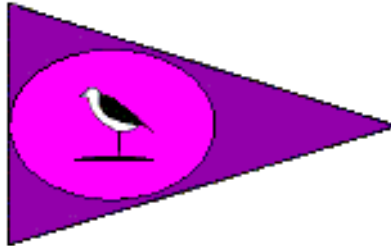


Anderson Island Mystic Seaport

*AIMS*

Sailing Program



*a program of*

Anderson Island Irregulars, Inc.

# Operating Rules

May 21, 2004

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## I. PURPOSE AND ORGANIZATION

*The purpose of the AIMS program is to train intermediate sailors to become competent and confident sailing sailboats over 20 feet in length on the open water stressing safety, teamwork and leadership.*

The mission of Anderson Island Irregulars, Inc. (AII), a non-profit corporation registered in Connecticut, is to assist and support the cause of sail education, and in particular the sail education programs of the Mystic Seaport Museum, Inc. In furtherance of this mission, AII formed a sailing program in association with the Mystic Seaport Museum, a tax-exempt, non-profit, educational, community service program open to the public. The program will be called AIMS (Anderson Island Mystic Seaport) Sailing Program.

This program will provide education for intermediate sailors wishing to increase their knowledge and ability to safely sail and skipper a keelboat over 20 feet in length in open water, as well as increase their teamwork and leadership skills. The program provides dockside and on-the-water training and allows those participants, who have proven their ability to independently plan, organize and execute sailing trips in order to gain additional experience and confidence.

Participants in the AIMS program must possess certain basic sailing skills and knowledge, and must be 18 years of age or older (certain exceptions to the age limit may apply.) AIMS educational sailing services are available—on a fee-per-service basis or through an annual fee and commitment of volunteer service hours as detailed in Appendix B to these rules.

AIMS will be operated by AII and governed by its elected officers (hereinafter referred to as the Executive Committee or ExCom) composed of President, Vice President, Treasurer, Secretary and Membership Chairman, who are solely responsible for setting and maintaining the rules & regulations for the program's operation. The officers may from time to time appoint others to serve in capacities required for the program's successful day-to-day operations.



## II. DEFINITIONS

**Operating Rules** - AII's Executive Committee has established these Operating Rules to enable safe, efficient, and equitable fulfillment of the program's purpose. These Operating Rules are set by the AII elected officers who are solely responsible for their maintenance and interpretation. All AIMS participants are required to abide by these rules as well as enforce them.

**AIMS Student** - A member of the public, possessing the prescribed knowledge & skills (see Appendix A), participating in AIMS educational sessions on a pay-per-service basis (see Appendix \_\_\_ for applicable fees). AIMS Students may participate in Training Sails. Students must always be under the supervision of an AIMS Trainer.

**AIMS Mate** - An AIMS Student who elects to participate in AIMS by providing volunteer hours, joining AII, and paying an annual boat maintenance and administration fee. AIMS Mates can participate in Training Sails, Mate Sails, Check Sails and take AIMS Skipper certification tests. AIMS Mates must always be under the supervision of an AIMS Skipper/Trainer. (See Appendix C)

**AIMS Skipper** - An AIMS Mate who has successfully completed the Skipper certification process, which includes a written dockside exam and two successful on-the-water Check Sails. AIMS Skippers can sign out AIMS sailboats for Mate Sails or Independent Sails.

**AIMS Trainer** - An AIMS Skipper appointed by the ExCom to lead Training Sails and administer Skipper certification tests and Check Sails. The AIMS trainer has absolute authority on an AIMS boat whenever on-board in his/her capacity as a trainer.

**AIMS Cruising Skipper** - An AIMS Skipper who successfully completes the Cruising Skipper certification process. AIMS Cruising Skippers will be allowed to sign-out sailboats for overnight cruises. *(NOTE: The cruising skipper designation will NOT be in effect during the summer of 2004.)*

**Sailing Area** - AIMS sailboats will only be allowed to sail within certain designated sailing areas depending on the Skipper's certification. These areas will be marked on the charts in the NaVPac and are described in Appendix E.



