



Member Manual



2026 Sailing Season

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Introduction

The **SailTime** concept is an intelligent fractional sailing system that allows you, as a SailTime member, the satisfaction of sailing a beautiful new sailboat without the hassles, headaches, and expenses that are associated with boat ownership.

As a Member of **SailTime**, you will sail a *new and fully-loaded, safe, clean, and modern* boat, almost exactly as if you owned it. The membership fee includes usage fees, slip fees, insurance, maintenance, cleaning, management and fuel. Private ownership has its benefits; however, if you have done any research in anticipation of ownership of a new boat of this size, you know that you would pay each month boat mortgage, slip fee, insurance, maintenance, and fuel. Plus, with your busy schedule, you probably also realize that you will be using your new boat only a limited number of times per month. The SailTime program will bring you as close as possible to the feel of ownership but will significantly reduce your monthly expenses.

SailTime fractional boating is the answer. Typically, busy people like you find time to use their boats just a few times per month. Perhaps you'd like to go for a relaxing evening sail after work to unwind or maybe you'd like to take your family or friends out for an adventure to Provincetown. **SailTime** uses a web-based, real-time scheduling system called the **SailTime Scheduler** to easily and conveniently plan your sailing times for the months ahead. You are always in control of when you sail and can make reservations and changes in real-time at any hour of the day. No other program offers this flexibility.

In addition, the **SailTime Embark** system assists you in checking on and off the boat. The Embark process helps you through the steps and procedures required to prepare the boat and casting off the dock and also with putting the boat away at the end of your trip. It also provides a convenient means of reporting any issues with the boat that need to be addressed. These reports are immediately sent to SailTime staff so they can be addressed quickly. No other program offers such a system or such a detailed boat maintenance plan.

Pride in Ownership

Unlike other clubs or rental plans, you and other SailTime members will sail the same boat all season, and consequently you'll have a vested interest in taking care of the boat, just like a boat owner. This pride in ownership means you and other members will treat this boat as your own. Every member will be expected to properly clean the boat, remove everything brought on board, and report problems and maintenance issues promptly. By exercising this pride in ownership each time you sail, you'll enjoy sailing a "like-new" boat every time with SailTime.

SailTime's application process ensures that each Member signs and acknowledges their commitment to the cleanliness and care of their boat. This commitment is taken seriously by your SailTime Base, and is strongly expected by the boat owner and other members. Please continue to follow this commitment throughout the season. For the protection of all members, membership privileges can and will be removed without refund if this commitment is broken.

Keep in mind as you read through this document, we have a tendency to define the word "sail" as your time on the water, whether you are a sail or power member.

Bon Voyage and read on!

Becoming a SailTime Member

To become a SailTime Member you must:

- (1) Complete the application process and be accepted.
- (2) Sign the Member Agreement and return an original to your base.
- (3) Pay a one-time initiation and training fee which covers the cost of getting started.
- (4) Pay your membership fee, either in-full or through an automatic monthly payment system.
- (5) Provide a credit card to cover any damage, equipment loss, or unpaid incidentals.
- (6) Sign your Duty of Care Commitment.
- (7) Confirm that you have received certification through Bareboat Charter 104 from ASA or US Sailing, or plan to take the courses or tests through our recommended schools.
- (8) Confirm that you possess the required sailing experience on a cruising sailboat or that you intend to gain that experience during the beginning of your membership.
- (9) Complete an onboard Boat Orientation and successfully pass a Check-out Sail demonstrating your skills and knowledge in boat handling and safety.

Contacting the Base

Your base Manager is always on hand to answer questions, offer advice, and provide support. The below list details the best methods for contacting the Manager and receiving a quick response. Note that support is generally available at a minimum from 8am to 10pm every day during the boating season.

Check-on/Check-off

Checking on and off must be done using Embark. If Embark is not working, then you must email the Manager with any issues you found. When using Embark, please keep the messages to the point but detailed. For example, saying "the autopilot isn't working" is not nearly as helpful as saying "the autopilot has power and turns on but is unable to hold a course." Please note that Embark will only work DURING your scheduled sailtime. So if you arrive early, it won't yet recognize you. If you have arrived early and if you find issues, email the Manager and then also check-on once your sailtime has started (otherwise you also won't be able to check-off!). Please DO NOT text or call with minor issues. (For exception, see below.)

