

**THE BLUE BOOK**

**CLUB RULES FOR THE GATINEAU RIVER YACHT CLUB**

**APRIL 2021**

**Gatineau River Yacht Club  
P.O. Box 1766  
Chelsea QC J9B 1A1**

## Contents

Introduction	4
Mission Statement	4
Volunteerism – by members, for members	4
Club colours, Insignia, Pennant	4
Membership	5
Benefits and responsibilities of membership	6
Applying for membership	6
Sponsors	7
Provisional membership	7
Termination of membership	8
Non-Profit Incorporation	8
By-Laws and the Blue Book	9
Board of Directors	9
Staff	10
Duty Officer	11
Volunteering at GRYC	11
Volunteer requirements	11
Penalties	12
Using the on-line volunteer system	12
Record of credits	12
Discrepancies	12
Calendar	13
Hours of operation	13
Season	13
Island rules	13
Guests	14
Activities	15
Swimming	15
Sailing activities	16
Races	16
Learn to Sail	16
Club boats	16
Rescue boats	17

Youth Program	17
GRYC Race Team	18
Allan Richens Memorial Fund	18
Communications	18
Facilities	19
Clubhouse	19
Kitchen	19
Crow's nest	19
Broom closet	20
Washrooms	20
Bar	20
Back deck	20
BBQs	20
Sheds	20
Member Boats, Finger Dock Spaces and Rack Space	21
Lockers	24
Launch Ramp	24
Parking	24
Garbage/recycling	25
Boat and Trailer Storage	25

## **Introduction**

The islands of the Gatineau River Yacht Club (GRYC)/Club de voile de la rivière Gatineau (CVRG) have been home to sailors on the Chelsea reservoir since 1962. The Blue Book is a compilation of the Club's rules and regulations, based on the By-laws and on the Club's policies developed over the years. It is also intended to help familiarize members, both new and old, with what the Club has to offer and what the Club expects in return.

## **Mission Statement**

The Gatineau River Yacht Club is a family-oriented, volunteer-driven, cooperative, not-for-profit corporation dedicated to promoting and encouraging active participation in the sport of sailing and other water-related recreational activities. All activities at the GRYC shall respect the environment and the ability of the Club's islands and of the Gatineau River to sustain those activities on a long term basis.

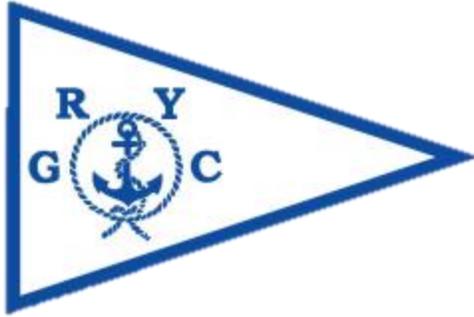
## **Volunteerism – by members, for members**

One of the key elements of the mission statement is that the Club is volunteer-driven. Only a small staff is hired during the summer months for the instructional programs and some of the administrative and maintenance duties. In order for the members' fees to be kept down and for the islands to maintain their beauty, all members are expected to pitch in. This is not a Club for people who expect to pay their fee and then let the Club run by itself. Penalties are assessed for failure to meet volunteer requirements. Repeated failure to comply with volunteer requirements without providing reasonable grounds to the board of directors may result in forfeiture of membership.

## **Club colours, Insignia, Pennant**

The colours of the Club are white and navy blue. The insignia of the Club is a fouled anchor design encircled by a ring executed in rope, knotted at the bottom and surrounded on the sides.





The insignia of the Club shall be a fouled anchor design encircled by a ring executed in rope, knotted at the bottom and surrounded on the sides and top by the initials G.R.Y.C. and/or C.V.R.G.

The pennant of the Club shall be a white triangular flag with a navy blue border upon which is superimposed the Club insignia.

## **Membership**

Under the By-laws, membership is limited to 277 adult members.

Categories of membership are:

**Full members** are members who may be part of an Adult membership or a Family membership.

- Adult membership consists of one person, 18 or over.
- Family membership consists of a Primary Family Member and an adult spouse or partner (the Secondary Family Member), and children aged 17 and under in the same family, plus children 18 or over who are enrolled full-time in school, or have been out of school for no longer than two years, or are dependent.

**Retaining members:** Members who for personal, economic or logistical reasons will not be using the Club facilities for a season or more, pay a reduced fee to prevent their membership from lapsing. Retaining members may not keep boats or equipment on the island.

**Honorary members:** People who have made an outstanding contribution to the Club, as determined by the board of directors, and those who have been members for 40 years or more. Honorary members are exempt from volunteer requirements and annual dues but do pay fees for facilities that they use.

**Junior members:** Aged 15 to 17, not part of a Family membership, who are active members of the Club's junior racing program and must be approved by the board of directors.

**Provisional members:** New members who are admitted to the Club on a trial basis, and must meet the provisional membership requirements as referred to at Article 3 para 5(d) of the By-laws and set out below.

