

2015

# New Member Orientation Manual



## Contents

Commodore's Welcome.....	3
Executive Contact Information.....	4
CBYC Membership .....	5
Summary of Member Categories and Benefits:.....	6
Social Events .....	6
Reciprocal Program .....	7
Newsletter - Collins Mixer .....	7
CBYC Fleet Information .....	7
Training and Education .....	7
Automatic External Defibrillators (AED) .....	8
Sail Past .....	8
Regalia .....	8
Regalia Clothing Program.....	8
Club House .....	9
Use of the Clubhouse .....	9
Presently Scheduled Activities in the Clubhouse .....	9
Use of BBQs.....	9
Sailing School .....	10
Instruction Dinghy Sailing .....	10
Instruction Keel Boat Sailing.....	11
Cruise .....	11
Racing.....	12

# CBYC Orientation Manual

## Commodore's Welcome

Welcome to the Collins Bay Yacht Club! This package is your guide to the many areas in which the Club is involved. We are a small club but offer numerous activities such as organized cruises, a formal racing program, and land-based special events. Check out the website <http://collinsbaymarina.com/cbyc/> for the calendar of events and other useful information.

Our friendly members come from all areas of Ontario and Quebec and are more than willing to share their knowledge of sailing in the waters of Kingston, Thousand Islands, or Bay of Quinte. If you see a club burgee on a boat and have a question or need help, do not hesitate to ask.

Our club depends on volunteers who step up to help in various activities and events. The executive consists entirely of volunteers elected by the membership at our Annual General Meeting in November. As a volunteer you will quickly get to know other club members and have the satisfaction of fully participating in the club you have chosen to join.

I wish you fair winds and great times with the Collins Bay Yacht Club!

See you on the water or at the docks.

Commodore CBYC  
Al MacLachlan

## Executive Contact Information

Here is a listing of the CBYC Executive for 2015 and their email contact information. If you have any questions, ideas, concerns or just would like to volunteer and get involved, please feel free to contact anyone on the Executive.

### CBYC Executive 2015 Contact List

Commodore	Al MacLachlan	Commodore-cbyc@collinsbaymarina.com
Vice-Commodore	Claudia Stevenson	Vicecommodore-cbyc@collinsbaymarina.com
Past-Commodore	Lee Baker	Pastcommodore-cbyc@collinsbaymarina.com
Treasurer	Ghislain Trudel	Treasurer-cbyc@collinsbaymarina.com
Secretary	Sue Stevenson	Secretary-cbyc@collinsbaymarina.com
Membership	Edward Nash	Membership-cbyc@collinsbaymarina.com
Newsletter	Robert van Dyk & Marilyn Sykes	Mixer-cbyc@collinsbaymarina.com
Social Chair	Vacant	Social-cbyc@collinsbaymarina.com
Cruise Co-ordinator	Vacant	Cruise-cbyc@collinsbaymarina.com
Race Chair	Ben Rotteveel	<u><a href="mailto:Race-cbyc@collinsbaymarina.com">Race-cbyc@collinsbaymarina.com</a></u>
Sailing School Director	James Colburn	schooldirector@collinsbaymarina.com
Sailing School Administrator	Heidi Colburn	School-cbyc@collinsbaymarina.com
Fleet Captain	Angus Fergusson	Fleet-cbyc@collinsbaymarina.com
Webmaster	Eric Howarth	cbyc@collinsbaymarina.com
Clubhouse Chair	Bill Amirault	House-cbyc@collinsbaymarina.com
Club Historian	Judy Adams	<u><a href="mailto:History-cbyc@collinsbaymarina.com">History-cbyc@collinsbaymarina.com</a></u>

## CBYC Membership

There are 5 categories of Membership: Full, Associate, Youth, Sustaining and Honorary.

Membership in CBYC is renewed on an Annual Basis. Membership fees paid before May 15<sup>th</sup> are subject to the early registration discount. After May 15<sup>th</sup> the full amount is due. If payment is not received by July 1<sup>st</sup>, membership in the club is deemed to have lapsed and an initiation fee will be applied to Full Members.

All of our members are entitled to participate in Races and Cruises and receive a discount at the Sailing School. They are also invited to participate in the many Social events held throughout the year and they receive a CBYC Membership Directory. Our members are also members of Sail Canada and Ontario Sailing. Members are made aware of the availability of new issues of the Club newsletter, "The Collins Mixer" on the club website through emails. Our Full Members also receive their first Club burgee at the "Commodore's Bash" during the summer.

