor.
- A boat has a damaged rudder.
 - This boat needs to be checked up on, and probably needs a rescue. Bring a second person.
- A boat has a crewmember waving his arms above his head.
 - This is the club's distress signal. The crew is signaling for help and needs assistance. Bring an experienced sailor in case of rescue.

How to rescue a sailboat:

- Bring a second experienced sailor with you.
- Assign a responsible sober person to monitor the clubhouse radio during the rescue.
- Have tow ropes sorted, stowed and ready to use.
- Approach carefully from downwind of the sailboat, being aware there may be crew in the water around the sailboat.
- Determine if there is any crew overboard and loose from the sailboat. If there is crew overboard, they must be rescued before securing the sailboat.
- Secure the sailboat to the motorboat. You can pass or throw your towline to the boat's crew. Or you can maneuver close and your second person can grab the sailboat's bow painter, or secure your tow rope to the sailboat directly.
- If the sailboat is close to a downwind shore you must get the sailboat secured to your motorboat, motor upwind if too close to the downwind shore, and then anchor the motorboat. You can also anchor when well upwind. Reasons for anchoring your motorboat while the distressed sailboat is secured:
 - Effectively stops the situation from getting worse.
 - You can now turn the motor off and more easily communicate with the crew.
 - The sailboat's crew can now take their time recovering from their distress. They can more easily capsize recover, bring down and secure sails, fix their anchor and tidy lines.
 - You can take your time readying the motorboats towing lines, change the towlines length, transfer some crew from the sailboat to the motorboat.
 - You are now in a position to easily begin towing the sailboat, if needed.
- You may decide to transfer all but one of the crew into the motorboat before the tow. A dinghy with its sails down and secured is cramped and uncomfortable, and difficult for the crew to move for balance.
- To begin a tow the crew must be instructed to:
 - Lower and secure the sails.
 - Raise the centerboard 2/3rds of the way up. This prevents the sailboat from "tripping" over its centerboard, while still giving it control.
 - The sailboat should aim for the motorboats motor during the tow.
 - The towline should be long enough to keep the sailboat from riding up and over the motorboats stern wave. About 2 or 3 boat lengths.
- Assign the second person on the motorboat to watch the towed sailboat.
- Finish the tow by slowly approaching the dock from downwind, and securing your motorboat to the dock with your bow painter. Then the sailboat can be pulled up by hand and secured to the dock.
- Give high fives.

Sailboat rescue complications:

- Your prop is fouled by a rope.
 - Shut off motor
 - Anchor if close to a downwind shore
 - Raise the motor, unwind or cut the rope free from the prop.
- The sailboat's hull is full of water and can't be kept upright.
 - Transfer all crew to motorboat.
 - Tow very slowly back to dock.
- A distressed sailboats crew is hypothermic or injured.
 - If crew is seriously hypothermic or injured, radio Coast Guard for assistance. See Medical Emergency Section
 - Bring the affected crew into motorboat as soon as possible.
 - Radio clubhouse for assistance from the second motorboat, if available.
 - Radio Cal Adventures for assistance, if they are open.
 - Radio Berkeley Marina for assistance, if they are open. (they close at 5PM)

- If no other boats are available to assist you, ensure the rest of the crew is safe. Have them anchor if they are unable to safely continue sailing. Return injured crew to the dock before attending to the anchored sailboat.
- The sailboat has dismasted.
 - Hypothermic or fatigued crew should be put in motorboat.
 - If the sailboat has turtled, it should be righted carefully, by a single crewperson, while the rest of the crew are clear of the sailboat. A dismasted turtled sailboat being righted can have cables, lines, and spars whip up and out of the water, injuring people.
 - The crew should roll up and secure the sail, and secure the mast on top of the sailboat. ○ Tow sailboat as usual.
- The sailboat is aground on a downwind shore
 - The crew's safety is the priority. Is the crew safely onshore or stuck on the boat that's crashing up and down on rocks?
 - Is the boat on rocks or on sand?
 - Wind and water conditions.
 - Waves may be too big to consider rescuing the sailboat. Focus on rescuing the crew.
 - If you feel the present conditions are such that you can safely perform a rescue of the sailboat without damaging the motor boat, then use a kedge rescue.