**A "Sail"** – In this document the term "Sail" means a trip on the water in an AIMS sailboat. A Sail can last from 1 to 5 hours depending on its purpose. AIMS boats will typically be signed out in 4 to 5 hour blocks of time arranged by the Scheduler. Usually these blocks will coincide with morning and afternoon. AIMS sailboats will not be allowed out at night without special permission from the ExCom.

**Training Sail** – Training Sails provide Students and Mates with on-the-water instruction from an AIMS Trainer. Trainers will post schedules of Training Sails, and Students and Mates can sign-up in advance. The Trainer has complete responsibility for the boat during a Training Sail, and participation is at the Trainer's discretion.

**Mate Sail** – Mate Sails provide an opportunity for Mate's to practice sailing skills, teamwork and safety on the water under the supervision of an AIMS Skipper. The Skipper has complete responsibility for the boat during a Mate Sail.

**Check Sail** –The practical, on-the-water portion of the Skipper/Cruising Skipper testing and certification process administered by an AIMS Trainer.

**Independent Sail** – An independent sail for pleasure. Only AIMS Skippers and above may sign out sailboats for Independent Sails. The Skipper or Trainer is completely responsible for the boat and equipment during Independent Sails.

**Scheduler** – One or more AIMS Mates appointed by the ExCom responsible for scheduling all the AIMS sailboat time. The Scheduler will keep the boat calendar and schedule reservation times for all boats.

**Boat Manager** – One or more AIMS Mates appointed by the ExCom responsible for looking after AIMS boats and equipment on a daily or weekly basis. Boat Manager(s) will be on call to address any equipment emergencies and will have the responsibility to repair or replace equipment as needed as well as determine appropriate action in cases of emergency.

**Sail Time Allotment** – The maximum number of Sails an AIMS Mate can sign-up for in any one month. Sail Time Allotments will be set by the ExCom after considering the number of AIMS boats available. A Mate may sail more than their Sail Time Allotment provided an AIMS sailboat or crew position is available on the day prior to the Sail. A Wait List is provided for this purpose.



**Wait List** – When a Sail is booked, participants can add their names to the Wait List in the event there is a cancellation or opening on the crew. The Wait List may be used be used for Training Sails, Mate Sails, and Independent Sails. In selecting names from the Wait List, priority will be given to Mates who have not fully used their Sail Time Allotment.



### III. PRIVILEGES AND OBLIGATIONS OF AIMS MATES

The AIMS program provides fee-per-service training for members of the public. The program is staffed by volunteers, who are afforded privileges for their obligation. AIMS volunteers are comprised of AIMS Mates who may also be Skippers and/or Trainers.

A. Every AIMS Mate is entitled to:

1. Instruction and training in order that the participant may improve and develop his/her sailing skills and knowledge through his/her activities in the program, including organized sailing lessons.
2. Use all AIMS sailing equipment and property commensurate with their AIMS certification and with these Operating Rules.

B. In return for these privileges, every AIMS Mate is obligated to:

1. Contribute, in each six-month period beginning annually on Feb 1, the minimum number of hours set forth in Appendix C by assisting in the maintenance of AIMS property or with some other activity or office designated by the ExCom. The number of minimum hours is may be changed by the ExCom at their discretion.
2. Further the training of fellow program participants to the extent of the Mate's ability and certification through:
  - a) Dockside training
  - b) Mate Sails

C. AIMS Skippers may use Mates Sails to meet part or all of their volunteer hours. 1 completed Mate Sail equaling 2 volunteer hours.

D. Training Sails are considered volunteer hours for AIMS Trainers. Volunteer hours for each completed Training Sail will equal the number of hours actually spent on the training session. At the discretion of the ExCom, Trainers who regularly spend extraordinary amounts of time in training AIMS Students & Mates may be awarded free or reduced annual boat maintenance and administration fees in the next fiscal year.