## **Benefits and responsibilities of membership**

Benefits of membership at the GRYC include:

- Voting rights for Primary and Secondary members at AGMs;
- Seasonal access to GRYC boats, facilities, participation in weekend races, the Annual Regatta, and other great events.
- Participation in the free Learn to Sail Program offered to all members. This weekend clinic provides instruction ranging from tying knots to rigging boats, from the basics of sailing to advanced racing techniques.
- Reduced fees for Youth Program registration. The Youth Program offers Sail Canada accredited sailing instruction for children aged 9-16 in a fun, safe summer day camp atmosphere.
- Social activities including Wednesday evening Club Nights, dances, and other fun events.

Responsibilities of membership at the GRYC include:

- Care of the islands and Club property.
- Compliance with Club by-laws, regulations and policies.
- Compliance with standard safety practices.
- A minimum of two full days of volunteer service to the Club per season for each adult family member. Children age 16 and over are required to provide a minimum of one-half day of volunteer service.
- Payment in full of all initiation fees, annual dues and other miscellaneous charges.

## **Applying for membership**

People interested in becoming members will need to download an application form at <http://gryc.ca/About/GRYCAApplication.pdf>

The application must be filled out in full and signed by two sponsors (not members of the same family) who are members in good standing, and who can vouch for the information on the application form.

Under the By-laws, priority is given to applicants with a sincere interest in sailing, which includes

- Previous sailing experience or an interest in learning to sail at the GRYC
- Having children enrolled in the Youth Program (summer sailing camps)
- Demonstrated interest in participating in the GRYC Sailing program including races, regattas, and casual events, as a sailor, crew, race official, crash boat operator, or other supporting role.

Fax, mail or email the completed application form to GRYC in accordance with the instructions at <http://gryc.ca/about-the-club/becoming-a-member/>The board of directors will determine the number of vacancies available once the deadline for renewal of existing memberships has passed (normally by May). Because there are normally more applicants than there are vacancies, applicants will be placed on a waiting list, and are asked to keep the Club informed of changes to their contact information.

## Sponsors

The role of the sponsor is to:

- Explain to applicants how the Club operates, including volunteer requirements and other responsibilities of membership.
- Attest that the applicant, as an individual or a family, has a sincere interest in sailing.
- Assist the applicant in obtaining a replacement sponsor if their own membership lapses.
- Once the applicant becomes a member, introduce the new member to the Club and encourage their participation, for example by taking them on a tour of the island, inviting them to participate in sailing or social events, assisting them in finding opportunities to volunteer, and introducing them to other members.

## Provisional membership

**Provisional membership** is a process introduced in 2014 for applicants offered membership. This is a period of up to two years in which new members will demonstrate their expressed interest in the GRYC by participating in a variety of club activities. They are required to complete at least one item from each of the following four categories within their first two years of membership:

- **Sailing Program:** (anything from Learn to Sail to sailing in Sunday Race or Regatta to volunteering as crash boat or race official, etc.) (Sign-off by a Fleet Captain)
- **Social/Other Activity:** (participate in any non-sailing program event from Club Night to Club birthday/Sailorama to Awards Night) (Sign-off by Rear Commodore)

- **Volunteering:** Complete volunteer requirements. (Sign-off by Secretary)
- **Governance:** Attend the Annual General Meeting of the Club in November, participate on a committee (regatta, sailing, youth, social, harbor, facilities), or serve on the board of directors. (Sign-off by Commodore or Vice-Commodore)

### **Administration and support**

The tracking/administration of these requirements is a simple system using an individual page or 'passport' that is kept in the new member's log book. A member of the Board will sign off on each category as they are completed as defined above.

At the end of year one, new members' progress will be reviewed by the Membership Committee. If the provisional member has not yet completed all requirements, the Committee, with the help of the new members' sponsor, will assist the new members in finding ways to help them become more involved at the Club.

At the end of provisional membership period, new members who complete their 'passport' will have the provisional status removed and become full members. If a new member is unable to complete their requirements, the provisional period may be extended if there were extenuating circumstances. However if at the end of the provisional period the requirements have not been completed, the membership will not be renewed for the following season and half (½) the initiation fee will be refunded.

### **Termination of membership**

Membership may be cancelled by written notice to the Club Secretary at [membership@gryc.ca](mailto:membership@gryc.ca).

Membership expires automatically in case of failure to pay the annual dues. (Article 3(9)(b)). Members who have not paid their fees by the final date shown on the membership renewal notice (normally around May 15) will receive a final warning notice by email. Ten days after sending of such final notice, the Board may deem unpaid memberships to have lapsed.

Membership may also be revoked by a two thirds majority vote of the Board of Directors, for misconduct or refusal to comply with the By-laws or Regulations of the Club. A member whose membership has been revoked may appeal to a General Meeting, and membership can be reinstated by a two-thirds majority vote. (Article 3(9)(c)).

### **Non-Profit Incorporation**

The Gatineau River Yacht Club was incorporated as a non-profit organization on November 24, 1966 under the Companies Act of the Province of Quebec. The civic address of the Club is 1 chemin Summerlea, Chelsea, Quebec.

The Club telephone number is 819 827-7419. The telephone line is not in operation over the winter. Inquiries may be made to [secretary@gryc.ca](mailto:secretary@gryc.ca) or, during the summer season, to [manager@gryc.ca](mailto:manager@gryc.ca).