Texting

Texts are welcome for simple questions that require short answers. For example, "where is the toolkit" or "how many feet of rope is on the anchor" are fine questions to text. Note that there is no mechanism to put texts on a "to do" list, so if it requires investigation that cannot be done immediately, then it will likely fall off the radar and be forgotten (sorry in advance). Also, long answers via text are not possible.

Email

Every email is answered. This is the best way to contact your Manager if you do not require an immediate answer. Many emails are answered as soon as they are received.

Calls

Calls are always answered whenever possible and voicemails are always returned. Calling is great when you require an immediate answer, but texting may not be appropriate or efficient. Please do not call to report minor Embark issues as these must be electronically logged either through Embark or email.

Emergencies/Priority Issues

If you have an emergency or some other priority issue, calling is the way to go. For example, while you should report a missing fender via Embark, you should call immediately if the boat is taking on water or the shore power won't work or you are having trouble with the sails. The Manager can likely provide some quick assistance via phone to address the issue or can dispatch the appropriate support.

Please don't leave the boat with an issue like this without speaking with the Manager as it may be an easy fix and will prevent the next member from experiencing the same issue. And of course you should call if you get into trouble on the water, but only AFTER contacting SeaTow or TowBoatUs or the Coast Guard first.

Scheduler Questions/Issues

If you have questions about the Scheduler or if you believe you are experiencing an issue, please first consult the "What can I reserve?" link at the top right of the calendar page. That will detail for you what you have reserved, what you have available, and why. Most times your answer will be available in that description.

Other Communication

Please refrain from contacting the boat owner with any boat issues. All issues should be directed to the Manager. One of the benefits of being an owner with SailTime is that the Manager deals with all service, repair, and logistics.

Please also do not "reply all" to Manager group emails unless it is absolutely necessary and your response is important to all recipients. No one likes MORE emails.

Scheduling

SailTime Scheduler

The SailTime Scheduler is a real-time, internet-based scheduling tool for use by SailTime members to quickly and easily handle monthly scheduling of sailtimes. You will use the Scheduler to make all reservations on your boat. The Scheduler is the calendar of record for all reservations.

Scheduling works as follows:

1. **Daily SailTimes:** SailTimes are separated into daytime and evening time periods:

Daytime -- 10:30 am to 6:00 pm

Evening -- 6:00 pm to 10:30 am

2. **Classification of Days:** Days of the week are broken into 4 categories:

Weekend Day (WEAM) -- Saturday, Sunday and Public Holiday*

Weekend Evening (WEPM) -- Friday, Saturday and the evening before Public Holiday*

Weekday Day (WDAY) -- Monday through Friday

Weekday Evening (WEV) -- Sunday through Thursday

*Public Holidays recognized in the USA are Martin Luther King Day, Presidents' Day, Labor Day, Memorial Day, Fourth of July, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Scheduling Rules

These scheduling rules are put in place for the sole reason of evenly and fairly sharing the boat for maximum usage by all members and preventing any one member from dominating the schedule unfairly. If it is determined that a member unfairly gained extra sailtimes by using loopholes in the scheduling software, those extra scheduled sailtimes will be removed and the loophole closed. Please keep in mind that SailTime gains nothing by preventing access to the boat; the rules are designed to maximize usage by all members. SailTime reserves the right to change the rules in order to improve access to the boat.

SAILTIME: Bi-Monthly Scheduling Rule Set

Important General Note: The following set of Scheduling rules was designed to maximize all Members ability to access their boat and provide an incredible amount of flexibility while considering the equitable shared interaction of 8 Members per boat with 4 weeks in a month and 8 weeks in two months.

