

# Northern Lights Sailing Club Trip Policy



## SCOPE

The Northern Lights Sailing Club (NLSC) is organized exclusively to promote sailing activities and to provide fellowship for its members. It is the Club's goal to provide the best trips possible at a reasonable cost to its membership. This Trip Policy has been approved by the NLSC Board of Directors to facilitate the promotion of on-the-water sailing activities by its members.

## TRIP LENGTH DEFINITIONS

- Day Trip: A trip that departs and returns within a twenty-four-hour period and does not involve overnight sleeping accommodations.
- Weekend Trip: A trip operating for two or three days.
- Extended Trip: A trip operating over three days.
- Sleep Aboard: A trip in which participants use the vessels for sleeping. Vessels may be either chartered or owned.

## TRIP SPONSORSHIP DEFINITIONS

- Sponsored Trip: NLSC has organizational and financial control of the trip. NLSC Trip Policy applies. Two additional subsets of a Sponsored Trip are:
  - Shared Trip: A NLSC Sponsored Trip where the Board has invited another non-profit organization to participate. NLSC Trip Policy applies.
  - Cooperative Trip: NLSC jointly sponsors a trip with two or more non-profit organizations. The financial responsibility is shared pro rata among the organizations. NLSC Trip policy applies to NLSC members.
- Sailing Opportunity: A sailing event in which an NLSC member is participating. A "Sailing Opportunity" may or may not conform to the NLSC Trip Policy and strict quality guidelines. NLSC does not endorse, has no financial responsibility, or liability regarding a "Sailing Opportunity". Participation is at a member's own risk and due diligence of all aspects of the trip is recommended.

## SPONSORED TRIP POSITION DEFINITIONS

- Sailing Trip Coordinator: Chair of the NLSC Trip Committee and member of the Board of Directors. Responsible to oversee quality assurance of Sponsored trips and facilitate presentation to the Board for approval.
- Trip Chair: Plans (including obtaining required NLSC approvals), promotes, and executes a NLSC Sponsored trip. Must be a current member of NLSC for a minimum of one year preceding the proposed trip. The one year membership requirement may be waived if the Trip Chair is being mentored or the trip is being co-chaired by a NLSC member who has organized trips in the past. The Trip Chair may or may not be the skipper of a vessel used in the trip.
- Skipper: Has the knowledge, leadership and sailing skills necessary for the trip. Responsible for the safety of the vessel and all participants aboard the vessel. A skipper's command is the final operational authority over all crew and passengers aboard the vessel.

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- First Mate: Second in command of a vessel. Has the knowledge, leadership and sailing skill to support the Skipper. Prepared and willing to act as Skipper if original Skipper is incapacitated or voluntarily defers his/her authority.
- Crew: Participants in the trip. Expected to fully share in the safe operation of the sailing vessel up to the limit of their experience. Responsible for a Skipper's lawful order when on the vessel.
- Guest: An adult non-member who is invited by the vessel's owner or skipper and approved by the Sailing Trip Coordinator. May only sail on the owner's vessel. All trip fees apply to a guest.
- Adult: Any person who has reached the age of majority as defined by Minnesota Statute 2012 645.451 (presently 18 years old).

## TRIP PARTICIPANT REQUIREMENTS

- Sponsored Trips:
  - All participants must be a member of NLSC.
  - All participants must have signed NLSC's current Mutual Release of Liability and Indemnification form.
  - NLSC Guest Policy applies to Sponsored Trips.
- Shared Trips:
  - All participants must be a member of NLSC or adult members of the participating organization.
  - All participants must have signed NLSC's current Mutual Release of Liability and Indemnification form.
  - NLSC's Guest Policy applies to Shared trips.
- Cooperative Trips:
  - All participants must be a member of NLSC or adult members of the participating organization.
  - All participants must have signed NLSC's Mutual Release of Liability and Indemnification form.
  - NLSC's Guest Policy applies to Cooperative trips.
- Other Sailing Opportunities:
  - Participant affiliation is at the discretion of the Trip Chair.