Rescues from the Rocks (these are DANGEROUS!)

1. If someone's on the rocks, don't go out alone to rescue them. Get someone to help, preferably someone in a wetsuit and booties, they may have to swim to the person on the rocks and climb the rocks.
2. Make sure you have an extension rescue line and a bailing bucket.
3. Make sure your anchor line is ready to go, and not tangled up.
4. Make sure your tow lines are ready to go, and not tangled up.
5. Make sure your bilge pump is working, especially if there are large waves
6. Drive to a point about 200 ft directly upwind of the person on the rocks.
7. Drop the anchor and let the skiff drift² downwind towards the person on the rocks.
8. Assign one person to mind the anchor line, the other should handle the tow rope and the driving. The driver should always be ready to drive away from the rocks if there's a problem.
9. If at all possible, get the person to swim their gear toward the boat.
10. If not, tie the extension rescue line to the tow line, and throw the line to the person. They may have to swim out to get it, then return to tie it to their gear.
11. Always keep a watch to see if your anchor is holding. You check by **ranging** on two objects, one near and one far, that will stay lined up in your sight if the anchor holds. Usually these are a) one of the University Ave lightpoles, and b) an object on the hills in Richmond.
12. Don't shut off the motor or raise the engine, keep it idling in neutral, always be ready to drive away if the anchor doesn't hold.
13. If the boat gets full of water, because the bilge pump can't keep up, either have your helper bail it with the bucket (you did bring it?) or else drive away, give the pump time to bail out the boat, and return. The boat can roll over if filled with water.
14. Once the person gets the rope, pull them up to the boat.
15. Don't drive away with the tow rope dangling near the prop. If it isn't stretched taut, hold it up in the air.
16. Once you have your rescued windsurfer in the boat, or your sailboat ready to tow, drive forward slowly while your helper pulls in the anchor line.
17. Once you're over the anchor, snub the line on the bow and let the waves lift the bow to free the anchor from the mud.
18. Clean off the big chunks of mud and rocks from the anchor. The anchor compartment is open to the bay to clean the slime off the anchor.

² Sometimes called "kedging", but to kedge is to pull a boat along using an anchor line, not to drift with a slack anchor line

Windsurf Rescues

Novice Rescues

- Expect novices to get blown downwind. It is a normal part of learning to windsurf.
- Beginners get 1 free tow. The second tow is back to the dock. If conditions are not busy, you can be nice and give more tows.
- During the first tow, encourage beginners to self rescue, and remind them the second tow is back to the dock and out of the water.
- Rescue novices as soon as they pass the third dock. Don't wait until they are near the rocks or in the toilet bowl.

Junior, Junior plus, and Senior Rescues

- Generally intermediate and advanced windsurfers do not need a rescue.
- Reasons for rescue:
 - Equipment failure
 - Insufficient wind to sail back.
 - Injury
 - Juniors unable to uphaul in swell
- When to anticipate rescues:
 - Windsurfer in the water near the rocks
 - Windsurfer is in the water for a long time
 - If the wind suddenly increases
 - If the wind suddenly decreases

Rescue Procedures (Not on the rocks):