## IV. SUPERVISION, MANAGEMENT & ENFORCEMENT

- A. Every AIMS Mate is responsible for the enforcement of these Operating Rules. In addition, the Mate shall report any infraction of the AII By-Laws and/or of these Operating Rules to the ExCom for disciplinary action.
- B. Serious infractions, conduct unbecoming a sailor, or failure to comply with any reasonable request by an AIMS Skipper, Trainer, Scheduler, Boat Manager or other program official pertinent to AIMS's operation shall be grounds for disciplinary action which may include disciplinary hearings and the suspension or revocation of a Mate's privileges. Revocation of a Mate's privileges requires that a disciplinary hearing be conducted.
- C. Any elected/appointed program officer or person designated by the ExCom to have such authority may suspend the sailing privileges of any program participant violating these Operating Rules.
- D. Unless otherwise extended by the ExCom, suspension of a Mate's privileges by a Trainer or Boat Manager will be for 48 hours.
- E. Pay-per-service sessions can be cut short without refund of monies paid by the offending party.
- F. If a disciplinary hearing is requested or required, it will be scheduled and heard in closed session by the ExCom. An accused may bring witnesses. The failure of the accused to appear at the hearing may result in action being taken in his/her absence.
- G. Incompetence or negligence in the use of boats or equipment by an AIMS Mate constitutes grounds for the ExCom to suspend or revoke the privileges of the Mate concerned.



## V. GENERAL REGULATIONS

- A. Every AIMS participant is required to know and comply with these Operating Rules and other regulations established by the ExCom, ignorance being an unacceptable excuse for infraction or abuse.
- B. Government rules and regulations, including Navigation Rules: International – Inland as well as other U.S. Coast Guard Rules and Regulations, and Mystic Seaport and Harbor Regulations, must at all times be observed by all AIMS program participants and their guests.
- C. No participant shall sign out or operate any AIMS boat or equipment while under the influence of alcohol or drugs, nor shall they permit the operation or use of said equipment by any person who is under the influence of alcohol or drugs.
- D. The consumption of alcoholic beverages is not permitted by any person aboard an AIMS boat while underway or when expected to be underway. An underway boat is one that is not docked, moored or at anchor.
- E. No AIMS boat may be sailed without an appropriately certified and authorized AIMS Skipper or Trainer being on board.
- F. The AIMS Skipper or Trainer signing out a boat has the responsibility for and authority over the actions of all persons on board and for their compliance with the AIMS Operating Rules.
- G. In the event that a boat is capsized or otherwise endangered the first concern of the skipper shall be for the safety of the boat's occupants.
- H. Collision with other vessels or objects must at all times be avoided and any collisions must be reported immediately to the Boat Manager or any AII Officer.
- I. Guests of AIMS Mates, who are at least 5 years of age, are permitted on Independent Sails. Guests over 18 years of age may be wait listed for other Sails. In no case may children less than 5 years of age sail on AIMS boats.
- J. AIMS Mates may not accept the donation of property without the advance approval of the ExCom.
- K. Any AII Officer or person authorized by the ExCom may call surprise workdays when exceptional maintenance efforts are required. On these days, no sailing will be permitted except by the explicit permission of the person calling the workday. Work performed can count towards semi-annual work



requirements, but Mates who have already completed required work are not exempt from the workday.

- L. Minors (under age 18) may become AIMS Mates by obtaining special permission from the ExCom and by having a consent form signed by their parent or legal guardian.
- M. Any former AIMS Skipper, absent for less than two years, shall retain his/her former certification. Otherwise, he/she must retake the appropriate tests, or, upon petition, the ExCom may grant reinstatement of his/her former certification.
- N. Tests taken for Skipper certification will expire in one year, if the requirements are not fulfilled.



