



# CO-OP MANUAL

June 2022



## INTRODUCTION

The Hollyburn Sailing Club Co-op program allows shared access to sailing, kayaking, stand-up paddleboarding equipment.

This manual has information about the **Co-op rules, available equipment, and where it is located**. It is recommended that you sail or paddle with more experienced members to learn more about coop operation.

Club events, group paddles, and picnic cruises provide a good opportunity to find others you can ask for help and tips. We also have a slack channel that's a great way to connect with other members. You can find more information about the slack channel here: <https://www.hollyburnsailingclub.ca/communications>. You can also always email [coopcaptain@hollyburnsailingclub.ca](mailto:coopcaptain@hollyburnsailingclub.ca) for help.

There are three broad categories of Co-op membership: Adults (18 years and older), Families (which may include children), and Juniors (ages 15 to 17 whose parents are not members of the club). Co-op membership fees pay for boat storage, purchase, and maintenance. The fleet is user-maintained and labour is on a voluntary basis. Most boat maintenance takes place during the Hollyburn Sailing Club Spring and Fall clean-up days as well as work parties organized over the winter months.

**HAVE A GREAT TIME SAILING, PADDLING AND ROWING.**



## RULES

All boats must be checked out before heading out on the water. QR codes are located on every boat that link to a google form. Please fill it in before a boat is taken out. If you do not have a cell phone with you, you can use the iPad located in the downstairs workshop. Note if there are any problems with the boat.

General rules for the Co-op:

- A **PFD or lifejacket MUST** be used at all times while on the water.
- It is up to the Co-op member to ensure the boat is in proper condition to paddle or sail. Check the boat before heading out.
- It is recommended boaters to dress for immersion (wet suit or dry suit). The water temperature is cold even in the summer.
- It is recommended you carry a communication device on the water in case of emergency.
- Check the tides (in or out) and weather conditions before you go out. Currents can be quite strong, the winds can be highly variable, and the sea state can change quickly.
- Obey the Harbour Master's No Sailing areas to the south of Ambleside (see map above the log book).
- Wash all equipment with fresh water after use to remove sand and salt water. Ensure that it is cleaner than when you found it for the next member. There are hoses located in the east and west yard.
- Kayaks and paddleboards should never be placed on the asphalt. They should launch from the sandy part of the beach and placed on the supplied boat holders for washing.
- Put everything away in its proper place when you are finished.
- Report maintenance needs to HSC Co-op Captain at: [coopcaptain@hollyburnsailingclub.ca](mailto:coopcaptain@hollyburnsailingclub.ca) or note it in the check out form.
- Co-op boats and boards are for use by members from the club only. There is no overnight usage (unless during a sanctioned club event) and boats or boards are not to be removed for use at other locations.
- Proper lights must be provided by members and used, if you are on the water at night.

### Sailboat Rules



- To use the sailboats, coop members must have achieved **Cansail 2 or equivalent**
- Junior coop members may use the coop sailboats if they have completed **CanSail 4 Sail Canada** sailing lessons. Their sailing ability must be approved by one of the club designated check-out personnel.
- Children 15 years and older may take a single boat (Laser) by themselves (with parental permission). Parents are responsible to ensure their child is properly trained to skipper the boat.
- Children less than 15 years old should be in a 2-person boat with their parents.

#### Rules for guest use of Sailboats:

- Adult, Junior and Family (>=15 years olds, with parental permission) Coop members may take one guest on a 2-person sailboat. Guests may not skipper a sailboat.
- Co-op members accept full responsibility for the safety of guests while using the club's boat.
- The HSC liability insurance does not extend to non-member guests.

