# Sail Nauticus Membership Handbook

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Norfolk, Virginia 23510

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## Welcome to Sail Nauticus!

Sail Nauticus is a Norfolk-based, nonprofit community sailing center unlike anything else in the Hampton Roads region. Our mission is to inspire, instruct, and impact Hampton Roads residents through the use of sailing and maritime sciences.

As a Sail Nauticus member, you gain access to our fleet of Harbor 20 sailboats and can learn to sail, participate in races, or simply sail and socialize with your fellow members or your friends and family.

As a member your annual dues not only give you access to our programs, vessels, and incredible community, they also help fund our after-school program--“Sail Nauticus Academy.” This program takes place each September-June and allows us to share our love of sailing, teamwork, and science, with middle school students from Norfolk Public Schools.

This handbook is designed to help you better understand the policies of Sail Nauticus and allow you to make the most of your membership! Learn about additional membership benefits, how to reserve a Harbor 20, and review important information about the “dos and don’ts” so that you can fully enjoy your time on the water.

Thank you for your support and membership.

Sarah Linden-Brooks

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# Sail Nauticus Membership

## Membership Details, Benefits & Perks

Membership is valid for one year from the date you enroll, is limited to individuals 18 years of age or older, and grants you access to:

- Sail Nauticus's fleet of Harbor 20's
- Member social events and racing
- Discounted classes and exclusive clinics
- Membership email updates on events and activities at SN

**US Sailing Courses Discounts**

Members receive 15% off the US Sailing Learn to Sail course.

**Nauticus Membership Discount**

Another great perk of Sail Nauticus membership is that the Nauticus museum is right in our own front yard! Sail Nauticus members receive 20% off any Nauticus membership. Enjoy access to exhibit previews, special events, BB-64 Cafe discounts and plenty more! Please contact us directly for the promo code.

**Children's Summer Camp Discount**

Our summer camps welcome children from age 8 to age 15. Beginners learn how to sail in Sail Quest, and learn advanced skills and navigation in Sail Voyagers. Member's children and grandchildren receive 10% off.

**Sailing Library**

Sail Nauticus has a great sailing library. Members are able to borrow books at no cost. Please sign out books using the blue binder. Books must be returned or renewed in 30 days.
Our library is ever growing and accepts relevant donations.

## Events

Sail Nauticus hosts over one hundred member activities throughout the year. These range from sailing activities like social sails, full moon sails, and skill clinics, to shore based events like the meet 'n greet potluck and navigation classes.

## Membership Levels

**Crew**

Any level of sailing experience. Crew level members can participate in all member events. However, you need a Captain level member to take out a boat.

**Captain**

Must know how to sail. Sail Nauticus captains must demonstrate proficiency by passing the Sail Nauticus Captain's Test. Captain-level members are able to schedule sailing experiences on

their own desires within our operational hours. For additional information on scheduling see "Open Sailing Hours--How to Reserve a Boat."

*All memberships are a one year commitment and a one-time, $100 Initiation Fee is required from all new members. Please see the website for current pricing.

## Captain's Test - Procedure

When a member feels ready to take the Captains test, they should email info@sailnauticus.org or annabelle.wax@norfolk.gov to schedule their written and practical exam tests will be scheduled depending on staff availability.

## Captain's Test - Subject Matter

1. Written Test
    - 35 questions, multiple choice
    - 85% or better to pass
    - The following subjects are covered, within the scope of our sailing area and our boats:
        i. Reading a chart
        ii. Steering with the sails
        iii. Depowering/ reefing schedule
        iv. Understanding current and tides
        v. Navigational rules
        vi. Weather information
        vii. Sail trim
        viii. Emergency procedures
        ix. Sail Nauticus policies
2. Practical Test
    - A SN Manager or Instructor will serve as crew for the practical exam. The SN manager will not purposely cause problems, nor will he or she help you figure something out. He/she is there to trim the jib and help with dock lines, fenders, etc.
    - All of the following skills must be successfully executed, in order:
        i. Rig the boat
        ii. VHF radio check
        iii. Demonstrate use of the outboard, then stow the engine
        iv. Tack and Jibe
        v. Man overboard drill
        vi. Reef
        vii. Derig the boat

**Captains' Test Requirements - Continued on next page**

- Tie the following knots: Bowline, cleat hitch, figure eight, rolling hitch, round turn and two half hitches, square knot
- If any skill(s) are not executed successfully, a plan of improvement will be discussed after returning to the dock.