## **By-Laws and the Blue Book**

The Club's By-Laws and Blue Book are available on the Club's Web site at [www.gryc.ca](http://www.gryc.ca) and through the Club Secretary.

## **Board of Directors**

The Club is managed by a board of directors elected at the Annual General Meeting held at the end of the season.

The current Board of Directors (the Board) can be found at <http://gryc.ca/about-the-club/the-gryc/>

The Board sets a variety of sailing and social activities for the enjoyment of the membership. These activities as well as the upkeep of the facilities are carried out by volunteers under the direction of the responsible board member(s), who will assign volunteer members to work crews and/or committees.

The Board consists of the following positions:

- **Commodore:** The Commodore is the Club's Chief Officer (president). He or she oversees all aspects of Club operations, including, sailing and other on-water activities, social events, staffing, and meetings of the Board of Directors.
- **Past Commodore:** The most recent previous commodore of the Club is an ex-officio member of the Board.
- **Vice Commodore:** The Vice-Commodore stands in for the Commodore in his absence and is in charge of safety.
- **Rear Commodore:** The Rear-Commodore plans and organizes the annual club social activities, and provides hospitality for other events, such as Invitational Regattas.
- **Secretary:** The Secretary keeps Club records, and oversees all aspects of membership.
- **Treasurer:** The Treasurer is responsible for the planning and organizing club finances, fundraising and payments and accounting.

**Fleet Captains:** Fleet Captains are the GRYC Harbour Masters and are responsible for planning and organizing the following:

- Organizing club sailing/boating activities and maintaining the club's fleet of dinghies.
- maintaining the club's fleet of cabin boats
- assignment and allocation of all GRYC dock space; and
- Supervision of the Race Committee.

The two Fleet Captain positions are Starboard (Dinghies) and Port (Large/Cabin Boats).

• **Communications Director:** The Communications Director is responsible for maintaining the Club's Web site and disseminating information and publicity to club members and, as appropriate, to the outside community.

• **Facilities Director:** The Facilities Director ensures that the club's physical assets, excluding boats, are maintained and improved. Facilities are grouped into three main areas:

- Harbor facilities, including docks and boat racks (in collaboration with the Fleet Captain);
- The clubhouse and outbuildings;
- All aspects of the island environment.

• **Youth Program Director:** The Youth Program Director is responsible for planning and organizing the club programs for youth including the summer sailing camp, special events and maintenance of equipment.

• **Youth Commodore:** The Youth Commodore advises the Board on matters concerning those under the age of 25.

## **Staff**

Every year the Club hires staff to manage the daily operations of the Club. The staff is under the supervision of the Club Manager who reports to a designated member of the Board, usually the Commodore. The staff of the Junior Program is under the supervision of the Manager and the Youth Program Director. The island is staffed on weekends only until the second week of June, after which time staff is on duty seven days a week until Labour Day. Staff hours then switch back to weekends only until Thanksgiving.

When on duty, staff may be available to assist members wishing to use club boats. As the Club is run by members, for members, all other functions are performed by member volunteers. Instruction to staff shall be given by members of the Board of Directors and the Club Manager. Under no circumstances should an employee of the Club be tasked directly by a member. Any questions, commendations or concerns regarding staff conduct should be addressed to the Club Manager or a member of the Board.

## **Duty Officer**

The Duty Officer conducts an end-of-day check of the island and closes the Clubhouse and facilities. The Duty Officer is also on call in case of an after-hours emergency.

## **Volunteering at GRYC**

One of the key elements of the mission statement is that the Club is volunteer-driven. Only a small staff is hired during the summer months for the instructional programs, management and maintenance duties. In order for the members' fees to remain low and for the islands to maintain their beauty, all members are expected to pitch in. This is not a Club for people who expect to pay their fee and then let the Club run by itself. There is a wide range of volunteer activities that are suitable for different skills and age levels. Volunteering is made easy through an on-line system that posts all volunteer positions for the entire season <http://gryc.ivolunteer.com> and newsletters advertise key vacant spots.

All members 16 years and older are to provide 2 days (4 credits) of volunteer work annually for the Club. Failure to do so results in the levy of a fine as determined by the Board. Repeated failure to meet volunteer requirements without providing reasonable grounds to the Board may result in forfeiture of membership.

## **Volunteer requirements**

Each adult member: A minimum of 4 credits of volunteering every season are required. One credit is equivalent to 4 hours of work, for a total of sixteen hours or approximately two days.

- Children 16 years and older are required to provide 1 credit (4 hours).
- Children under 16 years are not required to volunteer although they are encouraged to do so.

*Example:* Family of 4 people includes 2 adults, one child under 16 and one child 18 years old = 9 credits required or 36 hours.

Should any family member accumulate more than their required credits, the remainder may be applied to the full family total required.

Examples of credit values

In the volunteer system the number of hours assigned to each volunteer position is pre-identified.