Our Full Members have a boat docked at Collins Bay Marina and are entitled to reciprocals with other Yacht Clubs and a vote at the Annual General Meeting. In the first year of membership, a Full Member must pay an Initiation fee of \$100 in addition to the annual fee to join the club. This fee does not have to be repaid as long as the Membership remains current (not allowed to lapse).

If you are planning to go South with your boat or not launch your boat, let the Membership Chair know in advance. There is a Sustaining Member category which allows you to maintain your club membership for a nominal fee and, upon return to the marina, you will not have to again pay the initiation fee.

If a boat is co-owned with other non-family members, then only one of the co-owners must join as a Full Member. The other co-owners can join the club as Associate members if they wish.

Full Membership is a family membership while Associate and Youth memberships are individual memberships.

Youth memberships are available to individuals 19 years or younger or Full-time students 20 - 25 at school.

Information on Membership is detailed in the CBYC Constitution. You may ask the Club Secretary to send you a copy of the constitution. The email address is: [secretary-cbyc@collinsbaymarina.com](mailto:secretary-cbyc@collinsbaymarina.com)

**Summary of Member Categories and Benefits:**

Category	Full Member	Associate Member	Youth	Honorary	Sustaining
Voting (1 vote / membership)	Yes - 1 vote per adult	No	No	No	No
Hold Executive Office (Commodore, V-Commodore, Treasurer, Secretary)	Yes	No	No	No	No
Hold other Executive Positions	Yes	Yes	No	No	No
Club Facilities	Yes	Yes	Yes	Yes	No
Club Events / Activities	Yes	Yes	Yes	Yes	No
Reciprocal	Yes	No	n/a	Yes	No
Fees	Yes	Yes	Yes	No	Yes
Discounts on Sail Training	Yes	Yes	Yes	No	No
Member Sail Canada and Ontario Sailing	Yes	Yes	Yes	Yes	No
1 Free Burgee	Yes	No	No	No	No
Membership Directory	Yes	Yes	Yes	Yes	No

**Social Events**

Welcome! One of the benefits of joining CBYC is its Social events. There is a wide variety of activities to choose from. Some are held in the winter and vary from year to year, most recently our *Curling Extravaganza and Bus Trip to Toronto Boat Show*. Others are more traditional and take place from early spring straight through to the Holiday season. Our *Wine and Cheese* held the first Saturday in May is open to potential as well as current club members. It is one of our most popular events. *Sail Past* is held the first Saturday in June and includes a variety of fun for the whole family. *TGIFs, Pancake breakfasts, a Chateaubriand BBQ and September Chili-fest* are also great events.

Our events are BYOB, BYO...cutlery and dishes, to cut down the expenses and to encourage environmentally friendly entertainment. We use the clubhouse for many activities and weather permitting, the lawns. The sailing season ends with our *Annual Awards Banquet*, most recently held at Fort Frontenac. It is to recognize all contributions to the club and includes a wonderful dinner, presentations and awards, and prizes. We also try to squeeze in a *Christmas/Holiday Dinner-Dance*.

All activities can be found on the Collins Bay Marina web site, under the Collins Bay Yacht Club Heading, and the Social sub-heading. Our calendar shows all events by month. Simply hover over the date and a description will appear. If you are not comfortable with the web,

we post posters on the *Social bulletin board (outside the men's washroom)*, on and in the *Clubhouse Bulletin Boards*. All events are inexpensive, fun filled and offers plenty of opportunity to make new friends and hang out with old ones.

To **VOLUNTEER** for any part or all of an event, there is a sign-up book at the marina office. Simply flip through the binder to an event you'd like to help out with and sign up with a phone number. Many hands make light work, and it adds to the fun of the event. The more events you participate in, the better your sailing experience at Collins Bay will be.

## Reciprocal Program

Each sailing season CBYC extends and receives invitations from a number of yacht clubs located on Lake Ontario to participate in their Reciprocal Program. The Reciprocal Program provides an opportunity for *Full members of CBYC* to visit these yacht clubs. A part of the program is each club attempts to make available a limited number of dock slips with reduced dockage fees.