New Members: New Members should note that under steady state conditions, Members tend to book about 3-4 sail times per month and they book these about 4-6 weeks in advance. However we've noticed that New Members, being rightly so very excited, tend to book all seven sail times per month for as far in the future as they can, then cancel the times as they get closer. Usually this behavior stops when they see for themselves that there really are plenty of sail times available. We call this the 'honeymoon' period. The effect of the 'honeymoon' period causes some false jamming of the schedule at the launch of a new boat or when multiple Members join at one time. Therefore, when borrowing from future months as in Rule 4, new Members are prevented from borrowing for a designated number of days specified by each individual base location. This protects you when New Members join your boat.

- Rule 1: Members can schedule as far in advance as they like up to one year.
- Rule 2: Classic Members are allocated, at a minimum, one weekend day (WEAM) sail time, one weekend evening (WEPM) sail time, two weekday evening (WEV) sail times and three week day (WDAY) sail times per month.
Lite Members are allocated one weekend day (WEAM) sail time or one weekend evening (WEPM) sail time, and two weekday sail times that may be any combination of weekday day (WDAY) and weekday evening (WEV) sail times, per month.
- Rule 3: Classic Members can get extra sail times every month at no cost if they schedule these sail times within 36 hours of the starting time of the sail time. All rules are overridden by this rule. SailTime Lite members may buy additional sail time within 24 hours of the start of that time.
- Rule 4: Classic Members can get extra sail times in any particular month by using any sail times unused from the previous month and/or borrowing sail times from the following month. In this manner, Members may reserve anywhere from 1 sail time, to a full day to an entire weekend or even an entire week anytime in the future. This is especially useful when planning vacations. The scheduler automatically notifies the Member if they are using this month's allocation or taking from past or borrowing from future months. However, the Scheduler limits the maximum combined number of sail times (whether allocated in the current month or pulled from past or borrowed from future) of each type scheduled in a month as follows (note: Rule 3 still applies, anything scheduled inside 36 hours is not subject to the rules):

Type of Sail Time	Week day	Week evening	Weekend day	Weekend evening
Max Number of Scheduled Sail Times in a Month	5	5	2	2
Lite Max Number of Scheduled Sail Time in a Month	2+\$	2+\$	1+\$	1+\$

In seasonal Bases, Members may not pull from months prior to the season start or borrow from months after the season ends. Some bases further define peak months (July and August in Boston) as months where high reservation traffic is expected; in order to prevent unfair reservation practices during these peak months, Members may not borrow into a peak usage month, IE the height of summer. New members are blocked from borrowing forward for a base designated number of days to alleviate any 'honeymoon' jamming issue.

Past unused sail times are not continuously carried forward. Example: A Member does not sail any WEAM's in May and then sails only one WEAM in June. In this case the June allocated WEAM is used in June and the May WEAM is not carried to July. Lite Members cannot borrow any times.

- Rule 5: Members must confirm their booking in a window between 72 hours and 36 hours before the sail time. For back to back sail times, individual sail times or an entire block may be confirmed inside the 72 hour period of the first sail time. If Members do not confirm, the booking will be cancelled at the 36 hour mark and another Member may book the slot using Rule 3 above. If the Member rebooks the same slot within 36 hours after canceling or letting it expire, then the usage of this slot will count against their allotted number of guaranteed slots that month as normal.
- Rule 6: Members can have any eight (8) peak sail times scheduled in the future at any one time. Peak sail times are defined as any weekend and holiday sailtime. Weekends include Friday evening but not Sunday evening.
- Rule 7: Members can have any twelve (12) off-peak sail times scheduled in the future at any one time. Off-peak sail times are defined as weekday and week evening, non-holiday sailtimes.
- Rule 8: Members can only have reserved one holiday at any one time. A holiday is defined as the day of the holiday and/or the night before.
- Rule 9: Members are able to have up to 3 swap requests placed with other Members at any one time. Members may swap between months. If different types of sail times (i.e. a peak for a non peak) are swapped, the original reservation type is counted.
- Rule 10: Members are able to place up to 3 wait-list requests on other Members. Wait lists can be requested within 72 hours of the targeted sail time only. Waitlist sail times transferred inside 24 hours are free to the Member getting the sail time.
- Rule 11: For 2 or more back to back sail times the Member must pump out the boat themselves, and must allow enough time when returning to the dock for this to occur before the next sail time begins. Member must refuel after 4 consecutive sail times.
- Rule 12: For 6 or more back to back sail times reserved the Member is responsible to pay for a mandatory detail cleaning of the boat. This will be charged at each individual SailTime Base rate and the Member must return back to the dock 2 hours before the end of the last sail time to allow for the detail cleaning.

