



PCYC SAILING ACADEMY

GUIDELINES FOR SAILING A TRAINING BOAT



Jun 2026 (v4)

1. INTRODUCTION

- 1.1 These guidelines outline the policies, rules, privileges, and operating procedures established to ensure safety, maintain insurance and operational requirements, and provide all authorized users with equitable access to the Sailing Academy training fleet. While every effort has been made to address the most common situations, these guidelines cannot anticipate every circumstance. If you encounter a situation not specifically covered herein, please exercise sound judgment and contact us for guidance.
- 1.2 The Sailing Academy boats are primarily intended for training and educational purposes. Members may also use the boats for personal recreational sailing, provided such use complies with these guidelines. Under no circumstances may the boats be used for commercial purposes, including but not limited to providing sailing instruction, chartering, coaching, or any other activity for which compensation, payment, or remuneration is received. Members are responsible for ensuring that the boats are used only for lawful activities and in accordance with all applicable regulations and club policies.

2. PROFICIENCY CHECK and QUALIFICATIONS

- 2.1 In order to utilize the Sailing Academy boats, candidates must meet a suitable knowledge level and qualifications. Safety remains the paramount concern at all times. Certification prerequisites are for member safety, to ensure proficiency and to minimize the potential for damage to PCYC equipment. The thoroughness of the proficiency check will vary according to each candidate's experience level and their chosen boat.
- 2.2 The Pointe-Claire Yacht Club retains the authority to take any requisite measures to ensure safety. This may encompass altering particular boat reservations to accommodate equipment requirements or special user needs, as well as cancelling reservations if prevailing or forecasted weather conditions exceed the certification, skill level, or experience of the member.
- 2.3 Before flying the spinnaker on any Academy boat, candidates must hold a spinnaker certification, which can be acquired during the initial qualification. Prior experience in sailing or racing under spinnaker is mandatory for the certification process, with no exceptions permitted.

2.4 The objective of this Proficiency Check is to validate knowledge and skill requirements to safely operate the boats. It serves as an evaluation and should not be regarded as a training program. Participants are anticipated to arrive possessing the listed skills. Instruction and guidance will focus strictly on matters pertinent to each boat and PCYC policies and procedures.

The candidate will be assessed on several topics:

- Passenger and crew safety briefing,
- Required safety equipment, rigging the boat
- Casting off,
- Maneuvering in and out of the marina under power (under sail for the 420s)
- Setting sail,
- Sail trim,
- Basic right of way rules,
- Heaving to,
- Setting anchor,
- Man overboard (capsize drills for the 420s)
- Tacking/gybing,
- Appropriate seamanship,
- Basic knots,
- Docking and securing of the vessel,
- Additional assessment will be conducted specifically for "Mussels" and the 420s.

Candidates are required to wear proper attire/footwear and bring their own Personal Flotation Device (Lifejacket).

3. BOOKING POLICY

3.1 The general hours of operation may change with the season. Announcements will be made on the web page in advance of any changes.

3.2 Bookings can be made 24 hours online

3.3 The system will allow bookings up to 14 days in advance

3.4 Limited to one booking per day

3.5 Users may reserve only those boats for which they hold the required certification or authorization.

3.6 The following 3-hour slots can be booked daily:

- 9am - 12pm
- 12pm - 3pm
- 3pm - 6pm
- 6pm - 9pm

- 3.7 For same-day bookings, the software does not allow booking for a slot that has already started. Therefore, it shall be a first come, first serve policy.
- 3.8 Booking a boat for a specific weekend regatta or a GNS series will require multiple slots on specific dates. Please check with the Fleet Captain for prior arrangements.

4. MODIFICATIONS AND CANCELLATIONS

- 4.1 Users are expected to exercise good judgment when modifying or canceling a booking.
- 4.2 Modification and cancellations shall be made online.
- 4.3 When feasible, users should modify or cancel your reservation with at least 24 hours' notice to allow others the chance to make last-minute arrangements and utilize the available slot.
- 4.4 If a user fails to arrive for a booking within 1 hour of the scheduled time slot without making alternative arrangements, the booking will be automatically canceled to accommodate other potential users waiting to use the boat

5. WAIVER AND RELEASE OF LIABILITY

- 5.1 Before departing the dock with an Academy Boat, the skipper, passengers, and crew members must have completed and submitted their Academy Boat Waiver and Release of Liability form. The form is accessed via the Academy Training Boats webpage.