A list of yacht clubs participating in the Reciprocal Program with CBYC is kept in a binder in the clubhouse appropriately marked RECIPROCAL PROGRAM. With their invitation each yacht club details the terms and benefits of their Reciprocal Program. Members are encouraged to review this information at their leisure. For quick reference the list is also published in the Mixer at <http://collinsbaymarina.com/cbyc/reciprocal/>

Due to the unique nature of our relationship with Collins Bay Marina, *members are encouraged to notify the marina office when their dock slip will be empty overnight*. This provides a slip for the use of other yacht club members thereby perpetuating the Reciprocal Program.

## Newsletter – Collins Mixer

The CBYC Mixer is published for members and friends seven times a year, April through November. It includes information about upcoming Club activities and celebrates our many successful social, racing and cruising events. You will find news about the Club, Marina and our sailing school, learn about your fellow members and their boating adventures and get contact information for suppliers of nautical items and services.

You can find the Mixer on the CBYC Website: <http://collinsbaymarina.com/cbyc/news/newsletter/>

We would love to receive your Letters to the Editor, suggestions, commentaries, pictures, wit, memoirs, tales, sea worthy tips and maritime art for publication.

## CBYC Fleet Information

### Training and Education

One of the Club's objectives is to promote good seamanship and we strive to accomplish this by providing information and training on various aspects of safety, first aid, and boat handling and maintenance.

We try and provide as many opportunities as possible for our members to take advantage of our own learning sessions as well as those provided by other organizations in the Kingston area, including other yacht clubs. We typically identify sessions as they become available on the CBYC website as well as through periodic emails to all members. We hope you will find these sessions useful and your suggestions on additional topics are appreciated.

### **Automatic External Defibrillators (AED)**

Thanks to a very kind donation from the Steenbakker family, the Club purchased 2 AEDs in 2013. The units are located on the outside of the Club House and the Marina washrooms.

The AED units are self-contained in small red cases inside the cabinets. These cabinets are not locked, but opening the door will set off an alarm that is then silenced when the door is closed. Once you open the red case, there is a handle that you pull to gain access to the pads and an automated voice recording will coach you through the process of using the unit.

The units are very simple to use and they will not initiate or allow a “shock” unless the analysis of the person’s condition warrants such action. In essence, the unit only operates on a person that has stopped breathing or does not have a regular heartbeat. We encourage all members to utilize the units in situations where it might mean the difference between life and death.

### **Sail Past**

The Club holds its annual *Sail Past* ceremony in early June, typically on a Saturday in association with a *Pancake Breakfast* and a “bring your own” *BBQ dinner*. In keeping with tradition, the official purpose of the event is to pay our collective “respect” to the Commodore, but it has really become more of an opportunity to dress up our boats and get out for a sail.

Notice of *Sail Past* is usually published in the Mixer newsletter and more detailed instructions are provided at a Saturday morning meeting. It is your option as to whether you “dress” your boat with pennants, flags and other paraphernalia before or after the on-the-water salute. The main part of the event is for all CBYC boats to go into the bay, set sail (or motor as the case may be) and pass around the Commodore’s boat with an appropriate display of “respect” by lowering ensigns, luffing sails or other innovative salutes. The main consideration here being that all manoeuvres be executed safely.

## **Regalia**

### **Regalia Clothing Program**

Are you looking for some new togs with the CBYC logo to go along with your boat name? Men’s and Women’s clothing are available in all sizes and various colours in tee shirts, squall jackets, golf shirts, sweatshirts, etc. through Multideas Promotions. Visit Multideas at their convenient location in Kingston at 670 Norris Court, on the east side of Gardiner’s Road across from Lowes or on site shopping at [multideas.ca](http://multideas.ca) to view their catalogues of items they have available.

### **Club Burgees**

As a member of CBYC it is appropriate to fly the CBYC Club Burgee. Our new Full Members receive their first Club Burgee free at the Commodore’s Bash.

### **Burgee Etiquette**

Members fly their club’s burgee while under way and at anchor, day or night, but not usually while racing. Sailing vessels may fly the burgee from the main masthead or from a lanyard under the starboard spreader on the mast. Power boats fly the burgee off a short staff on the bow.