## How can I become a better Sailor?

**Mentoring**
Mentoring is free, and available only to members.

This program is designed to help crew who are interested in becoming captains. To sign up, email info@sailnauticus.org, including your sailing availability and your experience. If there are open slots for mentorship, you will then be matched with a mentor based on sailing schedule. Mentors are a trained volunteer group of Captain level members who are interested in helping the sailing center grow.

**Private Lessons**
Our instructors are available for private lessons. Email info@sailnauticus.org for information on rates and to book your private lesson.

**Basic Keelboat Certification**
Sail Nauticus is an accredited US Sailing School. Our 20-hour learn to sail classes are a great way to learn all the skills needed to sail our boats. Students will receive a one year membership to US Sailing and, upon successful completion, a Basic Keelboat certification. *Members receive 15% off tuition.*

**Time on the Water**
The best way to become a better sailor is to spend time on the water. Please be sure to participate in our member events and go sailing often.

## How Can I Go Sailing?

**Events Calendar**
Please check the Member Events calendar at SailNauticus.org to see our upcoming events including social sails, racing, and more! Upcoming events are also highlighted in the e-blast member newsletter.

**Connect with Fellow Members**

1. **Membership Directory** - Browse and contact fellow members directly through our Member directory or Captain directory. Just visit their profile to send them a message.
2. **Membership Forum** - Post in our forum with the day/time that you're looking to go out.
3. **Facebook Group** - Join our Facebook group! Captains and Crew both post in this group if they are looking to go sailing.

## Open Sailing Hours - Sailing Reservations

Open sailing hours can be found on the website and in the member emails.

Sailboats may be checked out for a maximum period of two hours. Permission may be granted for longer sails if requested. Reservations must be made 2 hours in advance.

Open sailing is not allowed during these member events: Social Sail, Monday Night Racing, Full Moon Sail.

## How to Reserve a Boat

Reservations can be made through our Reservation Calendar at SailNauticus.org by Captain level members. Current operating hours are available in the member newsletter and on SailNautius.org.

**Reservations must be made 2 hours in advance**. Same-day reservations **must be made no later than 4 p.m., and this applies to sailing year-round.** Reservations made after 4 p.m. do not guarantee the sailing center will be open. Ex: if you want to sail at 6:30 p.m. on a Saturday, your reservation must be made by 4 p.m. that same day.

Sail Nauticus Staff have the right to alter/delete a reservation that falls outside the normal operational hours or is made less than 2 hours in advance.

**Use your name as the event title!** Please enumerate the crew or guest names in your reservation. This lets us know who is coming in case we need to contact you. Also make sure your Crew have all signed our Adult Waiver or Youth Waiver if they are under 18 years old.

### How to Cancel a Reservation

If you need to **change/cancel** your reservation, you may do so on the Reservation Calendar or by calling our main office at 757-823-4242. If we are away from our desks please leave a message. Captains can select the reservation they created, and use the event setup to adjust date/time. To cancel your reservation, please make it "private." This will remove it from the calendar. Please cancel reservations with as much notice as possible.

### Guest Policy

Members are allowed to bring guests at no charge. Guests must be accompanied by a member and are unable to participate in Skill Clinics or Monday Night Racing. Guests are able to attend other member events at the discretion of the staff.

SN Captains must ensure that their guests have signed our waiver (available at sailnauticus.org bottom right hand side of webpage). Members are responsible for their guest’s behavior and

safety. Unruly, boisterous, and/or dangerous behavior may result in the suspension of the members' sailing privileges.

## Emergency Procedures & Guidelines

If you ever experience trouble underway, the first thing you should do is sail or motor out of the channel to a place that is safe from traffic. Below are safe areas in part A. Notice that any area free from shallow water or hazards that is also outside of the channel may be satisfactory. Wind direction and wave trains are other considerations.