## NLSC MINIMUM REQUIREMENTS FOR TRIP SPONSORSHIP

- Prior to approving a Sponsored Trip, the Board will review the proposal as well as the qualifications of the Trip Chair. The Trip Chair must meet these minimum qualifications:
  - Current member of NLSC

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- Be a club member for a minimum of 1 year preceding the proposed trip. The one year membership requirement may be waived if the chair is being mentored or co-chaired by a NLSC member who has organized trips in the past.
- Demonstrate positive interactions with other club members during club related activities.
- Other requirements may apply such as showing adequate financial responsibility and/or leadership on previous trips. Additional requirements may be at the discretion of the Sailing Trip Coordinator and/or NLSC Board of Directors.

## NLSC MINIMUM REQUIREMENTS FOR A “SAILING OPPORTUNITY”

- Prior to approving a trip for posting on the NLSC web site or advertised in NLSC communications mediums as “Sailing Opportunity”, the Board will ensure the trip sponsor meet these minimum qualifications:
  - Current member of NLSC for a minimum of one year preceding the sailing opportunity.

## SPONSORED TRIP OPERATIONAL POLICY

The following policy will be in effect for all NLSC Sponsored, Shared and Cooperative trips:

- Participants must be current members of NLSC or a Guest.
- A participant must be in adequate physical and mental health to handle on-board trip activities. A participant must inform the vessel’s Skipper of any limitations that may affect their participation or impact the trip.
- Understanding that the Board of Directors acts in good faith to provide the NLSC membership and their guests with quality sailing activities AND any sailing activity has an inherent risk of personal harm, each participant will sign a waiver indemnifying NLSC, its members and Board of Directors for any negligence actual or perceived resulting from the trip. The current indemnification agreement required to be a member of NLSC is satisfactory to apply to any Sponsored trip.
- Each participant must submit an Emergency Contact/Confidential NLSC Medical Information form to the Skipper prior to departure. This form will only be accessed by the Skipper with permission from the participant or in an emergency if the participant is incapacitated. The form will be returned to the participant or destroyed at the conclusion of the trip.
- All participants are expected to contribute to the safe operation of the vessel up to their ability and as requested by the Skipper. All participants may not be able to contribute equally, but all are expected to do their “fair share” of work including final cleaning as required by a charter company or owner.
- Socialization between trip participants is highly encouraged. Skippers of participating vessels should plan to anchor, moor or slip in the same general area each evening unless safety reasons override.

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- NLSC adheres to a zero-tolerance policy for use of illegal or controlled substances. Any participant caught using or in possession of such substances while on a trip will leave the trip immediately. Such persons are responsible for their own further transportation. No refunds will be made to persons leaving a trip because of the use of illegal or controlled substances. Exceptions apply to legally prescribed medications taken as directed.
- Alcoholic beverages shall not be consumed just prior to casting off or while under way nor may a member participate in sailing activities while under the legal influence of alcohol. Responsible use of wine, beer or spirits is allowable after all sailing/motoring activity is complete for the day. NLSC will not provide alcoholic beverages in any club event.
- Smoking will not normally be permitted in or on a vessel. The Skipper may designate a smoking area with unanimous concurrence from the participants.
- Smoking will not be permitted while in NLSC provided transportation to/from a sailing event.
- The Skipper or Trip Chair has the authority to remove any participant for unsafe or offensive behavior. Such persons are responsible for their own further transportation. No refund will be made to a person removed from a trip due to offensive or unsafe behavior. Any occurrence must be reported to the Sailing Trip Coordinator who must present the case to the Board. The Board has the authority to exclude the offender from future NLSC trips.

## YACHT DAMAGE

- Northern Lights Sailing Club will be responsible for damage deposits on Sponsored Trips. The damage deposit may be used for any accidental damage. The damage deposit will be returned to NLSC if it is not used.
  - If damage occurs due to Skipper or Crew negligence, the participants on the vessel will reimburse NLSC for the lost deposit up to the limit of the charter company's security deposit. The Commodore and Sailing Trip Coordinator will make the determination regarding the level of negligence.
- Northern Lights will not be responsible for damage deposits on non-Sponsored "Sailing Opportunities".