1. Approach: approach the windsurfer from downwind. Approach slowly and stop one boat length away from the windsurfer. The motor boat should be stopped pointed into the wind, with the windsurfer at 9 or 3 o'clock of the boat.
2. Turn off motorboat when 1 boat length away from a person in the water.
3. Bring windsurfer to motorboat: Ask windsurfer to paddle to the boat or carefully toss them a towline.
4. Attach towline to equipment:
 - a. Novice equipment gets clipped to the nose handle or loop of the board
 - b. Junior, junior plus, and senior equipment gets the towline looped around the universal and clipped to itself.
5. Anchor if close to the downwind shore. Anchor only after you have secured the windsurfer and equipment.
6. Bring windsurfer into the boat. Windsurfer should climb onto the board then into the boat. Windsurfers can also ride the board on novice equipment. Advise the windsurfer to sit far back on the board on top of the sail.
7. Maneuver motorboat into towing position. Be especially careful of fouling the prop with the towlines. Ask the windsurfer to watch the equipment while you tow.
 - a. To minimize equipment damage, tow only 1 set of equipment per tow line. (except when towing more than 1 set is required to prevent equipment and people from ending up on a downwind shore)
8. Drop off
 - a. Upwind of the dock - time saving way of bringing windsurfers back to the dock. Ask them to self rescue a few feet to the dock)
 - b. Far upwind (probably near the restaurant on a westerly wind) to continue windsurfing
 - c. Tie motorboat up at the dock, then bring equipment into dock

Rescues off the Rocks: must kedge (see keding instructions under Sailboat Rescue section)

Special Conditions: High Wind Day (≥15 kts.)

1. **Front-load** sailors and windsurfers before they go out:
 - a. Ask sailors/windsurfers to keep a larger distance from the leeward shore than usual.
 - b. Give them a definite boundary (ex: line between 3rd dock and the largest westward building in Emeryville)
 - c. This gives them and you more time to respond to problems.
 - d. Juniors sailors must reef their sails
 - e. Sailors should wear proper clothing to prevent hypothermia (a wetsuit and foul weather gear)
2. **Respond earlier** to sailboats and windsurfers in distress
 - a. As the wind increases, so will the swell. Rescues will become more difficult, especially near the shores where swells will break and crash into the rocks.
 - b. Distressed windsurfers and sailboats will drift much faster in higher wind.
 - c. Ask sailboats to anchor early
 - d. Rescue novice windsurfers as soon as they leave the novice area.
3. **Restrict sailing and windsurfing** based on rating:
 - a. When sailing and windsurfing is restricted by rating, write the restriction on the chalkboard and on the equipment sign out sheet. Actively check people's rating as they go out onto the water.
 - b. Official Club Restrictions:
 - Novices may not go out in >10 kts
 - Juniors and junior plus may not go out in >30 kts
 - c. **The day-leader can restrict sailing and windsurfing at anytime.** Juniors and Junior Plus sailors and windsurfers should be restricted well before 30 kts.

Special Conditions: Storm Days

Storms are a special kind of high wind day with many dangerous factors. Follow the instructions for "Special Conditions: High Wind Days". In addition to strong winds, take the following factors into your safety assessment:

1. **Wind direction:** The direction of the wind is usually not from the west. Since the South Sailing Basin usually experiences westerly winds, even experienced CSC sailors and windsurfers have difficulty with the wind from the south, east, or north.
2. **Gusts:** Storms can be very gusty, and require a higher level of skill to sail. Sudden gusts can knock down boats and windsurfers and damage equipment.
3. **Thunderstorm predictions:** All water activities are closed down if there is any prediction for lightning, including use of the motorboat. This applies to everyone, including seniors.
4. **Cold weather and rain** increases the risk for hypothermia, and may decrease your visibility to safely monitor sailors and windsurfers on the water.
5. **Rapidly changing conditions:** Storms can transition between high winds and very low wind. Sailors and windsurfers may find themselves suddenly overwhelmed. If a storm is predicted, take preventative precautions even if the conditions are calm. (ex: frontload sailors and windsurfers, ask sailors and windsurfers to stay near the dock).

During the winter when wind is almost nonexistent, many sailors and windsurfers eagerly await storm winds. Do not hesitate to restrict sailing and windsurfing. Sailors and windsurfers may be disappointed, but safety is more important.

Special Conditions: Open House

During open house CSC offers free introductory sails to the public. Open houses occur regularly throughout the summer, and the dates are posted on our website.

