

# Boat Reservation Rules

*Notes for this English translation, 6 July 2020:*

- i) This English translation is made for convenience only. The Finnish version is the official version of these rules.
- ii) Some Finnish terms have been added in parenthesis ( ) for clarification.

## 1. General

- 1.1. The intended purpose of these rules is *regulating boat reservations* and they apply to the *keelboats* owned by Teekkaripurjehtijat ry. Separate rules apply to the club's dinghies. These rules replace all earlier keelboat reservation rules.
- 1.2. These rules also cover the requirements considering skipper applicants, as well as the rights and responsibilities of the skippers.
- 1.3. In matters regarding boat reservations, these rules are interpreted by the general meeting of the association (yhdistyksen kokous). In other matters the rules are interpreted by the board of the association, who must make decisions honestly and justly and adhere to good seamanship. The compliance is supervised by the board.
- 1.4. These rules must be accessible to all members. Communication in matters regarding boat reservations should be open and happen both via the association's web-page and email.

## 2. Definitions

**For these rules, the following definitions apply:**

- 2.1. *Skipper* is the commander of a boat, who has either first mate's or captain's permit in the club.
- 2.2. *Club* or *association* refers to Teekkaripurjehtijat ry.
- 2.3. *Dinghy* is a boat with no cabin.
- 2.4. *Special reservation* is an extra reservation that the board can make eg. for PR-purposes after the skippers' meeting.
- 2.5. *Alliance* is a reservation group formed by two or more club members, whose work hours are added together.

- 2.6. *Sailing season* starts from launching of the boats and ends to the lifting of the boats.
- 2.7. *Offshore boat* (avomeripursi) is a keelboat suitable for more demanding sails.
- 2.8. *Coastal boat* (rannikkopursi) can make short offshore sails near the coast.
- 2.9. *Inshore boat* (saaristopursi) is mainly meant for sailing in the shelter of the archipelago.
- 2.10. *Bee year* (talkoovuosi, “talkoo-year”) starts when the returning period for the bee hour lists ends, and ends at the corresponding time next year.
- 2.11. *Tempaus hour* is a work hour defined as tempaus by the board.
- 2.12. *Work hour (bee hour)* is one hour of work done for the club.
- 2.13. *Reservation maker* is a member or alliance making a reservation.
- 2.14. *Guard hour* is one hour of guarding in a harbour designated by the club.
- 2.15. *Weekend* consists of Friday, Saturday and Sunday.

### **3. Common sailings of the association**

#### **Common sailings and competitions**

- 3.1. All members are entitled to participate to the common sailings of the association. The sailing organizer or the board must announce these sailings beforehand. Enrollment must be open for all association members. If the number of participants is limited, the participants must be chosen in the order of enrollment. The skipper of a common sailing is entitled to choose their first mate for the sail.
- 3.2. Each member has the right to reserve one spot for one member, unless the board announces otherwise. Reservations violating this rule must be cancelled if requested.
- 3.3. Introductory sailings are common sailings where also others than club members can participate. The board instructs about the enrollment for introductory sailings.
- 3.4. Competitions are common sailings, with a purpose of enabling the members to familiarize with competitive sailing.

## **Sail trainings and pre-requirements**

- 3.5. The board has a right to set pre-requirements for the common sailings. These situations can be eg. common sailings reserved for skippers in training, for instructors of a sailor course, or for attendants of a skipper exam. For competitions, pre-requirements like sufficient sailing experience or a VHF-radio licence can also be set. If the pre-requirements are filled and there are empty seats in the boat, they must be filled with an open enrollment among the members.

## **Signing up for common sailings**

- 3.6. The board announces the enrollment practices for the common sailings annually. Usually the enrollment happens via email or by using an electronic enrollment system. The events are announced in the members' email list.

