

Northern Lights Sailing Club (NLSC) Trip Policy
JUNE 2011

The NORTHERN LIGHTS SAILING CLUB (NLSC) will provide the best trips possible at a reasonable cost to its members. To facilitate this goal the following trip policies have been established by the NLSC Board elected by the club's members.

Trip Definitions:

Day Trip	A trip that departs and returns within a 24 hour period.
Weekend Trip	A trip that is two or three days in length
Partial Week Trip	A trip that is four to five days in length
Week Trip	A trip that is greater than five days in length
Multi-day Sleep on Boat Trip	A trip in which club participants use boats from a charter company for multiple days

Sponsorship Definitions:

Sponsored Trip	A trip where NLSC has complete organizational and financial control of the trip. NLSC Trip Policies apply.
Shared Trip	A NLSC sponsored trip to which the Board invites another non-profit club or group to participate.
Cooperative Trip	Two or more non-profit clubs or groups jointly sponsor a trip with the financial responsibility to be shared pro rata amongst the groups.
Endorsed Trip	A non-sponsored trip that the NLSC Board approved the promotion of, which may or may not conform to NLSC policies and for which the club has no financial responsibility.

Trip Registration Process: Trip registration will follow the steps described in Appendix A.

Trip Night Registration: Trip registration for trip night will follow the steps described in Appendix B.

Trip participation by members using chartered boats for day/weekend trips: Club members using chartered boats on sponsored trips use the guidelines described in Appendix C.

Trip Participation by member-owned boats: On multi-day "sleep on boat" type trips, member-owned boats and crews will not be official trip participants. Such boats are welcome to join in trip activities as unofficial members at the discretion of the trip chair. The NLSC will not be responsible for any financial arrangements for a member-owned boat. Boat owners must coordinate with the trip chair.

Trip Promotions: Only trips approved by the NLSC Board (as defined above) can be promoted in the newsletter or by use of promotional materials at meetings. Non-Board approved trips may be announced at the "open forum" section of a general meeting.

The following regulations apply to Sponsored and Endorsed trips (where applicable):

1. A reservation for an open position on a trip is recognized upon receipt of a deposit or full payment to the trip chair(s). Payment by check is preferred. A check held for a position on the wait list does not constitute a reservation. Checks MUST be made out to Northern Lights Sailing Club or NLSC.
2. Deposits for trips will be determined by the trip chair(s). The deposit will be a minimum of full payment for day trips, \$50 for weekend trips, and \$100 for partial week or week trips.
3. Trip Cancellation: A \$10 administrative fee will be charged for anyone who cancels their reservation regardless of whether the reserved spot is filled. In case of a cancellation after the trip cutoff date, any expenses not covered by

a replacement reservation will be deducted from the original deposit. If the club cancels the trip, all monies paid for a trip will be refunded. No refunds will be made for no shows.