## VI. TRAINING SESSIONS

- A. AIMS provides education for intermediate sailors. Potential Students and Mates will need to prove basic knowledge and skill as an intermediate sailor. Acceptable forms of proof include:
  - 1. Successful completion of the Minimum Requirements for Program Participation, listed in Appendix A.
  - 2. Demonstration of skills and knowledge to the satisfaction of an AIMS Trainer provided the Student/Mate possesses a valid CT Safe Boater's Certificate (or NY, MA, RI).
  - 3. Recommendation by qualified sailing instructor or experienced sailor acceptable to the ExCom.
- B. Any individual qualified above may become an AIMS Student or Mate. Students can sign-up for Training Sails on a fee-per-service basis (see Appendix B). AIMS Mate can sign-up for Training Sails and Mate Sails without charge within their Sail Time Allotment (see Appendix E).
- C. AIMS Trainers will post Training Sail dates and times on the AII website. Students or Mates wishing to sign up for a training session should contact the Trainer directly by phone or email.
- D. The AIMS Trainer has absolute authority on an AIMS boat during a Training Sail.
- E. The number of participants in a Training Sail will be limited as the Trainer sees fit.
- F. A Training Sail may focus on particular skills. Trainers may make recommendations for individuals to take or avoid certain training sessions.
- G. Trainers may decline to accept an individual for a particular session if the Trainer feels the individual will not be well served or the mix of participants' skill levels is not balanced.
- H. On the day of the Sail, the Trainer may exclude one or more participants or limit the instruction based on weather or other conditions.
- I. Training Sails may last from 1-5 hours. Generally sails will occur in the morning and afternoon. Participants must be on the dock on time and have proper attire and equipment for the sail (see appendices). Trainers may refuse to take any participant onboard if they are late or not prepared for the sail.



- J. Trainers will collect any fees due from Students before the Sail departs. Fees unpaid at sail time must be received in cash. The Trainer will submit all payments to the AII Treasurer.



## VII. DAY SAILING PROCUDURES & REGULATIONS

### A. In General:

1. The maximum number of people to be carried in a boat is:
  - a) Seidelmann "Blissful" – 6 persons
2. No boats may be single-handed, Skippers must have at least one other qualified person on board.
3. Children under five years of age may not sail in AIMS boats or use AIMS equipment.
4. AIMS boats must carry at least one personal flotation device (PFD) for every person on board. PFDs shall be correctly worn at all times while on board.
5. AIMS boats may not be sailed outside the Designated Sailing Area (Appendices F & G).
6. There will be no sailing when the wind velocity exceeds 30 knots. In winds of 20 knots or greater, reefable sails shall be reefed. Spinnakers shall not be used in winds greater than 15 knots.
7. The Skipper has absolute discretion over whom or what will be permitted on board.
8. The Skipper or Trainer may cut-short or cancel a Sail at any time for any reason including inappropriate weather. In the event a Sail is cancelled, prior to leaving the dock, money will be refunded to Students and Mates will not be charged a Sail Time Allotment. If a Sail is cut short after leaving the dock, no refund is required and Mates will be charged a Sail Time Allotment.
9. At the dock, the jib will be lowered immediately unless the boat is to be taken out within one minute after docking. In winds of 5 knots or greater, the mainsail must also be lowered immediately.
10. Any Skipper who requires rescue because he/she has drifted outside his/her sailing area shall not be permitted to sail for the remainder of the day.
11. During foggy conditions, skippers may not take out the boats beyond the mouth of the Mystic River, unless the weather forecast is for improving conditions and visibility is at least one mile.
12. A Boat Manager will be reachable by phone during Sail times to answer questions, settle schedule conflicts or respond in cases of emergency.