## **1 Credit = approximately 4 hours**

Club Night volunteers (various duties such as set-up, serving and clean-up)

Sunday Race Official / Assistant (Point Duty)

Sunday Crash Boat Operator / Assistant

Fleet Maintenance positions

## **2 Credits = approximately 8 hours or full-day event or activity**

Organizing Committee Member

Safety Boat Operator

## **4 Credits = approximately 16 hours**

Sunday morning Crash Boat or Race Official Volunteer Coordinator

Regatta Committee Chair

Leading / organizing a facilities project such as construction, painting, etc. (getting supplies, coordinating plan & volunteers, etc)

## **Penalties**

Penalties for not meeting the volunteer requirements are:

- Fine of \$300 per year per Family membership,
- Fine of \$200 per year per Adult membership.
- Failure to fulfill the volunteer requirements several years in a row, without providing reasonable grounds, may result in loss of membership (By-laws Article 4.4). As an example, reasonable grounds include illness.

## **Using the on-line volunteer system**

The volunteer website is at [gryc.ivolunteer.com](http://gryc.ivolunteer.com). There are two tabs: one for volunteer sign-up and one for event participant registration.

## **Record of credits**

Volunteer credits are recorded in the iVolunteer system.

## **Discrepancies**

It is the responsibility of members to ensure they maintain an accurate record of their volunteering. If a member has contributed volunteer work but did not sign up in the system, then

he/she must sign up retroactively to ensure the volunteer hours have been recorded. Similarly, if a member does not follow through on the volunteer commitment after registering, the member must cancel their volunteer registration. This should be done before and not after a planned event or activity.

## **Calendar**

Every season, a calendar of events is created and made available on the Club's website gryc.ca. The calendar is updated periodically throughout the season and can be consulted for event dates, times and details. The calendar is also posted inside the Clubhouse, on the wall outside the Club Manager's office.

## **Hours of operation**

Clubhouse hours are normally from 8 AM to dusk during the summer season. Other times are posted on the front door of the Clubhouse. With the exception of special events, the Island and Club facilities are considered closed after 10 PM daily. This is done with the consideration of neighbors who have been informed to call police if they see any unusual activities on the Island or docks after this time.

## **Season**

The official season at GRYC begins with "Bridge Down" on the first or second Saturday in May, and ends with "Bridge Up" in early October. At one time the island was connected to the mainland by a drawbridge, and the lowering of the drawbridge in spring, establishing access to the island, came to be known as "Bridge Down". On this day, members gather to ready the clubhouse and the island for the summer by taking boats out of storage and doing a general clean-up. The opposite process is carried out at "Bridge Up". The islands are open to members from Bridge Down until Bridge Up.

## **Island rules**

**Lifejackets:** Children under the age of 8 must wear life jackets when on the island. Life jackets are to be worn on Club boats at all times. It is strongly recommended that life jackets be worn on all boats at all times.

**Children:** Parents are responsible for their children at all times. Swimming is not supervised and there are no lifeguards, so parents must be aware of their children's whereabouts and ensure their safety at all times. Children under the age of 8 must wear a lifejacket when on the island. Children under the age of 14 are not allowed on the island unless accompanied by an adult.

**Garbage (carry on, carry off):** The Club has a carry-on, carry-off policy for everything brought to the island, including beer and wine bottles, food packaging and food scraps.

**No smoking:** The GRYC Islands are a smoke-free zone. As required by Provincial law, [www.msss.gouv.qc.ca/loi-tabac](http://www.msss.gouv.qc.ca/loi-tabac), the GRYC property and facilities are non-smoking. This includes the clubhouse, the island and the catwalk. This applies to guests as well, so please remind your guests of this and any other club policies. This rule applies to electronic smoking devices also, such as e-cigarettes

**Neighbour relations:** The GRYC enjoys a friendly relationship with its neighbours. Every effort should be made to minimize the impact of a busy summer season at the GRYC and as such, members and their guests are expected to adhere to the parking signs posted along the road and reduce noise to a minimum (see “Parking”).

**Noise:** In order to minimize disturbance to neighbours and to ensure a pleasant and peaceful experience for all users of the island, members – including children - are expected to refrain from making unnecessary noise. This includes shouting, screaming and playing music. Parents are expected to enforce this rule with their children.

### **Island protection:**

Every effort must be made to preserve the natural state of the islands. Foot traffic can cause much wear and tear. Members and their guests are to:

- Refrain from removing or cutting shrubs and trees or picking flowers. Any gardening work shall only be carried out under the direction of the Environmental Committee.
- Stick to walking on the paths and refrain from cutting through the brush. Please respect any cordoned off areas as these restrictions are in place under the terms of the Club’s operating agreement with Environment Quebec.
- Similarly, access to the shore is limited to designated pathways.

**Pets:** Pets are not allowed on the island.

### **Water/aquatic protection:**

Every effort must be made to protect our water quality and nothing must be put into the water other than necessary bailing out of boats.

All boat wash materials and detergents must be environmentally friendly and bio degradable.