4. Refund of Trip Surpluses: If a trip has a surplus of funds once all expenses are finalized, the NLSC Board will make the decision as to the distribution of these funds. Based upon input from the trip chairperson(s) and the amount of funds available, the Board may decide to: A) provide a pro rata refund to all trip participants, or B) provide a refund to canceled participants in consideration of extenuating circumstances.
5. Full payment for all trips will be required at least fifteen days before the date of deposit forfeiture by the charter company. This may mean final participant payments will be due 45-60 days before the trip. If full payment has not been received by that time, the person in arrears will be treated as having tendered a cancellation of their reservation. For that reservation, the trip chair(s) may automatically substitute a person from the waiting list. The trip chair(s) may adjust the payment schedule (with Board approval), but such payment schedule must be well advertised in fliers and presentations.
6. All outstanding charges must be paid by member participants within 30 days of notification. If participant does not pay for their share of the charges stemming from the trip, they will not be able to participate in future activities for any type of trip or event until outstanding charges are paid. This will include incidental charges that are calculated after the trip is completed. It is the responsibility of the trip chair to specify anticipated incidental charges as completely as possible.
7. Club members who use their boats for club trips will be provided the following.
 - a. Registration fee waived
 - b. Complimentary meals
 - c. Reimbursement for slip fees and mileage
8. Club members who use their boats for club trips will be allowed to bring "1 guest" (or 1 person) who is not a club member. Advance notice must be provided to the trip chair prior to the club activity. The trip chair has the discretion to determine if allowing "the 1 guest" to participate in the club activity is deemed appropriate and will consider such factors as number of total crew the boat can hold, total number of member participants, anticipated weather conditions etc. The "guest" will sail only on the club member's boat and the club member accepts full responsibility for the guest. The guest should also sign a waiver prior to participating in the club activity.
9. If the trip chair(s) for a weekend or longer trip has not received full payment from the number of budgeted participants by the payment deadline referred to in #5 above, boat(s) may be canceled. Instead of canceling a boat, the current trip participants will be offered the option to increase their cost in order to offset the lower occupancy. Such additional cost to be shared equally by all trip participants.
10. To participate in a trip:
 - a. You must be a member of NLSC.
 - b. The Board may designate a trip as available to non-members.
 - c. The Board may designate a trip as shared (requiring that another non-profit club or group conform to NLSC trip policies).
11. You must be in adequate physical and mental health to handle the potentially stressful and strenuous activity of sailing. If you have any health limitations which may affect your ability to do specific tasks, be sure to inform the boat captain of such. You may be asked to provide emergency contact and confidential medical history to be used only in an emergency by the boat captain.
12. On an NLSC trip everyone is expected to participate in the operation of a boat – whether it is sail handling, docking, helm duty (steering), anchoring, cooking, cleaning, etc. People do not need to participate equally in all duties, but they are expected to do their "fair share" of work on the boat. Everyone is to assist in the cleaning of a boat (both inside and outside) at the end of a trip if that is required by the charter contract.
13. When there are multiple boats on a NLSC sailing trip, the expectation is that all boats will anchor/dock in the same area each evening, unless there are safety reasons to preclude it. This is a way to encourage trip participants to socialize between boats and offer support between boats if needed.
14. Use of illegal or controlled substances will not be allowed on any NLSC trip. Anyone using such substances on a trip will leave the trip immediately. Such persons are responsible for their own further transportation. No refunds will be made to persons leaving a trip because of the use of illegal or controlled substances.
15. There will be no drinking of any alcohol just prior to or during motoring or sailing on any NLSC trip. Moderate use of wine, beer or cocktails after sailing for the day is acceptable. NLSC will not provide alcoholic beverages of any club event.

16. NLSC non-day trips are only open to people 21 years of age or older. A person who is under 21 years of age may not share amenities provided by a NLSC trip; this includes transportation, lodging meals, etc.
17. All provided transportation for trips will be non-smoking. Rooms or rooming (including the cabin and cockpit of a sailboat), will be non-smoking. The deck of a sailboat will be non-smoking unless there is complete agreement of all occupants that smoking will be permitted.
18. The words, "NLSC", will appear on all NLSC trip fliers unless the trip is also a Cooperative Trip with other clubs. In that case, the words, "Individual Club Trip Policy applies", will appear on the flier.
19. Boat damage and cleaning deposit checks, if required, will be collected in advance of the trip. The deposit will be returned at the completion of a trip in not needed. Charges against a boat are the responsibility of just the crew of that boat.
20. If a trip participant demonstrates offensive behavior, that participant can be asked to leave the trip immediately based on a unanimous vote of the other boat members. Such persons are responsible for their own further transportation. No refunds will be made to persons leaving the trip because of offensive behavior. Offensive behavior can include – but not limited to – excessive drunkenness, extreme vulgarity, harassment, or abuse. If the behavior endangers the safety of the crew or boat, the captain has the sole authority to remove that person from the boat. Any such occurrences must be reported to the trip chairperson(s) who must present the case to the Board. The Board may decide that the person demonstrating such offensive behavior can be excluded from future club trips.
21. The provisions of these policies must be adhered to and enforced by the NLSC Board and Members. Revisions may be made to this policy by a vote of 75% of the full NLSC Board. The revised trip policy must be published in NLSC newsletter or in a special mailing to all members before the policy goes into effect.
22. Prior to endorsing a proposed trip the board will review the proposal as well as the qualifications of the individual proposing the trip. The individual proposing the trip must meet these minimum qualifications.
 - a. Must be member of NLSC
 - b. Must have a track record of participation in club events for a minimum of 1 year.
 - c. Demonstrated positive interaction with other club members during club related sailing activities.