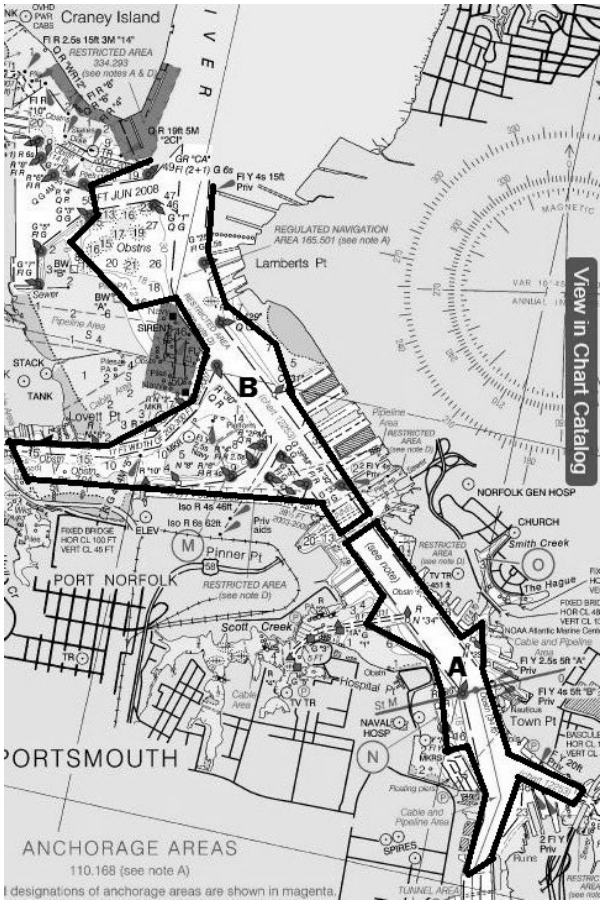
- Try to anticipate situations before they become emergencies. Many situations can often be prevented. Get the boat under control, prevent any additional injuries or boat damage, and try to reduce further risks.
- Be pro-active. "Doing nothing" often results in the deterioration of conditions. Make and execute your decisions with the safety of the crew and the boat in mind.
- Get the attention of SN staff by using your VHF marine radio or cell phone.. If needed, hail a nearby boat and have them radio the Sailing Center on 71.
- Assess the situation and try to resolve any equipment problems. You may be able to sail back to the dock depending on the condition of the boat or type of equipment failure.
- For minor  injuries while underway, use the safety kit located on each boat. Again, you may be able to sail back to the dock and get medical attention depending on the condition of the injured. However, in the event of an emergency, hail assistance immediately.
- All SN members are required to notify SN staff in the event of any sailing accident, injury or equipment failure. Staff must document all accidents and injuries.

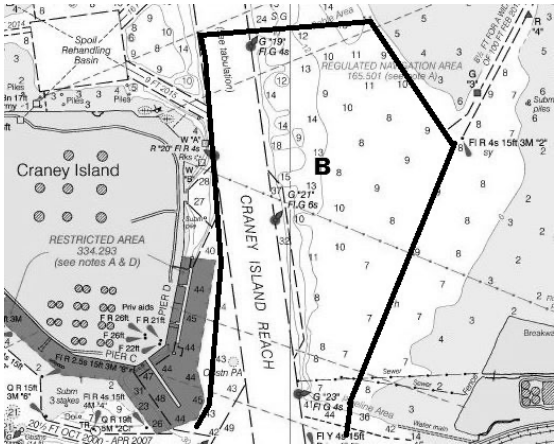
**Emergency Equipment**
Each vessel contains a Orange or Red Watertight Box containing:

- Emergency Plan + Contact Numbers
- Map of Sailing Bounds
- Whistle
- First Aid Kit & Foil Blanket
- C-light
- Anchor located in the port forward bench compartment
- Manual Bilge Pulp in Lazarette
- Type IV Throwable PFD
- Paddle

**Sailing Area**
The sailing area is split into two parts, A and B. Captains may be limited to section A due to weather, personal ability, season, or as SN sees fit.

Section A is limited by Ocean Marine to the south, the Berkley Bridge to the east, the shoals of Crawford Bay and Scotts Creek to the west, and the midtown tunnel to the north.
Section B extends beyond the midtown tunnel to buoy Green 19 east of Craney Island. The eastern and western borders are laid out in respect to shallows and restricted areas. The furthest western border is the West Norfolk high rise bridge.




**Voyages | Procedure for sailing outside of regular sailing area**
If you would like to sail outside of these boundaries, you will need to make a float plan with a full time staff member prior to departure. For additional details as we develop this program, please see a full time manager

**Drug and Alcohol Policy**

No recreational drugs or alcohol are permitted on Sail Nauticus boats or on the dock.