Rules and Guidelines for Open House:

1. **No recreational sailing except for open house boat rides.** All members should be helping with open house.
2. Senior sailors must have their senior kit to go out of the junior area. This includes a radio.
3. Rescue any capsized dinghy immediately.
 - a. We do not provide wetsuits to the public during open house. Wet open house riders will get cold very quickly. If an open house rider is cold, take them back to the dock on the motor boat.
 - b. The skipper has inexperienced crew. Most open house riders have no experience sailing and can't help the skipper solve problems.
 - c. Open house riders include children, seniors, and physically challenged people. They may have trouble getting out of the water and back into the boat.
4. Anyone who walks onto the dock must be wearing a PFD.
5. **Delegate office work.** Watching the water is #1. Open house brings many prospective members who have questions and want to sign up. Delegate these tasks to volunteers as much as possible.

Special Conditions: Lesson Days

Dinghy Lessons

1. **Frontload** the instructors to stay well upwind.
2. Sailboats must be signed out on the sailboat sign out sheet in addition to the lesson sign up sheet.
3. No recreational sailing or private lessons during lesson hours unless there are no students waiting. If students show up, you can recall any recreational sailors.

Windsurfing Lessons:

- Frontload:
 - The instructor to emphasize self rescue and to stay above the third dock.
 - Remind students they need to get their self rescue test signed off at the end of their sail session
- The majority of windsurfers from the lessons will need a rescue. Start early and as you rescue the beginner windsurfers
 - Beginners get 1 free tow. The second tow is back to the dock. If conditions are not busy, you can be nice and give more tows.
 - Encourage beginners to self rescue after the first tow, and remind them the second tow is back to the dock and out of the water for the day.
- Lesson students have priority over novice equipment. If there is a large class, prevent members from taking out novice gear during lesson hours
- Junior, Junior plus, and Senior windsurfer can NOT recreationally windsurf during lesson hours without asking the instructor if they need help.

Lessons take precedence over individual members' recreational sailing and windsurfing.

Special Conditions: Fog

Fog is dangerous because it restricts your visibility as well as the skippers/windsurfers.

Predicting fog:

1. Weather forecasts
2. Look upwind for fog rolling in. You will often see the fog near Golden Gate Bridge before it comes into the South Sailing Basin.

If fog is forecasted:

1. Frontload sailors and windsurfers that they must come into view of the clubhouse if conditions become foggy

In fog:

1. As soon as you see fog coming in, go out on the motor boat and tell people to head in.
2. Go slow on motor boat in order to prevent hitting windsurfers, boats, waves, and other obstacles
3. Restrict sailing to the novice area or completely.
4. Wait until fog is completely clear before lifting restrictions

Special Conditions: Low Tide

Low tide affects club operations because there will be too little water at the dock for the motorboat (rescue skiff) to operate, and also because sailboats may have a hard time returning to the dock in a north wind.

No motor boat for rescues means no sailing or windsurfing for novices, juniors, and junior plus.

When the tide is below 1.5 ft, the skiff should be out of the water and the club should be closed. Note that actual tides may differ from predictions due to rain and our distance from the nearest reporting station in Richmond. See <https://www.cal-sailing.org/resources/csc-open-close-times?view=month> for information on when the skiffs can be used.

Don't use the skiff when the tide is below 1.5 ft, or else you will likely damage the propeller guard.

Dock time should be set for when the tide reaches 2 ft.

Frontload sailors and windsurfers before they go out to alert them of the early dock time and low tide.

1. Check the water depth at the dock using the tide measuring pole. Don't rely solely on the open-close times.
2. If the tide is too low for the regular skiff and there is high wind, cold temperature, large swell or other conditions that make it unwise to use the low tide rescue skiff, make sure all novices, juniors, and junior plus return to the dock before you pull the motor boat out of the water.
3. 30 minutes before you take the rescue skiff out of the water:
 - a. Go out on the rescue skiff and tell sailors and windsurfers they have to start heading to the dock.
 - b. Stop anybody from going out.