## VESSEL INSURANCE REQUIREMENTS FOR SPONSORED TRIPS

- Chartered Sailboat: Where a fee is paid for the use of the boat itself, it must have a minimum of five hundred thousand (\$500,000) dollars of commercial liability insurance.
- Personal Sailboats Greater than Twenty-Six Feet: Must have a minimum of five hundred thousand (\$500,000) dollars of liability insurance.

## TRIP PROMOTIONS

- A "Trip Night" will be held at least once per club year for Trip Chairs to promote approved trips.
- "NLSC" and the NLSC logo or burgee will appear on all NLSC Sponsored trip fliers unless the trip is a Cooperative Trip. Cooperative Trip Fliers will have "Individual Club Trip Policy Applies" in a prominent location.

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- Trip Chairs of “Other Sailing Opportunities” may not promote their event using NLSC’s name or logo, or burgee.

## VESSEL OWNER/SKIPPER GRATUITY

- A NLSC member who owns a vessel and who participates in a NLSC Sponsored or Shared sailing event may be afforded the following gratuity to offset the reasonable cost of operating his/her vessel:
  - Registration fee waived.
  - Reimbursement for mileage (trailer sailboats only) at a rate designated by the Trip Chair and approved by the Board.
  - Any launch or ramp fee incurred because of the event.
  - Reimbursement for slip fees. If a vessel is used at its home port, slip fees will apply equal to those fees tendered to visiting vessels.
  - A reasonable amount requested by a vessel owner and approved by the Board for expenses incurred if an owner repositions from a home port to the event’s marina via waterways.
- A Skipper of record who is properly Coast Guard credentialed (OUPV or Master) may receive up to a 50% discount on the registration fee. A non-credentialed skipper may not receive compensation in any form for his/her services rendered during a NLSC Sponsored event.
- Owner and Skipper gratuities, if allowed, will be covered by the trip participants as part of the trip’s total cost.

## GUEST POLICY

A Guest, as defined in SPONSORED TRIP POSITION DEFINITIONS, may participate in a NLSC Sponsored or Shared trip under the following conditions:

- A Guest is a non-member invited to participate by a vessel’s owner.
- A Guest is approved by the Sailing Trip Coordinator with consideration toward safety and space availability for NLSC members.
- A Guest may participate only on the owner’s vessel who takes sole responsibility for the guest’s actions and well-being.
- A Guest must sign the current NLSC Mutual Release of Liability and Indemnification form.

## SPONSORED, SHARED AND COOPERATIVE TRIP APPROVAL PROCEDURE

Members will use the following procedure when requesting Board approval for a Sponsored, Shared or Cooperative Trip.

1. Trip Chair plans trip.
2. Trip Chair submits NLSC’s Projected Activity Revenue/Expense Form to the Sailing Trip Coordinator for review.

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3. Sailing Trip Coordinator presents trip to the Board (the Trip Chair is encouraged to be present.)
4. Board approves request.
5. Trip is announced to membership via NLSC newsletter and other means of communication including any deadline for application.
6. Participating NLSC members send completed registration form along with appropriate funds as requested in the trip announcement.

## SPONSORED, SHARED AND COOPERATIVE TRIP FUNDING PROCEDURE

The following policies apply to Sponsored, Shared and Cooperative trips:

1. A reservation for an open position on a trip is recognized upon receipt of a deposit or full payment to the Trip Chair(s). Payment by check is preferred. A check held for a position on the wait list does not constitute a reservation. Checks MUST be made out to Northern Lights Sailing Club or NLSC.
2. Deposits for trips will be determined by the Trip Chair(s). The deposit will be a minimum of full payment for day trips, \$50 for weekend trips, and \$100 for extended trips.
3. Full payment for all charter trips will be required at least fifteen days before the date of deposit forfeiture by the charter company. This may mean final participant payments may be due months before the trip. If full payment has not been received by that time, the person in arrears will be treated as having tendered a cancellation of their reservation. For that reservation, the Trip Chair(s) may substitute a person from the waiting list. The Trip Chair(s) may adjust the payment schedule (with Board approval), but such payment schedule must be well advertised in fliers and presentations.
4. Full payment for non-charter trips is at the discretion of the Trip Chair.
5. Boat cleaning charges against a boat are the sole responsibility of the vessel's crew.
6. Close-out Financial Statement: The Trip Chair(s) shall submit the trips final financial statement to the Sailing Trip Coordinator within thirty days of its conclusion.
7. Refund of Trip Surpluses: If a trip has a surplus of funds once all expensed are finalized, the NLSC Board will make the decision as to the distribution of these funds. Based upon input from the Trip Chair(s) and the amount of funds available, the Board may decide to: A) provide a pro rata refund to all trip participants, or B) provide a refund to canceled participants in consideration of extenuating circumstances, or C) if less than ten dollars per person, absorb the surplus.
8. All outstanding charges must be remitted by member participants within 30 days of notification. If a participant does not pay for their share of the charges stemming from the trip, they will not be able to participate in future activities for any type of trip or event until outstanding charges are paid. This will include incidental charges that are calculated after the trip is completed. It is the responsibility of the Trip Chair(s) to specify anticipated incidental charges as completely as possible. As examples, incidental charges may include slip fees, mooring fees, fuel, etc.

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9. For Weekend or longer trips, if the Trip Chair(s) has not received full payment from the number of budgeted for participants by the payment deadline referred to in #3 above, boat(s) may be canceled. Alternatively, the current trip participants may be offered the option to increase their cost in order to offset the lower occupancy. Such additional cost will be shared equally by all trip participants.

## TRIP NIGHT

NLSC will host a Trip Night during one of its regular meetings. Process and procedure is at the discretion of the Sailing Trip Coordinator and as approved by the Board.

## MUTUAL RELEASE OF LIABILITY AND INDEMNIFICATION

All participants of Sponsored, Shared and Cooperative trips will sign NLSC's Mutual Release of Liability and Indemnification document located in NLSC.org. A member who signs the form when joining NLSC or renewing their membership need not sign the form again for a specific trip. All Guests must sign NLSC's Mutual Release of Liability and Indemnification prior to participating in an on-the-water event.

## TRIP POLICY REVISIONS

Prior to going into effect, revisions to this Trip Policy must be published in the club newsletter, via club e-mail distribution list, via a special mailing to all members or in any manner which ensures all current members will receive notification.

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## TRIP POLICY REVISION LOG

REVISION DATE	REVISION PAGE	DESCRIPTION
October 25, 2016	All	<p>New Trip Policy.</p> <ul style="list-style-type: none"> <li>• Modified or added numerous definitions</li> <li>• Added Sailing Opportunities and deleted references to Endorsed Trips</li> <li>• Defined Trip Participant Requirements</li> <li>• Defined requirements for trip sponsorship for Sponsored Trips and Sailing Opportunities</li> <li>• NLSC is responsible for covering Sponsored Trip yacht damage deposits.</li> <li>• Defined minimum yacht insurance for Sponsored Trips</li> <li>• Describes how Sponsored Trips will be promoted</li> <li>• Defines Sponsored Trip vessel owner/skipper gratuity</li> <li>• Establishes NLSC's guest policy on Sponsored Trips</li> <li>• Defines the Sponsored Trip approval process</li> <li>• Establishes a Sponsored Trip funding procedure</li> <li>• Requires a Trip Night to be executed</li> <li>• Requires all participants of a Sponsored Trip to sign NLSC's Mutual Release of Liability and Indemnification document</li> <li>• Requires communication with NLSC members before a change in Trip Policy can go into effect.</li> </ul>
Dec 16, 2016	4 of 7	Added the paragraph titled: VESSEL INSURANCE REQUIREMENTS FOR SPONSORED TRIPS
	5 of 7	Removed vessel owner's free membership if they use their sailboat for three or more Sponsored events.
April 17, 2018	5 of 7	<p>Modify Skipper compensation to reflect Coast Guard Regulations.</p> <p>Clarifies that any owner/skipper gratuity will be covered by the participants.</p>