## Club House

### Use of the Clubhouse

In general, during the Sailing season, the clubhouse is open for the informal use of CBYC members and their guests, including the members of clubs having reciprocal privileges with CBYC. The Clubhouse has a combination lock. The code for the combination is 0721.

*Those using the clubhouse must clean up after the use of the clubhouse including: wiping tables for spills, picking up garbage and returning tables and chairs to their original positions.*

However, there are times when formal club events scheduled by the Executive, or meetings of the Executive, or reservations for use of the clubhouse scheduled by members through the Executive (Clubhouse Chair), may require exclusive use of the facility. Below is a list of currently scheduled times when the clubhouse will be in use.

To inquire about booking the clubhouse, contact the **Clubhouse Chair** by completing the form on the contact page of the web site at <http://collinsbaymarina.com/cbyc/social/clubhouse/>. Single event bookings are posted on the clubhouse bulletin board and on the web site.

### Presently Scheduled Activities in the Clubhouse

#### Repeating Activities

- Thursday Evening Racing  
During the racing season the clubhouse is used by the Thursday Night racers for social gatherings after their races, which are held every Thursday, late afternoon and evening.
- 8:45 - 9:15 a.m. Distance Race Days  
The house is also used between 8.45 a.m. and 9.15 a.m. for skippers' meetings before the long distance races listed in the racing schedule.
- Possible day use by Sailing School  
While the Sailing School has acquired a trailer as its new home base, inclement weather may require sessions to be held in the clubhouse on week days between 9 a.m. and 4 p.m.
- CBYC executive meeting second Wed evening each month.

#### Use of BBQs

BBQs are for the use of CBYC members, guests accompanying them, and members of those clubs with which the CBYC enjoys reciprocal relations.

The Executive trusts you will exercise all safety precautions, begin cooking on a grill that is clean, and that you will dispose of any packaging in the black plastic garbage bag, in the nearby can. When you are finished, we expect you to clear the grill of any food, putting unwanted pieces into the garbage.

Above all, please clean the BBQ before you leave, and make sure that gas connections are closed.

There are four 20lb bottles of gas, marked CBYC and numbered 1 - 4. Once a tank is connected, please exhaust the fuel in it before selecting a full bottle. **There should be no partially filled bottles on the floor.**

When turning on the gas, **first open the tank valve, then the BBQ valve.** Reverse the process when shutting down: **close the BBQ valve, then the tank valve.**

## Sailing School

### Instruction Dinghy Sailing

Collins Bay Yacht Club Sailing School offers instruction for beginner sailors and those wanting to refresh their skills. CBYC is committed to providing the highest standard of dinghy sail training. We are a Sail Canada member school and we hire only the very best instructors who have been trained and certified by Sail Canada. Our Sail Canada certified instructors take each student through the basics of sailing including rigging a boat, points of sail, rules of the water and general sailing safety.

We offer:

- Two week summer sailing school for youth age 8 to 17, and
- Evening sessions for adults in July and August.

CBYC Members and their families receive a small discount on the registration fees.

### Youth Program

Our school offers CANSail Levels 1&2, 3&4 - *Introduction to Chutes and Sails*. The CANSail dinghy programming was developed with the sailor's age and developmental stage in mind. CANSail programming is designed to be a set of progressive Learn-to-Sail standards focused on providing sailors with a solid foundation of core skills. The CANSail system allows sailors to learn and progress and consolidate key skills before adding more complex skills.

The Sailing School operates Monday through Friday from 9 am to 4 pm (including the July 1st Holiday & August Civic Holiday Monday). Arrangements can be made for additional hours child care.

### Adult Program

Our adult program is geared towards those who would like to learn to sail (or brush up on their skills) but don't own a boat. Participants learn about wind direction, points of sail, knots, where to sit in a boat, how to control the sails, how to tack and gybe the boat and how to right a capsized boat.

We are offering our adult program on weekday evenings only from 6:00 pm-9:00 pm

The details of these programs and registration forms, as well as online registration are on the CBYC website at; <http://collinsbaymarina.com/cbyc/sailing-school/learn-to-sail/>  
For current Sailing School news and events visit us on Facebook with links through our web page.

James Colburn  
CBYC School Director

Heidi Colburn  
CBYC School Administrator

CBYC Sailing School has recently been awarded a four star rating for Quality of Club Operations from Ontario Sailing and Row Ontario's Shells and Sail Program, which works hard to standardize program delivery throughout Ontario.