Use of alcohol or cannabis before or while onboard  boats will result in suspension of sailing privileges.

Smoking is prohibited on the dock, boats, in the offices, and in the pavilion.

**VHF Radio Procedure**
No boat can leave the dock without a radio onboard. A radio check must be performed before leaving the dock, and will serve to inform the center what boat you are taking. The radio must be on, turned to an audible volume for the conditions, and scanning channels 13, 16, and 71. SN Captains must provide their own handheld VHF radio. If necessary, a radio can be borrowed.

Here is an example of a radio check:
“Sail Nauticus, Sail Nauticus, this is Stripes doing a radio check. Do you copy?”
“Stripes, this is Sail Nauticus. I hear you. Have a good sail!”

Alternatively:
“Sail Nauticus, Sail Nauticus, this is John Doe on Stripes doing a radio check.”
“Thanks, Stripes. I read you loud and clear, can you hear me?’
“Stripes Copy”

**Life Jackets**
Personal Floatation Devices (PFD’s) must be worn and properly secured while on SN docks and boats at all times. SN supplies Type III PFD’s for you and your guests. You may use your own US Coast Guard approved Type I, II & III. Self-Inflating Type V PFD’s can be used with the exception of the “Fanny Pack” Type V.

Life vests/ PFD’s will always be worn while on the dock and in the boat.

**Boat Minimum & Maximum Capacity**
In order to leave the dock, the boat must have:

- One Captain member
- One Crew member or a guest at least 12 years old

Maximum people onboard: 5 adults or children

Single handing is not allowed. SN reserves the right to restrict, or not allow, Captains to check out boats based upon their crew and other factors.

**Weather & Wind**
Sailing is not allowed in winds over 20 mph or gusts over 25 mph. Managers on Duty may recommend or require reefing at their discretion. Expect to reef if winds are sustained over 15mph. Weather determinations may be impacted by other conditions including tide, wind direction, and recent storms. During the winter, this limit is lowered to 15mph and gusts of 20mph. SN reserves the right to cancel sailing at any time.

SN Captains are responsible for evaluating the weather conditions and exercising discretion.

**Commercial Ship Traffic**
Whenever a commercial ship is within 1 mile of your boat, you must stay out of the channel as much as you safely can.

**Boat Log & Incident Reports**
Captains must use the boat log and include all souls on board. This guarantees we know who is on which boat.

SN Captains must report ALL accidents, injuries, and collisions to a manager. Captains are responsible for "checking in" at the boat log. Failure to report any incidents may result in suspension of privileges. Staff must complete an Incident Report for documentation purposes. If you are involved in ANY type of collision with a boat, seafloor, wall or other obstruction, you must report it to a manager – no matter how insignificant you believe it was. Incident reports will be reviewed and may require additional action on the part of SN staff including possible loss of rating and/or sailing privileges.

Damage to the boats will be reviewed by SN staff to determine if negligence was a factor. Captains are responsible for negligent damage up to $1,000.

**Other Rules**

- SN boats may not be used for any fee-for-service based activity unless it is conducted by SN staff.
- Swimming is not allowed
- Do not go on the foredeck unless the boat is tied up at the dock and the jib is furled.
- Pets are not permitted on the boats. Animals on SN grounds must be leashed and supervised. You must clean up after your pets.

**Please use common sense. It is impossible to list every rule that governs sailing and water safety in this handbook. SN needs to monitor and limit certain behavior to ensure the safety of all participants and local boat owners. Please ask the staff if you are unsure about any aspect of SN procedures.**

# FAQ

**How long does it take to graduate from Crew to Captain?**
If you have decided that you want to go for the freedom and status of a captain, then it boils down to how quickly you learn and how often you practice. We have had multiple members graduate from zero knowledge of sailing to captain level in a few months because of their determination and zeal, but it is more common to take an entire season or even longer.

**Is there a guest charge?**
No, but guests must be accompanied by a member, and are not allowed to take skill clinics.

**Can I take my family sailing?**
Please do. As a community sailing center, we encourage families to take part.

**What is the availability of the boats?**
Whenever we are open (check website for seasonal hours).

**How far in advance should I book the boat?**
As little as two hours beforehand is often enough, but the more notice, the better, especially if you are looking for a crew or a captain.

**Can I sit on the gunwale?**
Please stay inside the boat.