#### Kayaking Rules

- To use the kayaks members must be able to swim, perform a wet exit, and an assisted rescue.
- It is strongly recommended that the paddler have at least **Paddle Canada Basic** training or equivalent.
- Any paddler going out alone must be able to perform a self-rescue.
- Kayakers should wear their PFD at all times. All boats should be equipped with at least a throw bag and bilge pump. Paddle floats and spare paddles are recommended.
- Kayaks should only be launched from the sand beach and not the asphalt ramp. Place the kayak into the water prior to launching. Minimize dragging the kayaks on the ground and they should never be dragged on asphalt.
- Children 12-18 years old may take a sea kayak (kayak 14' or longer) if accompanied by an adult on the water also in a sea kayak or similar boat.
- Children under 12 may not use the single sea kayaks.
- Children of any age may accompany an adult in a double kayak.
- Parents are responsible for their children on the water and responsible for any damage to coop equipment by misuse beyond normal wear and tear.



### Rules for guest usage of Kayaks:

- Adult, Junior, and Family (>=15 years olds, with parental permission) Co-op members may take 1 guest on the water and use up to 2 Co-op boats (for example a member and guest may take 2 SUPs, two kayaks, or one double-kayak).
- Coop members accept full responsibility for the safety of guests while using the club's boat. Please don't take out guests on kayaks if you have no paddling experience.
- The HSC liability insurance does not extend to non-member guests.

### Paddleboarding Rules

- To use the paddleboards members must be able to swim and wear a PFD and leash at all times.
- Any paddler should be comfortable getting back on their board alone.
- Children (of any age) may take out SUPs if directly supervised by a guardian on the water (for example a parent and 2 kids may take 3 SUPs).
- Children 15-18 years and older may take a SUP by themselves (with parental permission) .
- Parents are responsible for their children on the water.

### Rules for guest usage of Kayaks and Paddleboards:

- Adult, Junior, and Family (>=15 years olds, with parental permission) Co-op members may take 1 guest on the water and use up to 2 Co-op boats (for example a member and guest may take 2 SUPs, two kayaks, or one double-kayak).
- Coop members accept full responsibility for the safety of guests while using the club's boat. Please don't take out guests on kayaks if you have no paddling experience.
- The HSC liability insurance does not extend to non-member guests.

## GEAR LOCATION

Co-op boats are stored outside and gear is stored in a locked closet next to the downstairs change rooms in the clubhouse building. Your club fob will open the gear closet if you are a member of the Co-op. The gear closet contains:

- Kayak paddles
- Kayak bailing pumps
- Throw bags
- Kayak spray skirts
- Paddle floats
- Sailboat storage locker keys

SUP paddles are located in the tall locker closest to the coop gear closet in the East Yard. You can find the current combination on the inside of the coop locker.

We also have advanced carbon fiber wing paddles for the surfskis and some advanced paddling equipment. Contact [coopcaptain@hollyburnsailingclub.ca](mailto:coopcaptain@hollyburnsailingclub.ca) for training and access.

## Group Paddling Checklist

### Participant Introductions & Skill Level

- All participants have introduced themselves to each other and the group.
- The experience level for each participant has been confirmed/checked.

### Safety Equipment

- Each participant has the safety equipment required by Transport Canada: PFD, whistle, spray skirt, paddle, spare paddle, pump/baler, throw line, and lighting (if darkness is a potential during the paddle).
- Each boat has been checked for sufficient buoyancy in the form of bulkheads (with covers) or bags and all hatch covers are secured and watertight.
- Each participant has the appropriate clothing for the current and expected weather conditions: wet suit or dry suit, paddle jacket, gloves, hat, etc..
- Everyone has fresh water, food and snacks for the trip (if appropriate).

### Safety Procedures



- Everyone is aware of the on-water communications using whistlers & paddle signals and these have been reviewed with the group.
- All participants are comfortable with doing a self-rescue if their boat capsizes.
- There is at least 1 (ideally more) participant who is comfortable assisting in a rescue if required.

**Weather & Tide Conditions**

- The group has reviewed and discussed the expected weather for the planned route.
- The group has reviewed and discussed the tide flow for the planned route.

