

# Skippers' Letter 2022

## General

The sailing season has been opened with Common Sails and Practical Sailing courses. FirsTrip and GinTrip are now ready for sailing, and soon we will also have our third boat ElecTrip in the water!

Since the boats are in common use and therefore have a notably high utilization degree, it is natural for the gear to wear down. All skippers should however pay careful attention not to contribute to more accidents as a result of poor judgment or lack of skill, and see to it that the boats are taken as good care of as required for the usage within the club. It is extremely important to inform the Heads of Boat Maintenance, club's skippers and the board, if something unexpected happens during your skippering. Also, we expect that you as skippers will try to fix smaller issues on the boat before delegating the task forward to the Heads of Boat Maintenance.

It is also your responsibility as a skipper to make sure the boat is clean and tidy when you leave the boat. Make sure to fill gas, fuel or water, if it has run out during your sail. There is a basic cleaning set distributed among the boats, make sure to refill it if something runs out. Also, make sure to check the Bug List of your boat to check if you could fix something on the list that is broken (can be found through a QR code in the logbook). When fixing broken things in the boat, the skippers are rewarded with bee-hours. When we work collaboratively and communicate, the boats will also stay in more sea-safe condition and the crew will be happy they get to sail safely.

## Boat Reservations

The Boat Reservations for both Common Sails and own reservations are marked in the booking calendar (Google calendar on our webpage). All the skippers should be able to make changes in the calendar. If you don't have the needed rights, you will get them by asking the board ([hallitus@teekkaripurjehtijat.fi](mailto:hallitus@teekkaripurjehtijat.fi)). In every marking, a reserver's name or

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alliance name must be used. In case of an alliance, please also use the name of the alliance's contact person.

All new reservations or changes have to be made in the calendar and informed to the kipparit-emailing list. One should never delete any reservations from the calendar. If you want to release your reservation, add "FREE/VAPAA (your name)" in the title, don't delete the reservation.

During the season, all members who have the Boat Reservations Right are allowed to book cancelled reservations. For the Boat Reservation Right, you need to have done 20 bee-hours during the last year, and the Boat Reservation Rights are confirmed in the Skippers' Meeting. Reservations in the Skippers' Meeting are distributed based on the amount of bee-hours. Unlike the reservations in the Skippers' Meeting, when reserving the free days during the season, you don't need a certain amount of bee-hours for each day. During the season, the reservations are made on a first-come-first-served basis, and you just need to have done the 20 hours to get the Reservation Right.

## Common Sails

The Common Sails have been booked in the calendar for the whole season. We hope that you will make use of these days, so that our members will get plenty of opportunities to go sailing together with other club members, also despite not having enough bee-hours for reserving the boats themselves. The Common Sails are particularly important since they offer sailing opportunities for new members that might want to engage themselves more in the club and become possible future skippers. Most of you skippers have begun your career in the club through the Common Sails, so it would be great if you offered the same opportunities to new generations as well.

The board has already booked the Common Sailing days in the calendar. The following guidelines will apply for the skipper:

- For the season, a skipper can book one Common- or Introductory Sail in advance without any time limits ("pre-booking").
- The rest of the Common Sails are allowed to be booked max. 2 weeks before the assigned Common Sail in the calendar.
- One skipper can have max. two upcoming Common Sails reserved at a time.

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The skipper responsible for the Common Sail will send out an invitation to our jäsenet-mailing list. Max. six (6) people can be fitted into each keel boat, but for ElecTrip the recommendation is max 5 people due to the limited space. The skipper has the right to choose their First Mate, the other places will be filled on a first served basis. The Common Sails are for TRIP members only and the members can't sign up anyone else than themselves.

The skipper can ask the TRIP Board for special permission to set regulations for the Common Sail (race, rough weather, educational program). If these regulations are put into practice and there will be empty spots, the places will be filled by sending an open invitation to jäsenet-email list.

According to the Boat Reservation Rules, we are demanding that all skippers must skipper a minimum of two (2) Common and/or Introductory Sails per season in order to preserve their boat reservation rights for the next season. Earlier, this requirement has been one Common and/or Introductory Sail per season.

If no skipper has booked a Common Sail, it can be booked as an own reservation max. three (3) days before the sail.

## Boat Reservations fees

For all personal Boat Reservations, a boat reservation fee will be charged. The fees cover the expenses of everyday use (for example fuel and gas). The fees will be collected at the end of the season during autumn. Fees are the same for all three boats.

During this sailing season 2022, the booking fees are the following:

- From Monday to Thursday: 20 € / Boat Reservation day
- From Friday to Sunday: 30 € / Boat Reservation day

During the Skippers' Meeting we will further vote about raising the fee for the Long Sail/Pitkä:

- From Monday to Sunday: 30€ / Boat Reservation day

You will be freed from obligation to pay the reservation fee, if you cancel and release your reservation at least 2 weeks in advance. You will be freed from the charge also when cancelling less than 2 weeks in advance, if



- someone else reserves the boat, and the new reserver pays the fee, or
- You or someone else books it as a Common Sailing and skippers it.

For Common Sailings, No Boat Reservation fees are charged.