## **B. On the day of the Sail:**

1. The Skipper or Trainer who reserved the boat will obtain the NavPac and keys from the Mystic Seaport Security Office.
2. Prior to getting underway a Skipper must
  - a) File the AIMS Float Plan (Appendix H)
  - b) Complete the Pre-Underway Checklist (Appendix I)
  - c) Complete the Inventory Checklist to ensure that all required equipment is on-board and functioning properly, including the NavPac. (Appendix J)
3. Upon return from the Sail the Skipper will:
  - a) Cancel the Float Plan.
  - b) Secure the boat in accordance with the Post-Sail Checklist & Report (Appendix K) which includes, proper stowage of all lines & gear, wash-down of decks and returning the NavPac & boat keys to Mystic Seaport Security Office.
4. If another sail is scheduled for later that day, the first Skipper may opt to hand the boat and equipment over directly to the next Skipper without performing all of the tasks normally required to be performed at the conclusion of a sail provided that:
  - a) Both skippers are amenable.
  - b) The first Skipper does not leave the boat unattended until the next Skipper arrives at the dock and assumes responsibility for the boat.
  - c) All required pre and post sail paperwork is completed by each Skipper.
5. Item 4 notwithstanding, Skippers are responsible for seeing that all equipment is properly accounted for. Missing items must be reported to the Boat Manager immediately, and the Skipper may be responsible for their replacement.



## VIII.RESERVATION/SIGN-UP PROCEDURES

- A. All appropriately certified AIMS Skippers may sign-out AIMS sailboats for Independent or Mate Sails when not in use for Training or Check Sails.
- B. Reservations for Boats will be established using the following priority:
  - 1. Training & Check Sails
  - 2. Mate Sails
  - 3. Independent Sails
- C. The Boat Calendar will be posted on the AII website showing Sail times and boat and training session availability. The Boat Calendar will be maintained by the Scheduler(s) and will be considered the most current document.
- D. A chart of Mates' Sail Time Allotment for each month will also be posted and kept current on the AII website, (see example in Appendix E). Mates who have used their Sail Time Allotment for the month must use a Wait List to be considered for a sail.
- E. Training Sails will be organized by the individual Trainers. Trainers will reserve boat times with the Scheduler and the Training Sails will be listed on the website calendar.
  - 1. Interested Students or Mates are to contact the Trainer directly by phone or email to sign-up for a Training Sail.
  - 2. Mates or Students may sign-up on the Wait List for a Training Sail when the crew roster is full.
  - 3. The website calendar and Sail Time Allotment chart will be updated when the Trainer accepts the reservation.
- F. Mates wishing to take a Check Sail should contact a Trainer directly by phone or email. The Trainer will reserve the boat time with the Scheduler.
- G. AIMS Skippers may organize Mate Sails. Skippers will reserve boat time with the Scheduler, and the Mate Sail will be listed on the website calendar.
  - 1. Interested Mates are to contact the Skipper directly by phone or email to sign-up for the Mate Sail.
  - 2. Mates may sign-up on the Wait List for a Mate Sail when the crew roster is full.
  - 3. The website calendar and Sail Time Allotment chart will be updated when the reservation is accepted.



- H. Independent Sails can be tentatively reserved with the Scheduler more than 2 weeks in advance of the Sail. Within 2 weeks Independent Sails can be confirmed.
- I. A Wait List can be created by the Scheduler for any Sail or Boat.
  - 1. If there is an opening on the crew list the day before a Training Sail or Mate Sail, those on the Wait List will have the opportunity to join the Sail.
  - 2. Mates who have not used their Sail Allotment Time for the month will have priority over Mates who have. Otherwise, persons on the Wait List will be called in first-come, first-served order.
  - 3. Skipper's on the Wait List for boats will be contacted, on a first-come first-serve basis, if a boat becomes available for the desired date, with preference given to those who have not used their Sail Time Allotment.