**Fires:** Fires are not permitted on the islands at any time. This is club policy as well as a municipal by-law.

## **Guests**

One of the benefits of GRYC membership is the right to invite guests to share the Island facilities, whether for a sail, a swim or just for dinner. In order to protect, as much as possible, access to Club facilities for all members at all times, there are certain rules that members are

expected to abide by when entertaining guests. The purpose of these rules is to attempt to ensure that all members can obtain the full enjoyment of their membership. For most members this will likely include both times at the Club with invited guests and quiet times of peace and solitude. Members are not to share the gate code with their guests.

An Adult member, or two adults in a Family membership, may host up to ten people at one time. Members are responsible for their guests. Among other things, this means that members must be on the Islands with their guests at all times.

Children who are 18 years and older will be recognized as young adults and may host up to two guests. Children under the age of 18 may not personally host guests. For children to have non-member friends at the club, the friends must be guests of an adult, and as such the adult must be on the island.

More than ten guests at a time is considered to be a private party, for which members must make special arrangements with the Rear Commodore and pay the appropriate fee. Private parties are generally not permitted between June 1 and Labour Day, in order to ensure that the island and facilities are available for the use of members during the main summer season

An individual may be a guest at the Club only four times over the season.

Members are responsible for their guests. Among other things, this means that members must be on the Islands with their guests at all times

## **Activities**

The Club has many activities available to members, including aquatic activities such as sailing, swimming, canoeing and kayaking, social activities including BBQs, picnics and special events, as well as games including tetherball, ping pong and air hockey. All activities are based on the honour system. Please respect the equipment and return items to where they belong when you are finished using them. We rely on one another to take initiative in maintaining equipment used for the various activities made available by the Club. If you see a problem with any equipment, unless you are able to fix it easily yourself, please advise the Club Manager or other staff (in person or via email at [manager@gryc.ca](mailto:manager@gryc.ca)).

## **Swimming**

Swimming is at members' own risk and the Club is not liable for any injuries.

Other than for the Junior Program, **swimming is not supervised** and parents are responsible for their children's safety. Children under the age of 14 are not allowed on the island unless accompanied by an adult. The GRYC endorses the "buddy system". Solo swims are not recommended.

Swimming is permitted anywhere around the islands. For the convenience of swimmers, two areas are recommended: The west or upriver side of the catwalk has swimming docks that project upriver. The water in this location is approximately twelve (12) ft deep. A shallow swimming area can also be found on the south point just north of the lighthouse.

## **Sailing activities**

There are many formal and informal sailing activities organized by the Club.

## **Races**

Organized races for youth and adults are held on Sunday mornings. There are a large number of trophies to be won, all kindly donated by members past and present. Racing is supervised by the Fleet Captain supported by the Race Committee which is made up of racers and other volunteers who take turns manning the flags and horn. On windy days there are usually desperate searches for volunteers! Please check the GRYC calendar on the GRYC Web site or the notice boards for race schedules. Because the Club caters to many different classes of boats, race results are handicapped with results being posted weekly on the GRYC Web Site.

GRYC uses the St. Lawrence Valley Yacht Racing Association (SLYVRA) race handicap scoring system. Race scoring is carried out by the Race Scoring Committee.

At the start of each season there are training days for point duty race officials and rescue boat operators.

The largest event of the season is the GRYC Invitational Regatta where sailors from clubs around the region are invited to participate in a series of races over a weekend. A special regatta committee is convened well in advance to ensure both success and safety. This event usually takes place in August.

## **Learn to Sail**

The GRYC Learn to Sail program is a unique opportunity for all adult members to either learn to sail for the first time or have refresher lessons. It consists of a series of free sailing clinics led by fully qualified instructors covering boat basics, sailing basics, racing basics, and open sailing clinics.

## **Club boats**

The Club has a large number of boats (both single-handed and crewed) for the enjoyment of members. The boats are available on a first-come, first-served basis during the week when not used by the Youth Program and on weekends. During the Youth Program session, the boat use should be cleared through Club staff. On Race Day (Sundays), Club boats are reserved for those who want to try their hand at racing.

Members using club sailing boats should either be competent helms or actively under training through the Learn to Sail program.

A special testing is mandatory prior to being listed as a registered skipper to take away the club sandpiper. This list of qualified skippers and booking reservations for the club Sandpiper are under the responsibility of the club manager.

All club members using club boats are to sign in prior to sailing and sign out on return, in the sign-in and sign-out log that is kept in the pram shed.

The club also has several canoes available for the use of club members.

All use of club boats is currently free of charge to club members.

Overnight use of club boats is not generally permitted unless prior permission is granted by the Fleet Captain.

The wearing of lifejackets is mandatory on all club boats.

### **Rescue boats**

The club owns several motorized rescue and coach boats for the assurance of safety at club races, for the summer camps, for the GRYC race team, and for emergencies. They are not available for joy riding.

## **Youth Program**

Each summer the Youth Program organizes four two-week sessions for Junior Youth. The program has a great reputation around the community. The program features the Sail Canada (formerly the Canadian Yachting Association) CANSail official training and certification programs Levels 1 to 6, and is taught by a team of certified instructors hired annually by the Club.

Red Cross Water Safety and Royal Life Saving Society programs are occasionally offered for swimming. The camp runs five days a week in a full-day format. The minimum age for this program is 9.