Important Note 1: You are responsible for making sure that you reserve your sailtimes before the beginning of the month. The possibility exists that you could miss out on the number of allocated SailTimes if you leave scheduling until after the month has started. For example, if everyone left scheduling until the middle of the month then there are obviously not enough sailtimes remaining to fulfill everyone's requests. **Therefore, SailTime will not guarantee the number of SailTime bookings after the month has started.**

Important Note 2: The Scheduler places a TEMPORARY hold on any sailtime scheduled and will RELEASE that scheduled SailTime booking if the member does not CONFIRM **between 72 hours and 36 hours before the sailtime starts.** As a courtesy, the Scheduler will send an email reminder to confirm or cancel a sailtime; however, SailTime cannot be held responsible for the delivery of e-mails and therefore it is recommended members use their own reminder system. **If you do not confirm your sailtime before the 36-hour deadline, you will lose your sailtime.**

Please note that the SailTime Scheduler is designed to give Members more opportunities to use the boat. It is expected that most Members will not use the boat every time they schedule it or have the opportunity to do so. Therefore, this method of confirming use the day before will allow Members to use it on an impromptu basis many times during the month.

Features & Details

Reservation Status

The **SailTime Scheduler** will show the current status of each reservation. It will either be "unreserved," "unavailable," "scheduled," or "confirmed." If the status is "unreserved," a Member can place an immediate reservation on it for that time and be guaranteed the sailtime. A sailtime is "unavailable" if the member has already used that sailtime type for the month or has reached the limit of sailtimes scheduled.

What Can I Reserve?

If you have questions about your remaining SailTime bookings or why a certain unreserved sailtime is unavailable to you, please click on the "What Can I Reserve?" link in the upper-right corner of the Scheduler. This popup will describe how you are using your SailTime booking for the selected month and what sailtimes are still available for your use. Please look here first before contacting your Base Manager as the Manager will simply look at this same report to answer your question.

Swapping

You can always place a request to another Member to swap a scheduled slot anytime via the Scheduler. To do this, select the slot you want, and in the pop up window, select up to (3) potential SailTime bookings that you are offering to swap. The Member holding the sailtime will be sent an email notification of the swap request. SailTime encourages Members to get to know one another in order to work out amicable sailtime swaps and scheduling issues. All scheduling will be performed using the Scheduler.

Back-to-Back SailTimes

You can request back-to-back sailtimes at any time, as long as you have available sailtimes remaining. In this manner, it is possible to schedule a multi-day cruise of up to a full week. Note however that getting an entire week can be difficult, though it is possible. Four and five day trips are often fairly easy to schedule.

Waiting Lists

If the SailTime booking date you desire is already reserved, you can waitlist a request for that SailTime booking inside 72 hours. You can waitlist up to 3 SailTime bookings at any one time. When a waitlist request is made, the Scheduler sends an email to the Member holding the sailtime to check if they still intend to use the sailtime. If the Member replies with a cancel, the Scheduler will automatically reserve the sailtime for you. If the Member does not reply, you stay in second position until the end of the confirmation period.

36-Hour Rule

Within 36 hours of a sailtime start, you may schedule an unreserved sailtime and this reservation does not count against your guaranteed sailtime limits. These reservations are free extra outings for you to enjoy.

Courtesy Protocol

Members are requested to cancel any SailTimes that they will not be using as soon as they are aware they won't be able to make the booking. This will allow the boat to be enjoyed by another member. Members should also reply to swap and waitlist requests in a timely manner. This simple courtesy is integral to the enjoyment of the boat for all members.

