

# Boat Reservation Rules

Notes for this English translation, 01 June 2021:

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 parentheses ( ) 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 towards the club.
- 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. *Club or association* refers to Teekkaripurjehtijat ry.
- 2.2. *Skipper* is the commander of a boat, who has either first mate's or captain's permit in the club.
- 2.3. *Dinghy* is a boat without a cabin.
- 2.4. A *cruiser* is a boat designated as an inshore, coastal or offshore cruiser owned by the club.



- 2.5. *A special reservation* is an extra reservation that the board can make for purposes, which bring benefit to the club's activities, such as education or representation. The board must make sure that the special reservations serve the purpose of bringing benefit to the club's activities. The special bookings can not be used for the board's use.
- 2.6. *Board's incentive booking* is an incentive for board members and/or officials (toimihenkilö). These bookings are not subject to bee hours nor booking fees.
- 2.7. *Alliance* is a reservation group formed by two or more club members, whose work hours are added together. /all the bee hours of the booking season are transferred to that alliance.
- 2.8. *Sailing season* starts from the launching of the boats and ends at the lifting of the boats.
- 2.9. *Boat booking season* is the period of time when members can make their own personal bookings. Outside this season bookings are training sailings, special reservations or common sailings.
- 2.10. *Offshore cruiser* (avomeripursi) is a keelboat suitable for more demanding sails.
- 2.11. *Coastal cruiser* (rannikkopursi) can make short offshore sails near the coast.
- 2.12. *Inshore cruiser* (saaristopursi) is mainly meant for sailing in the shelter of the archipelago.
- 2.13. *Bee year* (talkoovuosi, "talkoo-year") starts when the returning period for the bee hour lists ends, and ends at the corresponding time next year.
- 2.14. *Tempaus hour* is a work hour defined as tempaus by the board. (In practice it is one hour of work that is doubled. This usually means doing work for the club where the club receives payment.)
- 2.15. *Bee hour (talkoo hour)* is an hour of work done for the club.
- 2.16. *A reservation maker* is a member or an alliance making a reservation.
- 2.17. *A guard hour* is an hour of guarding in a harbour designated by the club.
- 2.18. *A 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 in 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 another 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 the purpose of enabling the members to familiarize themselves with competitive sailing.

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

- 3.5. The board has a right to set pre-requirements for the common sailings with well-grounded reasons. A skipper can ask for the board's approval to set pre-requirements. These situations can be eg. common sailings reserved for skippers in training, for instructors of a sailor course, or attendants of a skipper exam. For competitions, special pre-requirements like sufficient sailing experience or a VHF- radio licence can also be set. If the pre-requirements are set 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.

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## 4. Skipper's permits

- 4.1. Primary members (varsinainen jäsen) of the association can be granted a skipper's permit, a 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. *Boat reservation permit* can be granted when a member or alliance entitled to make a reservation 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 an external member (ulkojäsen), their previously acquired skipper's permit remains. Furthermore, a captain's permit granted after this will be granted the same way as it is granted to a primary member.
- 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 cruisers (saaristopursi) to which they have been introduced. A new holder of skipper's permits commits to practice sailing in good conditions during daytime before proceeding to more demanding conditions.

A captain has the right to act as a skipper for the association's inshore cruisers (saaristopursi) and coastal cruisers (rannikkopursi) to which they have been introduced. The competence requirements for offshore boats (avomeripursi) are determined by the general meeting of the association. 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.

- 4.5. Decisions considering the classification of the club's boats; offshore cruisers, coastal cruisers and inshore cruisers, as well as the minimum number of crew is made by the board.
- 4.6. The board will grant permission to take the boats abroad or outside the Finnish territorial waters. The skipper must ask for permission from the board in a reasonable time. The crew must have at least two skippers of the club. The permission will be granted if the boat in question, its condition, weather conditions and the crew's experience are considered to be sufficient for a safe passage.
- 4.7. For excursions of more than five days, each crew must have at least two skippers of the club.
- 4.8. 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.

4.9. 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 Short Range Certificate
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 acted successfully as a first mate for at least one year.

4.10. For well-grounded reasons, the board can grant a 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.

4.11. The captain's and the 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.

4.12. 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 the club membership, a



skipper must immediately return their keys. Club treasury is responsible for matters regarding the keys.