## Reimbursement of expenses

The club will cover expenses of everyday usage. The payment is declared through the Expense Claim form (“Kulukorvauslomake” in Finnish), which you will fill in, attach the receipt and send it to the treasurer (by email). Based on the receipts, the board will accept the justifiable bills, and pay the costs back to you by a bank transfer,

Costs that will be covered without pre approval:

- fuel
- toilet paper and cleaning supplies
- Gas bottles (TRIP has a deal with Kaasutalo Wilhtom!)

For all other purchases, e.g. spare parts and boat equipment (ropes, rope blocks etc.), ask the Head of Boat Maintenance or some other board member first, to approve the purchase and cost. If you haven't got an agreement beforehand on reimbursement of expenses, the board has the right to deny reimbursement.

## Skipper's responsibility on the boat

In the club's boats, a skipper is always the master of the vessels, as noted in the Water Traffic Act (782/2019). In a boat, there can be only one responsible skipper i.e. a master at a time, and it must always be clear for everyone onboard who is the skipper. A skipper's name must be filled in the log book before leaving port.

The skipper has the main responsibility of the boat, especially safety. For the skipper to be able to bear the responsibility, everyone onboard must obey the skipper's instructions. Often, there are many ways to do something, but one must be chosen. In the boat, good cooperation is needed, but ultimately, it is the skipper that decides the way each time. Appropriate and calm behavior is demanded from the skipper at all times. Skipper's responsibility is not only maritime safety, but also to make sure that everyone onboard can

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enjoy sailing in a safe environment. Skipper's responsibility is also to intervene if, for example, some inappropriate behavior is seen. The Harassment Contact Persons are there to give the skippers guidance in these kinds of situations. Their contact information can be found on the club's webpage.

The skipper is responsible for the safe transportation of the boat and its crew. They should make sure that the crew will get a proper safety briefing before leaving port. The skipper should always make sure the weather, condition of crew and boat allows sailing. Costs of damages caused by neglected responsibilities will be charged from the skipper.

All the accidents have to be reported in detail in the logbook and sent as an email to the skipper-mailing list ([kipparit@teekkaripurjehtijat.fi](mailto:kipparit@teekkaripurjehtijat.fi)) immediately after the accident to inform skippers and the board. The Accident Report sheet can be found on our webpage. The Accident Report reports have to be made also in close-call situations and other minor events. These help to make our club safer and the reports can be used as educational material in future courses and workshops. The skippers have the opportunity to learn from each other's mistakes by sharing and discussing experiences, but remember to keep a respectful tone when discussing the reports sent to the kipparit-mailing list.

If a skipper causes repetitive or grave damages to the club boats, the board has the right to deny the skippering rights. The board can also on a case by case basis determine the cancellation of skippering rights, if the skipper is repeatedly neglecting to report Accident Reports or withholds important information of the accident.

The minimum crew requirement is two (2) persons and the crew must always include a skipper qualified by the club and a proper familiarization for the specific boat. According to updated club rules, one should request permission from the board to sail abroad with the club's keel boats.

## Deductible fees in case of damage

Teekkaripurjehtijat is a member of Suomen Purjehdus ja Veneily ry (SPV) and thereby each member has an accident insurance. More information about the insurance can be found at [spv.fi](http://spv.fi) (in Finnish).

The keel boats are insured by OP Pohjola, and in case of damage the deductible fees in case of damage are the following:

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- FirsTrip 420 €
- GinTrip: 420 €
- ElecTrip: 420 €

Deductible fees in case of damage guidelines are carried out in the following order:

- Accidents during Common / Introductory Sails - the club covers the deductible (420€)
- Accidents during own Boat Reservations - the skipper will cover the deductible themselves (420€)

The board of the club and Heads of Boat Maintenance always have the right to choose whether they want to get the boat checked and/or repaired, and ban the use of the boat. The deductible fee will always be charged from the skipper, if the boat needs immediate repair and the damages/repair cancels boat reservation days of other members. If the boat check will show that the boat doesn't need immediate attention, no deductible fee will be charged from the skipper. If the boat is repaired after the season, by insurance, the club will cover the deductible. In unclear cases, the board will decide on the responsibility to cover the deductible on a case to case basis.

In situations where the insurance won't cover the accident, the skipper will cover the whole amount, unless the board decides otherwise.

Favourable winds!

## Links to remember

### **Form for adding an issue to the Keel Boats' Bug List:**

<https://docs.google.com/forms/d/e/1FAIpQLScitQKcysj2OFySbwODSeflKFuM2nmNuGiX3vUAwhAVM1QGWw/viewform>

### **Real time Bug List of Keel Boats:**

<https://docs.google.com/spreadsheets/d/19CDP2YN20YZ05HdkBr9rY-O1GOEbwM01ie5rueTI-tl/edit#gid=434777365>

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**Contacts of Main Heads of Boat Maintenance:**

- FirsTrip: Jan Gustafsson (phone number in tripwiki and log book)
- GinTrip: Benjamin Jokinen (phone number in tripwiki and log book)
- ElecTrip: Igor Prozheev (phone number in tripwiki and log book)

**Harassment Contact persons 2022:**

- Karri Pönni, [hairinta-mies@teekkaripurjehtijat.fi](mailto:hairinta-mies@teekkaripurjehtijat.fi)
- Laura Pokka, [hairinta-nainen@teekkaripurjehtijat.fi](mailto:hairinta-nainen@teekkaripurjehtijat.fi)