Source of Record

The Scheduler is the source of record for all reservations. Whenever there are disputes over who has reserved a sailtime, the member named on that sailtime on the Scheduler is the holder of the sailtime. This remains true even in the following scenarios:

- Member believes they had reserved the sailtime, but another name is now listed
- Member forgot to confirm a sailtime and another member later reserved it

The Base Manager cannot get involved in resolving disputes over sailtimes between members.

Base Reservations

SailTime staff must get aboard the boat every month or more frequently to clean, inspect, and perform maintenance. In addition, when repairs are required, the boat must be briefly taken out of service to allow these repairs to be made. When such reservations are necessary, every attempt will be made to balance expediency in addressing these necessary tasks with not affecting member usage. However, please note that there may be times when the boat is unavailable for use to address these items. Also note that if one of your existing reservations is affected by such out-of-service needs, SailTime cannot guarantee a compensatory sailtime as there may not be one available on the calendar.

The base may also use sailtimes for member events, marketing events, and training of new members.

SailTime PLUS

As a SailTime member or owner-member, you can enjoy your SailTime membership at other SailTime locations worldwide in addition to sailing more at your home base! SailTime PLUS makes reserving a boat in another SailTime base easy. You can now reserve a boat from a single day sail up to 7 full days anywhere SailTime has a boat available.

SailTime PLUS is attractively priced, especially when compared to chartering a boat, and you can rest assured you will get the great service you are accustomed to at your home location whenever you visit a new SailTime base. Also, you will be fully familiar with the boat, the systems and check on/off process as they are the same or similar to those used at your home base. Lastly, you will experience one-to-one attention from our SailTime Base Manager and not just be a "lost in the crowd" charterer.

To enable you to become familiar with a boat in a new location, you will undertake a boat and local conditions orientation session. A fee will apply for this training as the local base Manager will be spending time on board with you for this introductory briefing. The cost of the briefing varies by location based on the requirements of that particular sailing area. This fee is charged only the first time you visit that particular location.

Pricing for SailTime PLUS is simple and straightforward, based on the size of the boat you are reserving. Pricing can be found on the SailTime website or inquire with your base Manager. Remember that you can also use PLUS to reserve a boat at your home location as well, whether you want to try another boat or get some additional sailing time after you have used all of your guaranteed SailTimes.

Further Assistance

The Base Manager and Help Desk are available to answer questions about rules and sailtime availability as well as to help you determine how best to use your sailtimes. However, they cannot make reservations nor confirm reservations on your behalf.

Embark (Check-on/Check-off)

SailTime strives for operational excellence so that we can provide you an enjoyable experience every time you get on the water. Therefore, systems like Embark have been implemented to ensure *as best as possible* that the boat is left in near perfect condition and exceptions are reported so they can be addressed quickly.

All members are required to thoroughly complete a check-on upon boarding the boat and a check-off prior to leaving the boat. This is done using the proprietary SailTime Embark system. Embark is a monitoring system which is accessed via your cell phone.

To properly manage and report the condition of the vessel it is imperative that all members thoroughly follow the Embark process. Embark serves four main purposes:

1. To ensure that the boat is left in the correct condition. If it is not, appropriate emails are sent to the previous Member indicating the discrepancy.
2. To alert the next user and manager of the boat of a current abnormal condition, for example out of paper towels, no propane or even out of service.
3. To alert SailTime staff in a timely manner if the boat needs maintenance, fuel, pump-out etc. or other problems exist.
4. To identify any liability regarding broken or missing items from the inventory.

In the event of any missing item or damage is reported upon a check-in and the previous scheduled member has not reported the issue, then SailTime will charge the previous member for the repair or replacement. **Therefore, thoroughly checking the boat in and out will help each member**

determine the timing and source of any issues and therefore eliminate any liability for non-reported problems.

By properly reporting any discrepancies each member can be sure that any loss or breakage will have been caused by their usage, and thus will have responsibility. If there is a discrepancy between the condition a member thought they left the vessel upon check-out and the condition the subsequent member reports on check-in, the check-in will prevail.