Children of members are given preference for places in the Youth Program. More information is available from the Youth Program Director and the Youth Program Committee.

The Junior Youth Camps are a key part of the overall sailing school of the GRYC and enjoy all the amenities and club boats subject to an appropriate subvention of enrolment revenue to the club as set annually in the overall GRYC budget.

## **GRYC Race Team**

The GRYC Race Team has only recently been officially recognized though for many years our younger helms have been actively entering regattas outside the club.

The GRYC Race Team of our young helms has since being made official been highly successful and is actively supported by the club including financial grants from the Allan Richens Memorial Fund

## **Allan Richens Memorial Fund**

On December 31, 2012, the last surviving founding member of the Gatineau River Yacht Club, Allan Richens, passed away. Allan was an extraordinary man – an avid supporter of our club throughout 50 years and also widely recognized by our Chelsea Municipality and by our community generally as a leader of a very broad range of community service activities.

In consultation with his family we have set up a permanent Allan Richens Memorial Fund in his memory, fittingly dedicated to providing youth sailing bursaries to deserving young people sailing in our Junior Program and/ to supporting our increasingly successful race team.

Donations are invited from members each year to support this fund – see <http://gryc.ca/members-area/allen-richens-memorial-fund/>

## **Communications**

The Club uses several ways to keep the membership informed. The primary means of communicating with members is the Club's web site [www.gryc.ca](http://www.gryc.ca). The Web site should be consulted for the most current or up-to-date information. The site will have the annual calendar of events, highlighting current events, notices and any other current information of relevance to the members, as well as information on volunteering jobs and sign-up for social events.

The GRYC News and Notices or GRYC Communications is disseminated by email to all members who have submitted email addresses. This Communications notice is sent out weekly during the summer months and as required the rest of the year. The Communications will inform members of current activities and events. If you have provided your email address and are not receiving Club communications, please check your junk or spam mailbox, and add [communications@gryc.ca](mailto:communications@gryc.ca) to your list of contacts or safe senders. If you are still having problems receiving emails, contact [communications@gryc.ca](mailto:communications@gryc.ca).

The Club uses Social Media to disseminate information and maintains Facebook and Flickr sites to increase the reach to membership.

The Club Bulletin Board is used to post the annual calendar and any other notices of interest to members.

It is the responsibility of members to keep informed of events and notices. Members who do not have access to the Internet or email services can make arrangements with the Communications Director or the Club Manager to provide them with these notifications.

## **Facilities**

### **Clubhouse**

Guidelines for use of the Clubhouse:

- Leave the Clubhouse as you found it (or cleaner!)
- Respect the peace and quiet of other members.
- If you find that something is broken or missing please report it to Club staff or a Board member

A club office is located on the west side of the lower floor. It is for the use of the club manager, bosun, sailing club coaches and members of the race committees.

### **Kitchen**

The clubhouse kitchen is located on the west side of the lower floor.

Members can use the kitchen and available dishes and equipment, ensuring that anything used is cleaned up and put away.

Do not leave food in the refrigerators overnight.

The kitchen is usually unlocked by the Club Manager or Bosun.

Members are expected to bring their own dishes, glasses and cutlery when they plan to eat at the club. A few extras are available in the kitchen/bar area if you forget. Members dining at the club may use the bar sink for rinsing off dishes and cutlery.

The water in the kitchen, as elsewhere on the island, comes directly from the river and is not potable. Not potable means unfit for human consumption.

### **Crow's nest**

The crow's nest is a look-out located at the top of the clubhouse. It is used for viewing up the river, for storage and for some aspects of the summer youth program. It is accessed by a "ship's ladder" which is much steeper than a normal stair case. Users should be aware of this steepness and be physically capable of using it.

## **Broom closet**

The broom closet under the stairs is used to store cleaning supplies.

## **Washrooms**

Female and male washrooms and change rooms are located on the lower level of the clubhouse on either side of the main stairs. The water supply is taken directly from the river and is NOT potable water.

Like all other facilities, these rooms should be kept tidy by members using them. Use cubbies for storing clothes. Do not leave clothes or towels on the floor.

If there are issues with the operation of the sinks or toilets please inform the club manger ASAP.

## **Bar**

The Bar is sometimes opened during social occasions but not open for the sale of alcohol other than when a liquor license has been specially obtained by the club for that occasion.

## **Back deck**

The back deck located on the north side of the upper level of the clubhouse is for all members' use. There are a number of picnic tables for use by all members. Please keep the deck and tables clean.

## **BBQs**

Propane BBQs are located on the Clubhouse deck and are available for the use of members.

Anyone using the BBQs must ensure that the burners are completely out and the propane shut-off at the tank before leaving. Please scrape off food remnants on grills after use.

If you notice any problems with operation of the BBQs please inform the club manager ASAP. If she or he is not there leave a note on the office door. If the issue is one of safety please contact the facilities manager. Refer to the web site for contact information.

## **Sheds**

There are several out-buildings on the island including: locker shed, windsurfer temporary enclosure, pump shed, pram shack and equipment shed.

The locker shed is open to members. Members must rent a locker and provide their own lock.

The windsurfer temporary enclosure is open to members.