**Trip Plan & Procedures**

- There are at least 2 participants in the trip (paddling alone is not ideal).
- A staging area has been identified where all participants will wait while others are still launching.
- The group has discussed the paddling route, identified checkpoints along the route (where the group will check in) and discussed the expected timeline for the trip.
- The group has identified and discussed possible hazards or issues (e.g. tidal flow, wind, etc.) that the group might encounter and how to handle those situations.
- The group has discussed what will happen if one or more participants want to turn back early (e.g. at a minimum 2 people should return together).

**REMINDER**

- You are accountable for your own safety and that of the group.
- If you feel uncomfortable or unsafe with the paddling plan, or at any time during the paddle, let the leader or group know.

**Paddling Communication & Signals**

When paddling, different factors can affect good verbal communication: distance, wind, not speaking loudly and clearly, not being face to face and/or age (i.e. hearing loss).

Use the following whistle or paddle signals to communicate with your paddling group when verbal communication is compromised.

**Whistles**

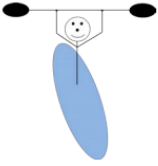



<b>1 Loud Whistle Blast</b>	<b>Attention!</b> Stop and look around for direction and paddle or other signals.
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<b>2 Loud Whistle Blasts</b>	<b>Stop!</b> Stay where you are. Look around for direction and paddle or other signals.
<b>3 Loud Whistle Blasts</b>	<b>Emergency!</b> Stop where you are. Look around to determine the nature of the emergency. If you are able to assist without endangering yourself then provide assistance.



## Paddle Signals

	<p><b>Paddle held horizontally over head with two hands.</b></p>	<p><b>Stop.</b> Stay where you are &amp; wait for direction.</p>
	<p><b>Paddle held vertically over kayak.</b></p>	<p>Gather around the person holding the paddle.</p>
	<p><b>Paddle held at 45 degrees to the body.</b></p>	<p>Go in the direction that the paddle is pointing towards.</p>
	<p><b>Paddle overhead, waving back and forth.</b></p>	<p><b>Emergency!</b> Go to the kayak / paddler and provide assistance.</p>

## SAILING

Hollyburn Co-op members have access to the following sailboats:

- Lasers (3)
- RS Quest (1)
- RS Vision (1)
- 420's (2)

Co-op members that take out a sailboat are expected to have CYA CANSail 2 level of training and to be comfortable recovering from a capsize. If you are taking out an unfamiliar boat, get rigging help from a knowledgeable member or search for rigging information online.

Transport Canada Safety rules for small sailboats require that each boat must have:

- PFD (or lifejacket) for each person (worn at all times)
- Sound-signalling device (whistle)
- Buoyant heaving (throw) line at least 15 m long
- Paddle (backup propulsion when the wind dies)
- A bailing device. This is recommended, but not required in the Lasers.

There are keys in the Co-op gear closet that provide access to lockers for each sailboat. The gear closet also contains extra paddles and heaving lines.

General Issues:

- If the drain plugs have gone missing, there are extras in the Co-op gear closet.
- **Don't forget to install drain plugs** before you go on the water. Remove them when the boat is stored on land.
- A block should be placed under the front of the dolly for the RS Vision and RS Quest to allow water to drain out the back
- Make sure all parts that can fall off the boat are tied on: rudder, daggerboard, mast (Laser only), your bag/water bottle, backup paddle etc.
- Ensure any pins used to secure rudders and tillers are installed
- If a sail has a window, try to keep it flat when folding.

## Lasers

Fun, fast single person boat! The Co-op has two Lasers, two standard rigs and one radial rig. The radial rig has a smaller mast and sail (same hull), which makes it ideal for lighter sailors or in high wind conditions. The rigs are interchangeable on any boat.

The Lasers are stored on the ground along the north wall in the east side of the yard. Half size lockers for the Laser gear are located on the east side of the building (under the back stairs). The masts are stored in a locked tube beside each boat. The keys for each boat are in the Co-op storage closet and are labeled with each boat's name. There is a key for each boat locker.