We obviously do not want to charge for things that are normal wear and tear or caused by acts of nature, which are a possibility, but we ask that all members hold up their end of the bargain and properly take responsibility for the care and maintenance of the systems and inventory of the vessel as it is delivered to you. Any problem repair charges will be requested to be paid immediately or payment arrangements made. If payment is not made in a timely manner, membership and boat usage will be suspended.

It is also important that you check and report on all listed supplies such as paper towels, toilet paper, cleaning supplies, and propane. Failure to report on these supplies can adversely affect the enjoyment of the next member.

If Embark is not functioning, then please complete the onboard checklist and email any exceptions to the base Manager. Email is the only alternate form of Embark communication allowed; please DO NOT text or call with basic exceptions as a written log of exceptions is required.

Failure to use Embark AND report appropriate issues WILL result in suspension of sailtimes without any refund.

Expectations

Cleaning

SailTime relies on you as the member to clean the boat after each use. We do not have crews standing by to care for the boat after you depart; that would dramatically increase our costs which would in turn push membership fees beyond reach. It is important that you leave the boat at least as clean as it was when you came aboard. It is unfair to leave a mess for the next member to deal with.

After **each** outing, you must complete the following cleaning:

- Wash the deck and cockpit with scrub brush, soap, and water
- Wipe down the galley and salon table if you have cooked or eaten below
- Sweep up the floor of any crumbs or sand and wipe up any spills
- Pay extra attention to cleaning if you spent the night aboard
- Take all trash and food with you

As a general rule, you should clean any room and surface that you have used and then some! This will always ensure the boat is more than ready to go for the next user, and was ready for you and your family.

Note that there shouldn't, but sometimes are, times when the previous member has accidentally neglected to do something. Perhaps it was late when they left the dock and did not see a stain from a spill. Please realize that you will probably do the same thing one day. This does not happen very often;

our experience has been that all members are very responsible and honest. In return, you can expect SailTime to do its absolute best to give you a great shared experience; but again, since we do not inspect the boat between sail times, expect that sometimes things will not be perfect. Please do your part by leaving the boat in “perfect” condition every time.

Refueling and Pump-out

Typically, SailTime staff will take care of refueling. However, you do have some responsibilities in this regard.

Whenever you have the boat scheduled for 2 or more consecutive sailtimes, you are required to return the boat pumped out.

Whenever you have the boat scheduled for 4 or more consecutive sailtimes, you are required to return the boat fully fueled at your expense with the holding tank pumped-out. Note that this requirement holds without regard to whether you used the boat for all 4 sailtimes, whether you used any fuel or used the head, or even if you left the dock. Since we have no way of measuring fuel used or waste introduced, the only thing that matters is the 4 consecutive scheduled sailtimes.

Make sure to leave time during your return trip to take care of the fueling and pump-out. This may take some advanced planning given the hours of the fuel dock operation and the fact that the East Boston pump-out doesn't work very well at low tide.

If you fail to perform these duties prior to checking off, you will be charged for the cost of refueling plus \$150.

There may be a rare occasion when you need to refuel or pump out beyond the above requirement. This can happen when the member before you just reported the issue shortly before your arrival, and we can't address the issue in such a short amount of time. This can also happen if you are going on a longer trip and don't want to start with low fuel or a half full waste tank. In this case, Sailtime will reimburse you for the cost of fuel. To request reimbursement, email or text to the manager a copy of the receipt with your **Venmo** handle included.

Tying Up

It is very important that you secure the boat to the dock exactly as demonstrated during your orientation.

This method ensures that the boat cannot move in the slip in such a manner that might cause damage to the vessel or surrounding boats, and also protects against high wind and wave conditions that can sometimes pop up.

Bow and stern lines must be perpendicular to the boat, secured with a true cleat hitch. Spring lines must be at a steep angle to the boat to prevent fore-aft movement, again secured with a true cleat hitch.

Bow, spring, and stern lines come with the boat upon departure and should be taken out ready to use when docking. Fenders must be grouped at the beam and should not be hanging in the water.