- 4.13. 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 in an introductory or a common sailing as discussed in section 5.3.

- 5.2. If the reservation maker couldn't meet criterion 5.1.3 for a justified reason, they can compensate for it in a manner announced by the board. Boat reservation always requires 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 and common sailings of captains and first mates:

- Each captain and first mate hosts an introductory sailing or a common sailing twice during a bee year. The sailings are being tracked in the member register.
- As the reservation permits are granted in the skippers' meeting, it is checked that the skipper has fulfilled his/her/their obligation to host introductory and/or common sailings during the previous season. If not, the board can deny their reservation permit.
- If the introductory or common sailing wasn't held due to a force majeure or lack of participants, it counts as completed.
- Instead of hosting an introductory sailing or a common sailing, a skipper may host one training session for the skipper's school. One hosted training session corresponds to one introductory sailing or one common sailing.



- 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.
- 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. The board can make special reservations before or after the skippers' meeting. There can be several special reservations in effect at the same time.
- 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 needed
  - the days for maintenance and lifting of the boats
  - common sailings
  - competition days
  - training days and their spare days
  - tempaus sailing days
  - skippers' school reservations
  - the incentive reservations: the board is entitled to a maximum of two weekends with the necessary number of boats. At maximum one of these reservations can be during June-July
  - the special reservations
  - The possible flexibility with the timing of each boats maintenance, common sailing, competition incentive reservation and special reservation
  - the value of multiplier Y is in the range 0.6 - 0.95 (occupancy)
- 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 )
  - $( Y * X ) - ( \text{the number of reservation makers} * 3 \text{ days/reservation maker} ) = C$  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, 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 1. 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 them 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. Skipper school**

- 7.1. The purpose of the skipper school is to coordinate the joint training sessions of those preparing for the skipper exam.
- 7.2. Before the skippers' meeting, the board will collect registrations for the skippers school. For the registration 20 bee work hours are needed from each participant. The board decides the participants from the registered club members on the basis of the level of competence, club activity and the usefulness of the skipper school.
- 7.3. The participants will meet before the actual skippers' meeting and book five weekday boat bookings in groups of three or so for the training days. The weekday bookings of an individual group must be at least a week apart, preferably at least two weeks apart. Finally 20 working hours used for the skipper school will be deducted from the participants working hours. The participants will share the boat booking fees. The board approves for the skipper school bookings.

## **8. Skippers' meeting**

- 8.1. 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
- 8.2. 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
- 8.3. 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.
  - 8.4. 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.
  - 8.5. 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.
  - 8.6. 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.

## 9. Compliance with the rules

- 9.1. The person reserving the boat is responsible for ensuring that the boat is commanded by a capable skipper.
- 9.2. 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 with the separate boat usage rules that might be set by the board and fill their requirements.

In a case the skipper is not satisfied with the board's decision on demanding compensation for caused damages and accidents, he/she/they may file a complaint which will be considered in the following general meeting of the association. The complaint must be made in writing to the board within 30 days of receiving notice of the decision.



- 9.3. In a case of an accident, the board must immediately be notified. With the judgement, the board can require the skipper to deliver an account of the accident (meriselitys) and take actions that they view necessary.
- 9.4. 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.  
In case the skipper is not satisfied with the board's decision on cancelling his/her/their skipper's permit he/she/they may file a complaint which will be considered in the following general meeting of the association. The complaint must be made in writing to the board within 30 days of receiving notice of the decision.
  - suggest suspending the member from the club in a general meeting of the association
- 9.5. 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.
- 9.6. These rules have been accepted in the general meeting of Teekkaripurjehtijat ry on 12.10.2020. The rules can be changed in the general meeting of the association, if necessary; in that case, this must be announced in the notice of the meeting.

## 10. Interim rules and temporary rules

- 10.1. These rules become into force on 15.3.2020
- 10.2. Section 5.3. shall apply as follows: At the 2021 skipper's meeting, it is sufficient to have acted as skipper on one introductory or common sailing in the period of 2020. At the 2022 skipper's meeting, a new rule will apply for two introductory or common sailings.
- 10.3. The working hours of the bee year from 2 May 2019 to 31 May 2020 may be transferred in full to the next sailing season, which is 2021. The working hours transferred from previous years to the sailing season 2020 may be transferred with a multiplier of 1 to the next sailing season 2021.



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