## IX. CRUISING REGULATIONS

*AIMS Cruising Skippers will be allowed to sign-out sailboats for overnight cruises. (NOTE: The overnight cruising will NOT be in effect during the summer of 2004. More information to come.)*



## X. DAMAGE AND REPAIRS

- A. Any participant who notices a defect, breakage, or loss of equipment while sailing must bring this to the attention of the Skipper or Trainer immediately.
- B. Damage to non-AIMS boats shall be reported, either directly or through an AII officer, to the ExCom, and, if required, to the appropriate Federal and/or State authority in accordance with their reporting requirements.
- C. When damage or loss occurs or is discovered, the Skipper or Trainer must report it to the Boat Manager promptly and make note of it on the Sail Report.
- D. Skippers or Trainers, in consultation with the Boat Manager, will be responsible for effecting prompt repairs, with the assistance of the Sail's crew, provided it is within their ability to do so.
- E. All major repairs and maintenance of AIMS boats and equipment shall be accomplished under the supervision of the Boat Manager.
- F. These rules shall apply whether or not the participant was negligent. Failure to comply with these rules, or to cooperate in repairing damage, may result in disciplinary action being taken.
- G. Where negligence or abuse is involved, the responsible party may be required to pay for any damages not covered by insurance.



## APPENDIX A: MINIMUM REQUIREMENTS FOR AIMS PROGRAM PARTICIPATION

Any person desiring to participate in the AIMS program must:

1. Be at least 18 years of age unless a waiver has been specifically granted by the ExCom.
2. Prove basic knowledge and skill as an intermediate sailor by:
  - a. Providing evidence of the successful completion of *any one* of the following courses within the preceding 5 years
    - i. Mystic Seaport Beginner & Intermediate Sailing or higher.
    - ii. US Sailing Small Boat Certification.
    - iii. US Sailing Basic Keelboat Certification or higher.
    - iv. American Sailing Association Basic Keelboat Certification or higher. *OR,*
  - b. Demonstrating such skills and knowledge to the satisfaction of an AIMS Trainer
3. Possess a CT Safe Boating Certificate (or CT Certificate of Personal Watercraft Operation) or its equivalent issued by MA, NY or RI



## APPENDIX B: AIMS STUDENTS – FEE SCHEDULE

Any person meeting the qualifications enumerated in Appendix A may elect to become an AIMS Student. Students may sign up for Training Sails on a fee-per-service basis.

1. The fee for a Training Sail is \$120.00.
2. The fee must be paid prior to participating in the Training Sail, *and a reservation is not guaranteed until payment is received.*
3. The fee may be paid by:
  - a. Sending a check, made payable to "Anderson Island Irregulars, Inc.", for \$120.00, sufficiently in advance of the Sail date to guarantee its timely receipt to:

Anderson Island Irregulars  
Sail Training Reservation  
PO Box 851  
Rocky Hill, CT 06067
  - b. Submitting payment, in cash, to the Trainer prior to boarding the boat.
4. Under no circumstances will a Student be allowed to participate in a Training Sail unless the fee is paid. Checks not received at the time of Sail will be returned and will require the Student to pay cash at the dock prior to boarding.



## APPENDIX C: REQUIREMENTS FOR AIMS MATES

Any person meeting the qualifications enumerated in Appendix A may elect to avoid paying fee-per-service charges by becoming an AIMS Mate.

In order to become an AIMS Mate a person must:

1. Become a member of Anderson Island Irregulars, Inc.
2. Become a member of the Mystic Seaport Museum.
3. Pay the annual maintenance and administration fee of \$300.00 by check made payable to "Anderson Island Irregulars, Inc."
4. Contribute, in each six-month period beginning annually on Feb 1, 4 hours of volunteer work by assisting in the maintenance of AIMS property or with some other activity or office designated by the ExCom.



## APPENDIX D: REQUIREMENTS FOR AIMS SKIPPERS

In order to achieve certification as an AIMS Skipper an individual must meet all of the following requirements.

An AIMS Skipper must:

1. Be an AIMS Mate in good standing (See Appendix C).
2. Successfully complete courses in Basic and Advanced Coastal Navigation courses taught by either the Mystic Seaport, USCG Auxiliary, US Power Squadrons, US Sailing Association or American Sailing Association
3. Successfully completed the Certification Requirements for Skippers by
  - a. Passing the written exam covering the dockside/general knowledge
  - b. Passed two Check Sails with two different Trainers covering the practical/on-the-water skills.
4. Skipper Candidates must pass the written exam before taking the Check Sails.
5. Candidates who fail to pass a check sail must retake that Check Sail with the same Trainer until successful. Only the failed portions need be retaken.
6. A Candidate may take the second required Check Sail with a different Trainer prior to passing the first Check Sail.
7. All written and practical tests taken towards Skipper certification will expire within one year of taking the written exam. Persons not achieving Skipper certification within that year will be required to begin the Certification process anew.
8. Any former AIMS Skipper, absent for less than two years, shall retain his/her former certification. Otherwise, he/she must retake the appropriate tests, or, upon petition, the ExCom may grant reinstatement of his/her former certification.