Rules of Membership

Each SailTime Member will be required to abide by rules, listed in the SailTime Membership Agreement, and the rules of the marina which are all devised to ensure constant enjoyment for you and your guests. However, these rules do not negate good judgment, integrity, sound reasoning, and respect for the

vessel and for other SailTime Members. SailTime reserves the right to amend the rules from time to time, as necessary.

Late Boat Return Fees

If a member returns a boat late, it can seriously inconvenience the next member scheduled to use the boat. Therefore, a late charge of \$100 plus \$50 per each ½ hour past the designated return time may be charged to the offending member. Accordingly, the subsequently scheduled and inconvenienced member will receive \$50 per each ½ hour that the boat is late up to \$300. If payment is not made in a timely manner, membership and boat usage will be suspended. Of course, exceptions will occur for major boat failure as determined by a SailTime staff Member. However, weather conditions and minor mechanical issues will not absolve you of these charges; you must pay careful attention to changing weather conditions and leave yourself some margin of error.

Wind Limits

By default, members are not allowed to take the boat out when winds are consistently over 20 knots. You may request permission to sail in winds over 20 and up to 27 knots, but note that such permission is rarely given unless the member has significant sailing training and experience. No member may take out a boat (i.e. leave the slip), when winds are in excess of 27 knots or any time there is a declared “small craft advisory”.

If there is doubt, do not go out! Winds over 27 knots are dangerous conditions and stress our boats (and crew) out! Members will be responsible for all damage that occurred IF they were sailing in excessive winds. Members who choose to sail in inclement weather as mentioned above, may be fined up to \$500.00 per outing. Furthermore, the club is not responsible for informing the member of the aforementioned charge and will do so directly to the member’s credit card on file upon finding a vessel had sailed when they should not have.

All forecasts will be based on NOAA’s primary marine weather site: www.marine.weather.gov

Pets

Pets are strictly forbidden from all boats because of the increased risk of damage, issues caused by fur, and potential allergies of other members.

Smoking

Smoking is strictly forbidden inside all boats. Some boats allow smoking above deck; inquire with the manager about the rules on your vessel.

Groundings

SailTime requires you to report if you hit bottom. Please use the honor code. It’s the safest and most responsible thing to do. If you hit bottom in any manner without reporting it, your membership will be terminated, you will be charged for the full cost of repairs, and you will be prosecuted – no exceptions. Failure to report such incidents can later result in the death of another person. At all times the member is subject to operating the vessel using generally accepted “good seamanship” techniques and knowledge. Costs arising from operating the vessel outside good seamanship will be borne by the member.

Respect for Environment

SailTime not only promotes safe boating practices and procedures, it also encourages strict respect of the water environment. By signing the Member Agreement, members agree to keep all trash aboard the boat at all times, including waste products and cigarette butts. Do not dump anything into the water at any time and do not damage the delicate ecosystem in any way. The highest respect of our beautiful coast, lakes and rivers and other waterways is of the utmost importance to SailTime staff and the same is expected of its members.

Weather & Water Conditions

SailTime is not responsible for the weather nor conditions of the local waterways during your sailtimes. SailTime cannot provide compensatory SailTimes because of poor weather during your scheduled outing. The same is true for any negative conditions in the harbor such as harbor closures, rough conditions, or a lack of water. There are simply not enough SailTimes available to offer such compensation, and these conditions are obviously not under sailtime control. SailTime will also not refund Membership fees in these conditions. Please realize that if you owned a boat yourself, your expenses would continue in these conditions as well.

Safe Boating/Sailing

Safety at sea is extremely important. As the Captain of the boat, you are responsible for the safety of your crew and of the vessel itself. Prior to departing, you must make sure that the boat is in safe working order, the weather conditions are conducive to safe sailing, and your crew is capable of the expected conditions.