## **4. Skipper's permits**

- 4.1. Primary members (varsinainen jäsen) of the association can be granted skipper's permit, boat reservation permit, or both. Skipper's permit and boat reservation permit can be granted also for other members for a set period of time. The permits are granted by the board.
- 4.2. Reservation permit can be granted when a member or alliance entitled to it has a certain number of work hours approved by the board. The work hours are discussed in section 5.
- 4.3. When a primary member (varsinainen jäsen) becomes external member (ulkojäsen), their previously acquired skipper's permit remain.
- 4.4. Members with skipper's permits are either first mates or captains. A first mate has the right to act as a skipper for the association's inshore boats (saaristopursi) to which they have been introduced. A captain has the right to act as a skipper for the association's inshore boats (saaristopursi) and coastal boats (rannikkopursi) to which they have been introduced. An introduction can either be a skipper exam taken on the boat in question, or a separate introduction given by a person approved by the board. The competence requirements for offshore boats (avomeripursi) are determined by the general meeting of the association.
- 4.5. Decisions about classification of the club's boats to coastal boats and inshore boats, minimum crew, and offshore legs allowed without board's approval are made annually by the board after considering the condition of the boats.

4.6. A member receiving first mate's permit must meet the following criteria:

1. the member must have passed an inshore navigation exam (saaristomerenkulun tutkinto)
2. the member must know how to use a marine vhf radio
3. the member must either pass club's own skipper's exam or they must have passed PORY's inshore- or coastal skipper's exam, or a corresponding one
4. if requested, the member must be able to demonstrate the board or a person assigned by the board their capability to handle an inshore boat in challenging situations, to use judgement in all situations, and to take care of the safety, working condition and cleanliness of the boat and crew, both at sea and at harbours.

4.7. A member receiving captain's permit must meet the following criteria:

1. the member must have passed a coastal navigation exam (rannikkomerenkulun tutkinto)
2. the member must have passed PORY's coastal skipper's exam, or a corresponding one
3. it's recommended that the member has taken a basic first aid course
4. it's recommended that the member has a marine vhf radio licence
5. if requested, the member must be able to demonstrate the board or a person assigned by the board their capability to handle a coastal boat in challenging situations and to sail in coastal conditions
6. the member must have successfully acted as a first mate for at least one year.

4.8. For justified reasons, the board can grant captain's permit without 4.7.2 and 4.7.6 for a member who indisputably has the capabilities to act as a captain in the club.

4.9. The captain's and first mate's permits are applied for from the board in writing. After meeting the above mentioned first mate's criteria and applying for the first mate's permit, a member can, with the commodore's or vice-commodore's permission, act as a skipper for those inshore boats to which they have received an introduction, until the board has addressed their application. Similarly, after meeting the above mentioned captain's criteria and applying for the captain's permit, a member can, with the commodore's or vice-commodore's permission, act as a skipper for those coastal boats to which they have received an introduction, until the board has addressed their application.

4.10. A skipper has the right to hold the boats' keys. A key is handed to the skipper against a 20 euro key deposit. When giving up club membership, a skipper must immediately return their keys. Club treasury is responsible for matters regarding the keys.

- 4.11. A holder of a reservation permit is entitled to reserve the boats according to these rules for their own use.

## 5. Boat reservations and reservation permits

- 5.1. Boat reservation permits are automatically granted for members that filled the following criteria during the past bee year, or during an approved transferred period:
1. each reservation maker must have completed at least 20 work hours
  2. the reservation maker must be a primary member (varsinainen jäsen) of the association and/or a skipper, and
  3. each skipper must have participated to an introductory sailing as discussed in section 5.3.
- 5.2. If the reservation maker couldn't meet the criterion 5.1.3 for a justified reason, they can compensate for it in a manner announced by the board. Boat reservation always requires the criterion 5.1.1. to be met. A member who isn't a primary member or a skipper can apply for a reservation permit from the board, but criterion 5.1.1 must always be met.
- 5.3. The following principles are followed in the introductory sailings of captains and first mates:
- Each captain and first mate hosts an introductory sailing once during a bee year. The introductory sailings are tracked in the member register.
  - As the reservation permits are granted in the skippers' meeting, it is checked that the skipper has hosted an introductory sailing during the previous season. If not, the board can deny them the reservation permit.
  - If the introductory sailing wasn't held due to a force majeure or lack of participants, it counts as completed.
  - The board aims to arrange everyone a possibility to host their own introductory sailing, with additional reservations if necessary. If this isn't possible, the board can grant the marking for participating a sailing as a first mate.
  - If a skipper must cancel their introductory sailing, they have a preferred position in participating to another introductory sailing as a first mate, if the replaced first mate is not a skipper gaining their introductory sailing marking.