Sponsored Trip Registration Process

1. Trip Development Phase
 - a. Determine Interest (via broad communication to all club members)
 - b. Develop Details of Trip
 - c. Timeline
 - d. # crew required
 - e. Cost
 - f. Obtain Board Approval
2. Trip Announcement Phase
 - a. Announcement to club members
 - b. Communicate at club meeting, via newsletter, club meeting, email announcement
 - c. Announcement phase will commence no later than five days after board approval.
 - d. Announcement phase will end 7 days after monthly club meeting.
3. Trip Registration Phase
 - a. Slots for crew accepted in order received
 - b. All registrations must be mailed, no hand delivery will be accepted
 - c. Couples should send checks together in the same envelope
 - d. Postmark date will determine time of receipt
 - e. Checks received with a postmark earlier than specified postmark date will be considered received on the specified postmark date.
 - f. If multiple registrations on same date, lottery will be used to determine order of receipt
 - g. If there is a need to balance the crew ratio (i.e. male/female ration, experienced crewmen) the skipper and/or trip chair will have the final say in determining the makeup of the crew.

Trip Registration Process

<p>Development</p> <ul style="list-style-type: none"> -Trip Details -Crew -Cost -Date -Club Approval 	<p>Announcement</p> <ul style="list-style-type: none"> -Starts no later than 5 days after board approval -Trip will be communicated to members via email, Facebook newsletter and club meeting. -Announcement phase ends 7 days after monthly general meeting 	<p>Registration</p> <ul style="list-style-type: none"> - Commences after announcement phase complete. -Registration accepted by postmark only, until filled. - Checks received with a postmark earlier than specified postmark date will be considered received on that date. -Lottery used to determine crew allocation and waitlist.
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EXAMPLE

Trip Announcement – November 1, 2010

TRIP: Spanish Virgin Islands

Dates: March 5, 2011 to March 14, 2011
PRE-board on Saturday March 5th

Cost: Charter \$1067.00-PLUS \$100 REFUNDABLE damage deposit.
Transportation to/from the boat and meals are not included

Deposit \$300 due now-Makes checks out to NLSC

Final payment due by January 10, 2010

Boat: 49 Foot Hunter 3 cabins, 2 heads
Crew: 6 (including skipper)

Registration period: Checks for registration should be mailed and postmarked **no earlier than November 23, 2010**. Registrations for the trip will be taken until crew allotment is filled. Checks received with a postmark earlier than November 23rd will be considered received on that date. In the event that multiple registrations are received with identical postmark dates a random drawing will be held to determine crew allotment and waiting list. Couples planning to register should submit registration deposit in the same envelope. Registrants will be notified immediately when their place on the trip is confirmed or they are placed on a waiting list.