### **Instruction Keel Boat Sailing**

The Learn-to-Cruise program is for adults who want to learn how to sail and handle a cruising keelboat safely. Three five day live aboard courses are taught by a CYA Advanced Instructor and lead to CYA Basic, Intermediate and Advanced Cruising qualifications recognised worldwide by charter companies and boating associations.

The Basic course will teach you how to handle a cruising boat safely under power and sail in moderate conditions.

The Intermediate course is designed for those who want to charter or purchase a keelboat and includes more navigation aspects as well as improved sailing skills.

The Advanced course includes continuous day and night sailing and navigation in any weather conditions, man overboard at night, docking under sail and other advanced sailing skills.

The school also offers Day Basic courses and private training as well.

Courses are run by Wavelength Sailing School in co-operation with Collins Bay Yacht Club. Phil offers a discount for CBYC members. For more information see the website at [LearntoCruise.ca](http://LearntoCruise.ca)

Phil Morris  
Wavelength Sailing School  
[phil@learntocruise.ca](mailto:phil@learntocruise.ca)

### **Cruise**

Each year a number of group cruises are organized for and by CBYC members. For new members these cruises can afford an opportunity to get to know other Club members and make new friends. Other members may be helpful with local knowledge and an increased sense of security of sailing with other boats as you build confidence in cruising and visiting places you may not have ventured to before. They can also be lots of fun! We invite you to check out our past newsletters on the CBYC website for write-ups and pictures from past cruises. <http://collinsbaymarina.com/cbyc/news/newsletter/>

The usual calendar of cruises starts with the “*OJ and Bubble*” on Victoria Day weekend followed by the “*Canada Day*” Cruise to Kingston for the parade and fireworks. Mid-July brings a week long “*Long Distance*” cruise, and there is a “*Civic Holiday*” weekend cruise that is usually a Club favorite as well. The “*Waupoos Extravaganza*” over the Labor Day Weekend is a highlight for many CBYC cruisers. The season has historically closed with the “*Fish and Chips*” (frost bite) cruise in October.

Each of our cruises are organized by volunteers. There is usually a Cruise Coordinator to oversee all the cruises. We have a “*Cruisers Code of Conduct*” for all participants in cruises. It can be found at <http://collinsbaymarina.com/cbyc/cruising/>. If you wish to volunteer to

organize a cruise or just to find out more, contact the Commodore at [commodore-cbyc@collinsbaymarina.com](mailto:commodore-cbyc@collinsbaymarina.com)

Watch the Collin Mixer newsletter and the Clubhouse and Marina Bulletin Boards for information on upcoming cruises.

## Racing

CBYC has an active racing community with a full schedule of races. New Racers are welcome.

### Our goals:

- To help novice sailors adopt and grow our sport.
- To provide a “no-intimidation” atmosphere for novice racers.
- To foster skill development for ALL sailing levels.
- To provide the ultimate racing experience for serious racers.
- To go really, really fast.

### Our racing takes two forms:

- 1) Thursday-night Races, leaving dock around 5:15 pm, returning at sundown.
- 2) Weekend “Long Distance” Races (1-2 day events), which often incorporate socializing and BBQs. Weekend races begin with a skippers meeting at the clubhouse at 9:00 am. The race usually starts at 10:00 am, but will be discussed at the meeting.

The Racing schedule for the season is shown on the Club website under the Calendar tab <http://collinsbaymarina.com/cbyc/events-calendar/> and is also listed in the Sailing Instructions.

For club members who are interested in racing, there are a number of ways to get involved.

- To register your own boat for either the Thursday evening or weekend races, complete the Racing Registration form available on the Club website at <http://collinsbaymarina.com/cbyc/racing/registration-and-si/>. The application for the PHRF Certificate is available at the same web address. There is a Jib and Main (JAM) start in all weeknight and weekend events. Sailing Jib and Main is a great way to get involved in racing without the use of spinnakers.
- If you do not have a boat or you do not wish to race your own boat, consider racing as crew. Add your name to the Crew List on the website at: <http://collinsbaymarina.com/cbyc/racing/crew-bank/>
- If you have questions - contact the Race Chair ([race-cbyc@collinsbaymarina.com](mailto:race-cbyc@collinsbaymarina.com))