6. RULES

- 6.1 The user assumes responsibility for planning a manifestly safe voyage for the sailboat, crew and guests. The skipper must assess both current and predicted weather conditions to ensure they are suitable for their skill level before setting sail.
- 6.2 The PCYC Sailing Academy Training Boat Team asks that all users adhere to the following rules:
 - a) Users shall review and inspect the boat prior to use,
 - b) If a user is unfamiliar with any piece of equipment, its condition, or needs something double-checked, or did not receive the boat in an acceptable state from the previous user, contact a member of the Team. (See below for Team contact details),
 - c) Non-marking shoes only are permitted. No dark/hard soled shoes are allowed on any training boat. Marks left behind by both hard and soft dark soled shoes are very hard to remove from fiberglass boats,
 - d) No pets are allowed,
 - e) Smoking is NOT permitted onboard these boats.
 - f) The consumption of alcohol before or during the operation of these boats is strictly prohibited. A zero-tolerance policy is in effect.

- g) Spiders love to call a boat their home. The Team will do their best to keep the boats free of spiders and their webs. Nevertheless, it can be a losing battle. They play an important role in our environment. Remove the webs that are undesired and relocate the spiders onto the dock,
- h) Always motor in and out of the harbour and not sail in unless there is engine failure AND if users were not able to reach anyone for a tow (not applicable to the 420s),
- i) The keelboats are not fitted with engines for cruising purposes. Engines are to get to and from the sailing area. Verify the fuel tank level is sufficient,
- j) The keelboats are not equipped with a toilets or a Port-a-Potty either. Users are welcome to bring their own portable units for use during their booking but must remove them when returning the boat,
- k) Users shall return to the harbour 30 minutes prior to the next booking and in as good or better condition than when the boat was received.

Upon completion of a sail:

- a) Return and properly secure the boat to the slip it belongs in.
- b) If someone has booked a slot immediately after, check if the next user is nearby for a suitable and acceptable handover of the boat. Otherwise,
- c) Release backstays, outhauls, cunninghams,
- d) Tension the boomvang, mainsheet and traveler,
- e) Return gear to its proper place,
- f) Turn all electric devices, switches, and batteries off,
- g) Prior to stowing sails, any wet sail shall be fully dried by either hoisting the sail, laying it flat on the dock, or hanging the sail in the shed. The user will be responsible for drying the sail and re-stowing it properly,
- h) Flake, stow, bag, and cover all sails,
- i) Dry up any water infiltration in the cabin,
- j) Leave engine up and tilted (keelboats),
- k) Coil and hang all lines,
- l) Clean up and all spills, stains or markings,
- m) Close and lock the boat (keelboats).

7. BOAT CARE and DAMAGE

7.1 Maintenance and cleaning of the Sailing Academy Boats is the responsibility of the Training Boat Team. However, a user's responsibility does not end with their sail. If a user damages a sail, or any other gear, they are required to inform PCYC. To report any problem after hours, email or post on the Discord channel by 8:30 a.m. the next day. By reporting damage, users help the club to repair problems before they become worse, and do not send fellow users sailing with faulty equipment! PCYC staff can also advise users, as to why the damage occurred, helping to prevent a re-occurrence. If a user does not report damage, it will be discovered at the next checkout and the damage will be charged back to the user regardless of fault.

- 7.2 Users also play a large part in keeping the boats clean. Failure to return a boat in a satisfactory state of cleanliness or with items improperly stowed will result in the termination of further use of any academy boat by that user, the crew, and passengers for the remainder of the season – zero tolerance!
- 7.3 Users should recognize that since PCYC staff is not securing the boat at the end of the day, PCYC cannot accept responsibility for it overnight. If there is any damage caused by improper securing, the user will be held responsible for the damage if the cause is determined to be improper stowage of the boat. Damage is ascertained on an itemized checklist the following morning and upon a clean check-in by PCYC staff, users are released from accountability.
- 7.4 IF AN INCIDENT INVOLVES A THIRD PARTY OR AN INJURY, COMPLETE THE INCIDENT REPORT AS SOON AS POSSIBLE. This is for the user's protection, especially when making an insurance claim. This form can be found on the PCYC website on the < About/Conduct Rules and Bylaws > page.

NOTE: It is a maritime legal requirement that a skipper fully disclose any problems or breakage that may affect the safety of a vessel. Failure to do so puts other users at risk.

8. TEAM - SAILING ACADEMY TRAINING BOATS

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