## APPENDIX E: SAIL TIME ALLOTMENT

The purpose of Sail Time Allotments is to provide equitable opportunities for sailing on AIMS boats to AIMS Mates. ***Note that an AIMS Skipper is by definition an AIMS Mate.***

1. Sail Time Allotments will be set by the ExCom after considering the number of AIMS boats available.
2. The current Sail Time Allotment for all Mates is 4 Sails during each month of the sailing season – June, July, August & September – only one of which can be a Saturday or Sunday.
3. Sail Time Allotments are reduced for each sail, at the time a reservation is made, when signing up as:
  - a. Crew on Training and Mate Sails.
  - b. Skipper on Mate & Independent Sails.
4. “No-shows” will be charged for the sail as if they were aboard.
5. Unused Sail Time Allotments expire at the end of each calendar month. Carryover of unused time is not permitted.
6. After using their allotted sail time, Mates may sign up for additional Sails in that month by using the Wait List system.

**SEE EXAMPLE ON NEXT PAGE**



Example of "Sail Time Allotment Chart" similar to what is posted on the AII website:

MATES	August Weekend	August weekday1	August weekday2	August Weekday3
John Doe	8/21 AM <i>Blissful</i> Training	8/24 PM <i>Blissful</i> Mate Sail	8/26 AM <i>Blissful</i> Training	8/26 AM <i>Blissful</i> Training
Jane Deer		8/26 AM <i>Blissful</i> Training		

Let's assume it is August 1, 2004, and John and Jane are signed up for the Sails in August shown above.

Meanwhile, on the Boat Calendar:

- There is a Training Sail on Saturday, August 14 that is full.
  - There is a Training Sail on Wednesday, August 30 that has availability.
- A. A quick review of the Sail Time Allotment Chart shows that John is signed up for 4 sails and has, therefore, used his August Allotment. He can still sign up on the Wait List for any Sail in August including either or both Training Sails on 8/14 and 8/30.
  - B. If there is still an open position on the 8/30 Training Sail on 8/29 and John is the only person on the Wait List, he will be able to join the Training Sail without it effecting his other August reservations.
  - C. Jane has not used her August Allotment. Unfortunately, she has a conflict with the Training Sail on August 30 and cannot take advantage of that opening. She is available on 8/14, but it is full. She can sign up on the Wait List for 8/14.
  - D. If there is a cancellation of a crew person for the Training Sail on 8/14 and both John and Jane are on the Wait List, Jane will have priority over John because she has not used her August Allotment. Jane will be able to join the 8/14 Training Sail and it will be added to the chart above as one of her August Allotments.



## APPENDIX F: SAILING AREA - DAYSAILING

Daysailing is confined to a specific portion of Fisher's Island Sound. The Sailing Area will be clearly marked on the chart contained in the NavPac. It is the obligation of every Skipper to stay within the boundaries.

1. Eastern Boundary:
2. Western Boundary:

MORE TO COME

## APPENDIX G: SAILING AREA – CRUISING

*Cruising will not permitted in 2004*

## APPENDIX H: FLOAT PLAN

*IN PROGRESS*

## APPENDIX I: PRE-UNDERWAY CHECKLIST

*IN PROGRESS*

## APPENDIX J: BOAT INVENTORY CHECKLIST

*IN PROGRESS*

## APPENDIX K: POST SAIL CHECKLIST & REPORT

*IN PROGRESS*