Pump shed is locked and only accessed by the Facilities Director and Club Manager.

The pram shack located on the laser dock. It contains supplies for club boats and the sailing program. It is usually open during Club House hours. If it is locked members should ask the Club Manager or Boson for access. Sailing equipment needs to be signed out?

Equipment shed is located on the safety boat dock. It contains tools for club boat and facilities maintenance. It also contains safety equipment for the safety boats. Attached sheds contain fuel for the safety boats and race committee floats and equipment. The fuel and race equipment sections are locked. Access provided by Club Manager or Boson. The main shed is usually opened by the club manager. Members can use tools but they must be returned to the bench or rack location they were taken from after use.

### **Member Boats, Finger Dock Spaces and Rack Space**

Finger dock spaces and rack space is available for GRYC for members to store their boats (e.g., larger boats (generally with a cabin), dinghies (Length of Hull (LOH)  $\leq$ 5m or 16.4 feet, generally open), canoes, kayaks and sailboards.

Requests for spaces are received annually during the member registration process but can also be made during the year. All spaces are assigned annually. Priority for finger dock spaces will be given to the returning member who occupied a space during the previous year.

Any member who wishes to store and/or moor a private boat at the club will seek approval from the Club. There is a wait list for members that are requesting finger dock space. Interested members are encouraged to check with the Fleet Captain and the Club Manager regarding the wait list and approval process.

Allocations are the responsibility of the Fleet Captain on behalf of the Board. It is noted that the finger dock waiting list is only for members who do not already have a finger dock space.

For existing members (with assigned dock space) who are seeking to change their finger dock space, the following process will be followed.

#### ***Process for Assigning Sailboat Finger Dock Spaces:***

1. The Fleet Captain Port (FC-Port) maintains and makes available:
  - a. A current list of the assignment of all finger dock spaces; and
  - b. A current waitlist of members seeking a finger dock space (by date that the original request was made to the FC-Port).
2. As an on-going practice, large sailboat-owners (with assigned finger dock space), should make the FC-Port aware of finger dock preferences and future intentions (e.g., discontinuing/retaining membership, selling the sailboat, etc.).

3. Annually, once the registration period is substantially complete (approximately early May), the FC-Port will distribute the current list of dock space assignments to the large sailboat owners (typically via e-mail). This communication will highlight any dock spaces that may be available for re-assignment.
4. If a finger dock space is available for re-assignment, the large sailboat owners will be afforded an opportunity to express interest in re-assignment to the available space(s). To ensure that the process is not delayed, large sailboat-owners will have a firm deadline (i.e., 2 days) to make the request for re-assignment.
5. If there are more than one large sailboat-owners interested in a single dock space, the owner with the longest membership tenure with the Club will have priority for the re-assignment of the dock space. If the large sailboat is co-owned, the longer membership tenure period of the co-owners will be used for determining the priority.
6. Steps 4 & 5 are repeated for available finger dock space(s) until there is no further expression of interest from existing large sailboat-owners for the available space(s).
7. The remaining available finger dock space(s) will be offered to members on the wait list for finger dock space.

***Process for Offering Finger Dock Spaces to the Members on the Waitlist:***

When a finger dock is available to a member on the waitlist for finger dock space, the approach for allocation is as follows:

Those on the list are offered the finger dock space, in order of date of joining the list;

- If they decline they stay on the list, in the same order as before;
- The first person who wishes to take the offered spot must pay for the spot immediately, non-refundable, to commit to the spot; and
- If the spot is not used by the person whom it was assigned within a month of Bridge Down, it is forfeited and will be offered to the next person on the list.

In the event of a transfer (sale) of ownership of a private boat, the new boat owner is required to follow the same process as any other individual applying for club membership (if applicable) and/or seeking a mooring or other storage space at the Club, including placement on the respective wait lists. For clarity, change of ownership does not guarantee membership or access to mooring spot for the new boat owner.

Due to considerations of wear-and-tear on the docks / launching ramp and environmental impact on the river, private sailboats that are launched and/or moored at the club must meet the following characteristics:

- Length of Hull (LOH): Between 5.0 meters (16.4 feet) and 7.6 meters (or 25 feet)
- Displacement: < 1,590 kg (or 3,500 lbs) (inclusive of boat weight and equipment)

- Beam: < 2.75 meters (or 9 feet)
- Sailing-worthy
- Motor: <= 10 HP

All boats must have a GRYC sticker. These are permanent stickers and serve as an inventory of all boats kept at the GRYC as well as the mooring (including tenders) or rack space assigned to your boat.

The Fleet Captain, in consultation with the Club Manager, is responsible for assigning all mooring and rack spaces as well as providing and ensuring all boats have stickers.

Owners of all private sailboats, registered at the club, will:

- Have owner-purchased third-party liability insurance (minimum of \$1M coverage);
- Have access to a licensed and road-worthy boat trailer; and
- Provide confirmation of both of the above requirements at the time of registration and/or upon request by the club.

The GRYC assumes no responsibility for theft or loss of any boat or vessel kept by members on the island. Members are responsible for the mooring and securing of the boat in the allocated space.