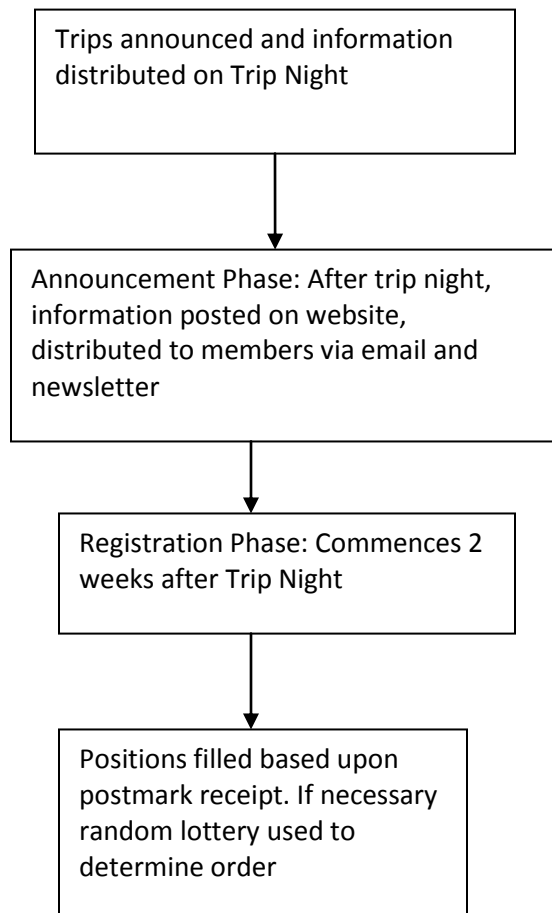
Your skipper will be: NAME
First Mate -NAME

Trip Chair Contacts:
NAME Home-763-999-9999 sailingclub@yahoo.com
Work-612-999-9999

This is an NLSC Sponsored trip and all trip policies apply.

Trip Night Registration Process

1. Proposed trips will be planned and approved per club policy.
2. At trip night the trip planners will explain the trips and pass out relevant information.
3. No checks will be accepted on trip night. It is at the discretion of the trip chair to accept checks on trip nights. Any checks accepted on trip night will be treated as checks mailed per requirements described in #6.
4. There will be a two week announcement period for each announced trip to ensure proper communication in the newsletter and via email.
5. When the registration phase starts members can mail in checks for trips they are interested in
6. Checks received prior to the specified postmark will be considered received on the specified postmark date.
7. Checks received with the same postmark will be part of a random lottery to determine participants and develop a waiting list.
8. Each trailerable trip will allocate a proportion of slots for new members (1st time registrations received as of Nov 1st of the previous year)



Suggested Guidelines for chartered boats on club trips

As well as for boats chartered as part of the normal trip arrangements, the inclusion of boats chartered by individuals must be approved by the trip leaders and by the club, in advance of the trip.

Boats chartered privately by members:

Plan A: Standard Option

- Boat must be chartered from a company that is properly insured and routinely engaged in chartering.
- Members chartering the boat would pay the same trip fee as other members.
- Crew of the chartered boat should rotate between boats with other club members.
 - Skipper of the chartered boat will be provided the following:
 - Registration fee waived
 - Complimentary meals
 - Reimbursement for slip fees and mileage (if applicable)

Skipper of the chartered boat will be allowed to bring “1 guest” (or 1 person) who is not a club member. Advance notice must be provided to the trip chair prior to the club activity. The trip chair has the discretion to determine if allowing “the 1 guest” to participate in the club activity is deemed appropriate and will consider such factors as number of total crew the boat can hold, total number of member participants, anticipated weather conditions etc. The “ guest” will sail only on the skipper's boat and the skipper accepts full responsibility for the guest. The guest should also sign a waiver prior to participating in the club activity.

- Other than as stated above, the club will not pay costs associated with chartering the boat.

Plan B: Meals Only Option

- The skipper and crew of the chartered boat will NOT sail on other boats on the trip
- It is suggested that the trip planning include an option whereby the skipper of the chartered boat and crew may pay a reduced amount for meals associated with the trip, if they wish to join the trip for such meals.
- Incidental expenses would NOT be paid out of club trip expenses.
- The trip leaders would be encouraged, but not required, to make Option B available. This meals-only option would not only be for the crew of a Plan B boat (chartered or privately-owned), but would also be available for other members who do not wish to sail but would like to join the trip for dinners, etc. This option might also be made available for non-members.