Each Laser locker contains:

- Rudder, Tiller
- Daggerboard
- Sail
- Mainsheet
- Boom vang
- Two lines for outhaul and downhaul (Cunningham)

Each Laser should have a short (blue) cord attached to the cunningham fairlead that may be slipped over the mast boom vang attachment point (before the boom vang is attached) to secure the mast to the boat.

The other coop lockers contain parts that you may need if the locker you are accessing does not have all the bits. Please go ahead and look for more parts in the locker for Arbutus and Saltspring (past fleet boats).

You may need additional lines (supply your own ~ 4mm) for tying:

- a paddle to front
- the sail clew to the boom
- any personal items to the mast (water bottle, bag, etc)

## RS Quest



A 2-person boat designed for training and family cruising.

The Quest is stored in ground space #51 and does not have a locker for its gear. Sails and rudder are stored in the boat under its cover.

The Quest forestay has a tensioning lever, please untension the forestay when it is not in use.

Before using this boat, please attend a rigging session so you know how to rig it.

## RS Vision



The RS Vision is a modern high performance dinghy with an asymmetrical spinnaker.

The Vision is stored in ground space #52 and does not have a separate locker for its gear. Sails and rudder are stored in the boat under its cover.

Rules for the RS Vision are:

- Co-op members must attend an RS Vision training session before taking it out.
- Do not sail it solo. It has a very powerful rig.

There is a video to show you how to rig this boat here <https://youtu.be/EuaO8xR32X4>



Former training boats. The Co-op has two 420 sailboats. One of the boats has hardware for a spinnaker and crew trapeze, but the Co-op does not have a harness.

The 420s are stored on dollies in Co-op ground spaces #53 and #54. The locker for the 420s is on the east side of the building (under the back stairs). This locker is full height and labeled Co-op 420, and is opposite the Co-op Laser lockers. The key for the locker says 420.

The locker contains:

- Two rudders (with tillers attached)
- Two sets of sails
- A spinnaker and spinnaker pole

## KAYAKS



The Co-op has 10 single kayaks (7 are lightweight fibreglass), and 2 double kayaks. Ten of the single kayaks are stored on a rack on the north side of the clubhouse (in front of the workshop). The two double kayaks are stored on the bottom of a rack on the east side of the clubhouse (next to the back stairs), in rack spaces D1 and D2. There is one kayak dolly (has "V" for cradle) and two kayak carts beneath the single kayak rack.

Before using the kayaks, Co-op members must have demonstrated the ability to perform a wet exit.

Transport Canada Safety rules for kayaks require that each boat must have:

- PFD (or lifejacket) for each person (worn at all times)
- Sound-signalling device (whistle)
- Buoyant heaving line at least 15 m long
- Bailer or pump (tied in)

Additionally you may want to take:



- Spray skirt
- Paddle floats
- Self-rescue aids
- Waterproof flashlight (winter)
- Appropriate clothing for the conditions

Paddles, spray skirts, pumps, heaving lines, and paddle floats for the kayaks are stored in the Co-op closet.

Sign out your kayak (don't have to be specific about which boat - just kayak or double kayak) in the sign out book in the downstairs repair room. Upon return, please note any concerns about the kayak in the logbook in the comments column.



## STAND UP PADDLE BOARDS

The Co-op has eight adult paddleboards. The boards are stored in the paddleboard rack located on the east side of the yard. The paddles are kept in the locker under the east stairs.

A PDF is required at all times, as is the use of the ankle strap.

## KIDS BOATS (Kayaks and Paddleboards)



The co-op fleet includes three sit-on kayaks and two SUPs for children. These boats are stored in a rack against the fence on the east side of the yard beside the Co-op Laser shelves. Check the drain plugs before taking the boat out.

Kids using the sit-upon kayaks **must be supervised by their parents at all times** and may not travel far from the beach. These boats are not suitable for open water.