- An introductory sailing can be compensated by holding one training session for the skipper school.
- 5.4. If a multiplier is applied to the work hours, the board makes a decision and announcement about it beforehand. For the time being, the tempaus hours are given a permanent multiplier of 2.
- 5.5. Each member is responsible for keeping track of all their completed duties in their own bee hour list. The lists must be returned two weeks before the spring's skippers' meeting in a manner announced by the board; the board can reject lists returned after this. If the hours should be counted for an alliance, this must be marked in the bee hour list.
- 5.6. A member can apply for transferring their completed duties to the next season from the board. The transferred work-, tempaus-, and guard hours are multiplied with 0.7. Over one year old duties where a transfer application has not been made can be rejected.
- The work hours (bee hours) from the bee season 2 May 2019 - 31 May 2020 may be transferred to the next sailing season 2021 in full. The work hours transferred from previous years to the sailing season 2020 may be transferred to the next sailing season 2021 with factor 1.
- 5.7. A written application to the board must be made about arrangements that differ from normal boat booking practices. The application must be returned at latest at the returning of the bee hour lists. The board can speak out on these applications, but the decisions are made by the skippers' meeting.
- 5.8. If the skippers' meeting has given the board a permission to make special reservations, the board can make them after the skippers' meeting. Multiple special reservations can exist at the same time. The board must make sure that the special reservation brings the club clear financial benefits, fame or glory. Special reservations can't be made for the board's own use nor given as a reward.
- 5.9. After receiving the bee hour lists, the board decides about:
- the beginning and end of the reservation season, individually for each boat if need be
  - the maintenance and lifting days of the boats
  - common sailings
  - competition days
  - training days
  - tempaus sailing days
  - their own reservations: the board is entitled to four free weekends, at maximum, of which at maximum two can be during June-July. The board reservations can be used as incentives for club officials or for representation purposes

- the possible flexibility with the timing of each maintenance, common sailing, competition and their own reservation days
  - the value of multiplier Y in the range 0.6 - 0.95
- 5.10. After this the board goes through the bee hour lists and, based on the accepted work hours, calculates the reservation days of each reservation maker as follows:
- minimum hours (20 h) entitle a reservation maker to three reservation days
  - after this, the remaining days are divided in proportion to the completed work hours as follows:
  - accepted work hours of each reservation maker are counted, and minimum hours (20 h) are subtracted ( = A )
  - every reservation maker's hours surpassing minimum hours are added together ( = B )
  - the amount of reservable boat days is calculated ( = X )
  - ( Y \* X ) - ( the number of reservation makers \* 3 days/reservation maker ) = C is calculated
  - the price of reservation day is calculated: D = ( B / C ) rounded down to the nearest integer
  - a reservation maker gets a total of days: 3 + ( A / D ) rounded down to the nearest integer
- 5.11. Based on these calculations the board composes a sailing season schedule, and the reservations are made based on it.
- 5.12. Loss of sailing days, if caused by breakdown of a boat, can be compensated with the board's decision for alliances that lost the days without their own cause. The lost days are converted back to hours according to the current season's reservation day price with a multiplier of 0.7. The alliance can thus use the hours for their advantage in the next spring's skippers' meeting. Also the reservation fee of lost days is reimbursed to the alliance.
- 5.13. A reservation day begins at 10:00 am and ends the next day at 10:00 am, unless the reservation makers agree otherwise.

## **6. The meeting for TRIP voyage (long summer sail)**

- 6.1. Before the skippers' meeting, a meeting about TRIP voyage is held. The purpose of TRIP voyage (a long summer sail) is to offer the club members a possibility to explore more distant areas of the Baltic Sea.