Shallow Water

Low water points are very hazardous. Only some of the low water points are actually marked on maps. Do not ever operate the boat in water that is less than 10 ft from the bottom of the keel. The depth sound is calibrated for the keel bottom. If operating in shallow water, ensure the stereo is low enough to hear the depth alarm and keep a constant eye on the depth meter. Note that any time you are outside of a marked channel, even by a few meters, you must be extremely vigilant of the depth.

Night Sailing

Night sailing is only permitted to those members that have been approved in writing by the Manager and completed a Night Sailing Contract. "Night" begins at marine twilight. Always exercise common sense and extreme caution when sailing at night. SailTime requires all members to become familiar with the local sailing area in order to avoid low water spots and maneuver around coves and islands. Obey buoy markers and night signals and ensure the appropriate navigation lights are displayed at night. When anchored, the anchor light must be left on. **Note that if you sail at night without proper prior authorization, you will not be covered by insurance should there be an accident and will be responsible for 100% of any repair fees and personal liability!**

Life Preservers

Before departing, you must make sure that you have sufficient life preservers for everyone onboard. Life preservers must fit appropriately in order to be considered toward USCG requirements. By law, all children under 12 years of age must wear a life preserver. Not all the life vests will fit all children. Before sailing, discover the age and weight of children to ensure enough life jackets of proper size are available. Similarly, if you have guests with children, ask them to bring a life preserver for each child. There must be enough correctly sized life preservers on board for everyone or you may not take the boat out. The fines under USCG rules vary, but can be up to \$250 per person. The member is responsible for all such fines.

Anchoring

Anchoring is difficult in places where there is a steep slope or the ground offers poor holding. It is your responsibility to learn various anchoring techniques for the safety of the boat and crew. Get up often during the night to check the position of the boat. Let out anchor line 5 to 7 times the depth of the water. Check your entire 360 degree swing area for safety. If you are not familiar with advanced anchoring techniques, please stick with mooring balls for all overnight stays or anytime you will be leaving the boat.

Boat Seaworthiness

SailTime does not inspect the boat between each member's use. It is the member's responsibility to determine the operational capability and safety of the boat each time the boat is taken you're your inspection should include, among others – engine, standing and running rigging, bilge and thru-hulls, anchor and windlass, and navigation lights, plus all safety gear such as life jackets, flashlights, fire extinguishers, flares, and charts.

Accidents

Accidents happen. It is critical that you report accidents to the authorities in accordance with state and USCG law and also inform the Manager. The USCG accident report form is available in the Boat Operations Manual onboard. This form must be completed and submitted anytime that USCG is called for assistance or when you collide with another vessel.

The SailTime Mission

The SailTime mission is to make sailing new boats more accessible and affordable to new and experienced sailors. We hope that you understand that all rules and suggestions are made to ensure that you have the best experience with SailTime. This includes having maximum access to the boat, enjoying a clean and safe boat, and enjoying your best time on the water. Thank you for boating with SailTime.

Thanks for Joining SailTime – Bon Voyage!

Attachment A - Common Marina Rules

RULES & REGULATIONS

1. Respect the Marina Community you have moved into. Following this rule solves 95% of all problems.
2. Be a good neighbor. When rinsing off your boat, make sure not to get the boats on either side of you wet. Treat the neighboring boats like you would want someone to treat your boat.
3. Noise is a big issue in every marina - Boat Operator shall neither place, play or permit any radio, television, loudspeaker or amplifier in or around the Slip where the same can be heard from outside the Slip, nor place an antenna or other projection on the Slip, nor take any other action which, in the exclusive judgment of Lessor, would constitute a nuisance or would disturb or endanger other tenants or boat owners in the Marina or interfere with their use of their respective premises or would tend to injure the reputation of the Marina.
4. No hazardous or flammable materials may be stored.
5. Please keep your pets under control and on a leash on the docks.
6. You must appropriately secure your boat to the docks at all times.
7. Boat Operator and guests and invitees shall follow the rules of safe boating within the Marina and shall operate boats so as not to create any disturbing wake.
8. Please keep the bathroom / shower clean.
9. Please remove your trash from the marina grounds.
10. Swimming around the slips is very dangerous and is forbidden.
11. Report marina maintenance and repair items immediately.