Special Conditions: Day-leader Leaves Early

If you have to leave early or the next day-leader has not showed up to take over, then you have the following options:

1. Close the club (see Closing the Club section). Everyone must be safely back to the dock before you can take the motorboat out of the water and leave. Call, text, or email the Port Captain that you are leaving early
2. Volunteer Day-Leader (VDL): Transfer responsibility to an appropriate VDL. The VDL must be signed off for both office training and motor boat rescue training on their white card. Have the VDL show you their white card. Document the transfer of day-leader responsibility in the daily log.

Hypothermia

Hypothermia is a serious consideration for Cal Sailing Club sailors. The south sailing basin is a challenging and dangerous sailing environment. High winds, big waves, year round cold water, and strenuous activities such as sailing and windsurfing make hypothermia a danger to all sailors in San Francisco Bay.

Symptoms

- I. **First stage of hypothermia** includes symptoms such as:
 - Shivering
 - Slurred speech
 - Clumsiness and confusion.

Sailors showing any of these symptoms should not be allowed to continue sailing or windsurfing. They will NOT get warmer on the water.

- II. **Second and third stage of hypothermia** includes the symptoms for the first stage in addition to:
 - Very poor decision making
 - Lack of concern for the affected sailors own condition
 - Extreme fatigue
 - Shallow, slow breathing
 - Progressive loss of consciousness

This is a very serious medical condition. 911 should be called, or if on the water the Coast Guard should be called using channel 16 on the VHF radio.

Treatment

- I. **First stage hypothermia:**
 - Getting victim into warm dry clothes.
 - Remove anything wet.
 - Getting them into the clubhouse or car
 - Giving warm non-caffeinated non-alcoholic drinks.
- II. Second and third stage hypothermia
 - **Call 911 or Coast Guard**
 - Getting victim into warm dry clothes, sleeping bag, and solar blanket.
 - Remove anything wet
 - Use heat packs or hot water bottles wrapped in cloth and applied to the neck, groin, or torso.
 - Do NOT apply heat to arms or legs. this can lead to further loss of heat in the body's core, heart arrhythmia, and death.
 - Do NOT use direct heat such as a hot shower.
 - If a person's breathing has stopped, begin CPR if you are trained in CPR.

Medical Emergency

If a person is injured at CSC, you must be ready to take charge. There may be many people trying to give advice, but only one person should be in charge. That person will either be the day-leader or an excom member.

Injury on the water:

1. Do not risk your own safety. You will only add to the problem if you become a victim of the situation.
2. Bring help with you on the motor boat.
3. Assign an appropriate member to monitor and operate the clubhouse radio.
4. Secure the injured person from immediate harm. Make sure that they will not drown.
5. Call for mayday on Channel 16. Describe the situation to the Coast Guard. (see Radio Operation section)
6. Alert the CSC club house on Channel 16 or 69. Ask a member to call for an ambulance if necessary and an excom member (phone numbers on emergency contact list below)
7. Make sure everyone is in a safe environment. Perform CPR if necessary, and if you are trained.
8. If they are able to get on the motor boat, bring them back to the dock, and wait for medical assistance. Otherwise stay with them until help arrives.

Injury on Land

1. Call the Berkeley Police Emergency Number: (510) 981-5911
2. Secure the injured person. Make sure they are in a safe environment (ex: warm, dry, out of the road)
3. Contact an Excom Member and brief them on the situation

Missing Sailor/Windsurfer

1. Check the sign-outs to see if the missing person is a senior. Seniors are allowed to go out of sight, and be out when the club is closed. If a senior is out on a sailboat, you should be able to contact them by radio on channel 16.
2. Try to contact sailboat by radio
3. Designate a contact person who will stay at the club, has a cell phone, and will monitor the radio. Every search person/party should exchange phone numbers with the contact person.
4. Contact an Excom Member. They can help you determine if Coast Guard needs to be called.
5. Search on the motorboat
 - a. Take an experienced club member with you.
6. Areas to search:
 - a. Emeryville marina
 - b. In the Mystery Cove
 - c. Behind Ashby beach parking lot
 - d. Near the Berkeley pier and behind the restaurant
 - e. Olympic Circle
 - f. Ikea Cove (South of Emeryville Marina)