- 6.2. In the beginning of the meeting, wishes of each participant regarding the timing, crew and leg to sail are heard. The length of a leg is one week unless agreed otherwise. After this, preliminary crews are formed.
- 6.3. Each crew must have at least two skippers, at least one of whom must be a captain. The crew must also have sufficient amount of reservation days at their use. The TRIP voyage is arranged as one continuous voyage, unless broken by Hanko regatta.
- 6.4. The reservations should be made in agreement. If an agreement about conflicting wishes can't be reached, the crews' combined work hours are decisive. Finally, the amount of reservation days used are subtracted from each crew.

## 7. Skippers' meeting

- 7.1. The skippers' meeting is held after the meeting for TRIP voyage. Only those members who have no unpaid payments to the club are entitled to participate. The meeting covers at least the following issues:
  - commodore's review
  - events of the sailing season
  - introductions of the new skippers
  - issues regarding the use of the boats: reservation fees, monitoring of the boats' condition, obligation to announce the cancelled reservations
  - recap of the reservation practices
- 7.2. Reservations:
  - in one round, a maximum of five consecutive days can be reserved
  - in one round, a maximum of three inconsecutive days can be reserved
  - weekends (Fri, Sat, Sun) can not be broken
  - unused reservation days are invalid
- 7.3. The reservations are made round by round in the order of the work hours completed by each reservation maker. The days used for the TRIP voyage have no effect on the reservation order.
- 7.4. All reservation makers with more than 50 work hours participate to the first round. The members participating to TRIP voyage don't make reservations at the second round. Reservations are made until everyone has used their reservation days. Extra rounds can be held after this.
- 7.5. Each member making reservations can only have two unused extra reservations at a time. When an extra reservation has been used, the member can make a new one. With vacant days that are less than one week

ahead, number of the reservations is not limited. A reservation means one consecutive reservation with max length of 5 days made at one time, or 3 inconsecutive days.

- 7.6. Cancelled reservations and days left unreserved after the skippers' meeting can be reserved by members with reservation permit. All reservations and cancellations must be announced in the skippers' mailing list and updated to the calendar. If a member cancels their reservation at least two (2) weeks in advance, the reservation fee will be refunded in full. If a member cancels their reservation later than this, the reservation fee will not be refunded.

## 8. Compliance with the rules

- 8.1. The person reserving a boat is responsible for ensuring that the boat is commanded by a capable skipper.
- 8.2. The skipper is responsible for ensuring that the boat always has at least minimum-, but always a capable crew. The skipper is responsible for, according to the legislation, the damage and accidents caused to the boat, its equipment and the crew. The skipper must comply to the separate boat usage rules that might be set by the board and fill their requirements.
- 8.3. In case of an accident, the board must immediately be notified. The board can require the skipper to deliver an account of the accident (meriselitys) and take actions that it views necessary.
- 8.4. In cases of abuse or breaching the rules, the board can:
  - demand compensations
  - cancel skipper's permit temporarily or permanently after hearing the member. The decision and its justifications must be presented in the next general meeting of the association.
  - suggest suspending a member from the club in a general meeting of the association
- 8.5. These rules have been created for the purpose of avoiding disagreements, not causing them. The rules also point out the responsibility of the skipper. When in conflict, national and international orders of authorities precede these rules. May these rules be followed according to the traditional good seamanship and let them be developed when necessary.
- 8.6. These rules have been accepted in the general meeting of Teekkaripurjehtijat ry on 4.6.2020 and they come into effect immediately. The rules can be changed in a general meeting of the association, if necessary; in this case this must be announced in the notice of the meeting.

# **Other Guidelines**

These Guidelines were agreed in the Skipper's Meeting 4 June 2020. Guidelines are separate from Boat Reservation Rules.

1. The Skipper's of the Club are obliged to hold one (1) common sailing, introductory sailing or training session for the skipper school in the sailing season 2020.
2. It is forbidden to sail more than 24 hours in the open sea on the Club's keelboats without a separate approval of the Board.
3. Members are obliged to inform the Board about sailing abroad on the Club's keelboats.