There are four types of mooring and storage formats available on the island, as follows:

- **Finger Docks** are located along the *catwalk* (22 spaces) and along the *Island dock* (10 spaces) at the southern end of the island. These docks are assigned to members with privately-owned large (cabin) sailboats and the club-owned large (cabin) sailboats.
- **Laser Racks or Laser Dollies** are located near the Sail shack and are available in vertical and horizontal (three tiers) formats (racks) or dollies are stored in the surrounding area. The laser racks are designed specifically for Lasers but can be used for similar boats. Note that Members are responsible for their own dollies and rigging and the Club assumes no responsibility for these.
- **Canoe Racks** are located along the bay and are used for the storage of canoes, kayaks and similar vessels. A dock is located in the bay for the launching of these canoes and kayaks. Note that Members are responsible for their own boats and paddles and the Club assumes no responsibility for these.
- **Board Racks** are located on the north side of the island. A dock is available for launching of boards (stand-up or sail).

All boats must have a GRYC sticker. These are permanent stickers and serve as an inventory of all boats kept at the GRYC as well as the mooring or rack space assigned to your boat.

Club boats are stored on racks or docks. After use by members, boats should be returned to the rack or dock from which they were taken. They should be secured in the manner they were found. Boats on the docks should be secured to prevent movement by waves or wind. Tenders for large sailboats, if not stored on the racks, must be stored on the sailboat's deck.

## **Lockers**

Personal lockers are available to rent on an annual basis. These are available at various locations in the Club House, in the locker shed and under the Club House. Locks are to be provided by the members.

## **Launch Ramp**

There is a boat launch ramp located at the foot of Summerlea Road. It has a locked gate. The key to the launching ramp gate may be obtained from Club Manager during normal Club hours or by special arrangement, providing at least 24 hours' notice is given.

Members who use the ramp for launching boats should ensure that the ramp is cleared of trailers, boats and vehicles as soon as possible. After launching, boats can be tied to the catwalk to provide a secure area for rigging. Boats should not be left on the upriver side of the catwalk for an extended period as they can be easily damaged by wind (prevailing from the northwest), by the water flow, and the occasional drifting debris.

Please respect the adjacent property owners. Please do not use the launch ramp early in the morning or after sunset.

## **Parking**

While our Club has an exceptional location, it presents some challenges in terms of parking and driving conditions. In addition to the potential risk this situation represents for you and your children if not taken seriously, we also have to take into account municipal regulations and our neighbours who are entitled to enjoy their property.

Accordingly we ask you to be extremely prudent when driving on Gleneagle and Summerlea roads and to respect the following basic rules:

- Limit your speed to 20 Km/hour when driving on Summerlea road.
- Do not park in front of our neighbor's driveways or at the parking spots reserved for our Manager and deputy Manager at the Club's entrance.
- Given the limited space and the lack of proper turning area at the bottom of Summerlea road, we highly recommend that you park your vehicle in the GRYC reserved parking and walk to and from the Club's entrance. Note that only members with valid parking permits clearly visible in their vehicle are allowed to park for extended periods of time. (Passes will not be required for Bridge Down or Bridge Up.)
- Otherwise only park your vehicle in locations clearly marked for that purpose. When parking along the side of the road, your vehicle **MUST** face up i.e back of your car facing the river.
- If parking along the road, make sure there is enough space on the open side of the road to allow the passage of fire trucks and emergency vehicles.

For large events, especially the Invitational Regatta, Summerlea Road may be closed except for local residents.

Following these basic rules is essential for all GRYC members, visitors and neighbours. The Municipality is now responsible for the roads leading to the Club and they fully intend to apply municipal laws to ensure the safety of its residents and their property.

We will continue to work closely with the Municipality and to collaborate fully with them to ensure these rules are followed.

## **Garbage/recycling**

The club has a carry-on, carry-off policy. What you bring on to the island please carry off with you. The Club has very limited pick-up for garbage generated by maintenance and operations and cannot dispose of members' garbage.

## **Boat and Trailer Storage**

There is limited space available at the Club on the Islands for dinghies over the winter months. Users of this service must provide their own covers, padding and insurance. A reminder: the island is not accessible after late October.

For the large (cabin) sailboats, it is the owner's responsibility to secure appropriate winter boat-storage and summer trailer-storage arrangements. There is limited space available in the Club's parking area, however the following considerations apply:

- *Winter Boat Storage:* The Board encourages private boat owners to store their boats off-Club property, if possible, and reserves the right to:
  - Impose a prescribed deadline each Spring for all boats to be launched or vacated from club's parking area;
  - Periodically revisit whether or not, and what number of, boats may be parked over the winter months on Club property;
  - Establish storage standards, such as aesthetics (e.g., common tarp colours); and
  - Apply a fee for winter boat storage.
  
- *Summer Trailer Storage:* As the parking area is needed for members to access the Club in the summer months, trailers must be well-organized to optimize the availability of space for parking. The Board encourages trailer owners to store their trailers off-Club property, if possible, and reserves the right to:
  - Limit the number of storage spaces; and
  - Apply a fee for summer trailer storage.

Note that the Club assumes no responsibilities for private property left on Club property.