****This is the reason equipment sign outs must be accurate and complete****

Emergency Contacts

Name	Position	Phone Number	Reason to Contact
Coast Guard		(415) 399-3530 Channel 16	Emergency on the water
Berkeley Police Emergency		(510) 981-5911	Emergency on land
Nicho Waton Mariya Alder	Co-Commodore		Any emergency
Birkett Huber Audrey Yen David Elias	Co-Port Captain DL Coordinator	925-354-4059 650-200-9993 510-684-1092	Any emergency
Peter Kuhn	Treasurer	H:(510)549-9588 C:(510) 517-4026	Any emergency Problem with motorboat
Berkeley Marina Harbormaster		(510) 981-6740 Channel 68 also monitor Ch.16	Only open from 8am to 5pm, Monday to Saturday. Closed Sunday.
Berkeley Fire Department NonEmergency		(510)981-3473	Capsized CSC dinghy, no assistance needed
Berkeley Police Non- Emergency		(510) 981-5900	

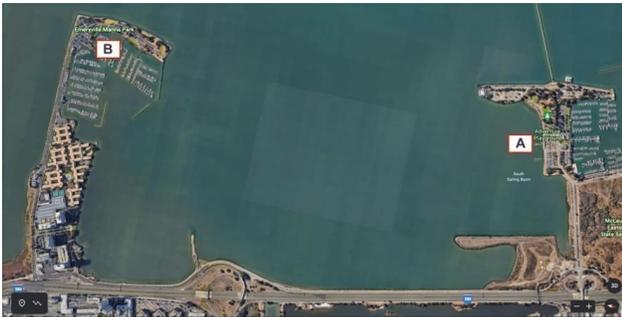
Emergency Card: 124 University Ave, Berkeley, CA 94710 Lat 37.836N Long 122.313W

Emergency or Life Threatening Injury - Steps

1. Render assistance
2. Make contact with Club House on Channel 69
3. **Call for Help & Emergency Medical Attention:**
 - o **9-1-1**
 - o **Berkeley Harbor Master: VHF#68 or 510-981-6740**
 - o **Local US Coast Guard: VHF#16 or 415-399-3530**
4. Monitor and administer first-aid (AED is at the Club House)
5. Send someone to meet/direct Emergency vehicles at the dock area
6. Transfer injured to care of Emergency Team
7. Debrief and inform key people: Port Captain or any Excom Member
8. Complete an incident report (work with Port Captain or Excom Member)

Be prepared to tell 9-1-1:

- Current location – Berkeley South Sailing Basin, dock at 124 University Ave or Emeryville Marina.
- Description of boats
- Where you plan to bring injured person ashore - Club Dock or Emeryville Marina
- Age/gender/number of injured people
- Type of injury/situation
- Your name and call back number **Emergency Response Pick-Up Locations:**



	Name	Address	Lat/Long
A	South Basin West Dock	124 University Ave, Berkeley	Lat 37.836N Long 122.313W
B	Emeryville Marine Public Boat Ramp	3310 Powell St, Emeryville	Lat 37.838N Long 122.312W
Emergency Numbers			
911		Clubhouse: VHF#69	
Harbor Master: VHF#68, 510-981-6740		Local Coast Guard: VHF#16, 415-399-3530	
Local Fire: 510-981-5900			

REMEMBER TO NOTIFY CLUB OFFICERS OF THE INCIDENT: portcaptain@cal-sailing.org, commodore@cal-sailing.org



How to Make a Report of Sexual Harassment and Notice of Nondiscrimination

Notice of Nondiscrimination

Cal Sailing Club provides equal opportunities for all members, applicants, employees, and volunteers regardless of sex, gender identity or expression, sexual orientation, or other legally protected characteristics.

In accordance with all applicable state and federal laws, Cal Sailing Club, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, age, medical condition (cancer related or genetic characteristics), ancestry, marital status, citizenship, sexual orientation, or service in the uniformed services (includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services), status as a Vietnam-era veteran or special disabled veteran.

Sexual harassment is defined as any unwelcome sexual advance or conduct that creates an intimidating, hostile, or offensive environment. Any conduct of a sexual nature that makes a member or employee uncomfortable has the potential to be sexual harassment. CSC will not tolerate sexual harassment and will discipline any wrongdoers. Any form of harassment is encouraged to be reported. CSC will investigate fully any complaint received and will not tolerate retaliation against anyone who complains about sexual harassment.

How to Report Sexual Harassment:

- **If you are in immediate danger call 911.**
- **Report all harassment to the port captain (portcaptain@cal-sailing.org).** If the port captain is unavailable or you feel uncomfortable report to the port captain, please report to the Cal Sailing Club commodore (commodore@cal-sailing.org)
- **Confidentiality:** Reports filed are unable to be fully confidential. To effectively respond to the report we may need to share some or all of this information with the Excomm committee or, in the case of an investigation, investigation participants, including named respondents and witnesses.
- Please provide as much information as possible. Submitting a report anonymously or with incomplete information will reduce our ability to respond to the allegations: [reporting form](#).
- Submitting a report via the online SVSH incident report form is not the same as filing a report with the police department. If you wish to file a report with the police, please contact the police department that has jurisdiction over the location where the incident occurred.

Reporting Obligations

All Cal Sailing Club employees are responsible for creating and maintaining the safe, supportive and respectful environment that our members expect and deserve.

Speaking up

Speaking up can be powerful. If you feel comfortable doing so, say something (such as expressing disapproval) to either the person who is behaving inappropriately or to the person who is experiencing the bad behavior.

Speak for yourself

It's usually best to speak for yourself, not for someone else (do say: "I'm offended by what you said to Julie" as opposed to: "Julie here is offended . . .") "Swooping in" to "save" someone who has the situation under control may instead disempower the person experiencing harm.

Non-participation

Non-participation, coupled with a clear expression of disapproval, sends a quiet but direct message. Nonverbal cues, if clearly expressed (and usually accompanied by speaking up), can send a strong message that you do not support the misconduct.

The three A's of Bystander

Awareness

Be conscious of what is happening around you and your colleagues in the workplace and the learning community. Evaluating and assessing your environment is the first step to being an active, rather than a passive, bystander.

Attitude

Maintaining a respectful, equitable environment means actively modeling the attitude that discrimination, harassment, and retaliation have no place in the work and learning environment.

Action

You have the power to act, whether by intervening directly or by reaching out to others. If you are uncomfortable intervening directly, you can still make a difference by informing someone who is equipped to help address the situation.

Definition of Stalking

- Repeated conduct directed at a Complainant (for example, following, monitoring, observing, surveilling, threatening, communicating or interfering with property), of a sexual, romantic or other sex-based nature or motivation, that would cause a reasonable person to fear for their safety, or the safety of others, or to suffer substantial emotional distress.
- Stalking that is sex-based includes conduct motivated by gender, gender identity, gender expression, sex-or gender stereotyping, or sexual orientation.
- [California Law](#)
- [Federal Law](#)

Additional Resources:

- **California Department of Fair Employment and Housing (DFEH):** DFEH will investigate a failure by an employer to comply with sexual harassment prevention training and education requirements, and incidents of discrimination in employment, businesses and other services. This complaint must be filed within three years of the last act of harassment or retaliation
 - **File a complaint electronically:** <https://www.dfeh.ca.gov/>
 - **File a complaint by mail:** 2218 Kausen Drive, Suite 100; Elk Grove, CA 95758
 - **File a complaint by phone:** 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711