



# Key West Community Sailing Center

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# GENERAL POLICIES AND PROCEDURES

**Revision Date: March 15, 2018**

The following documents govern the Key West Community Sailing Center:

- A. Articles of Incorporation approved by the Board of Directors and filed with the State of Florida January 2015
- B. By Laws: Approved by the Board of Directors of Key West Sailing Center January 7, 2015.
- C. General Policies and Procedures approved by the Board of Directors April 6, 2016. Plus Appendix A.

- Policies and Procedures are established and maintained by the Board of Directors.
- Changes can be made from time to time by a Quorum of Directors.
- The current revision is as of. December, 2018.
- Revision History:

2010-08-06  
2010-10-21  
2011-03-10  
2011-04-14  
2013-01-16  
2013-05-31  
2015-01-07  
2015-04-01  
2016-04-06  
2018-03-15  
2018-12-05

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## MEMBER FEES AND ACCESS

**OBJECTIVE:** To specify access and fees for use of the Center's grounds and boats. Any fees are levied for the sole purpose of defraying the cost of maintaining the Center's property and boats in a safe and enjoyable condition for the Key West Community as well as other sailors.

### GENERAL ACCESS:

- A. The Center is generally open from 'dawn to dusk' but may be extended if a Club sponsored or board approved event is being held and a Board Member is present.
- B. All Members of the Public are welcome at the Sailing Center.
- C. The Center is open to the Public for the purpose of sailing and associated activities. Due to limited parking spaces and seating in the Center, loitering is discouraged unless it is secondary to the main purpose of a sailing activity, or in connection with a club sponsored event. Cooking, microwave or BBQ use is only allowed during club sponsored events. Members are welcome to periodically bring previously prepared food and eat at the club during daylight hours. Food may not be left at the center and cleanup is mandatory.
- D. If a Member is the last person to leave, they must lock the gate behind them. The combination to the main gate lock will be given to Members and will be changed at intervals. Members shall not give the access code to anyone.
- E. Any Member of the Public entering the premises agrees to abide by these Policies and Procedures which shall be prominently displayed on the Notice Board.

**MEMBERS:** Individuals are asked to complete an application and pay an annual fee if they wish to use the Center's boats and equipment. The application is for 12 months. The individual does not have to be a Member to apply to use the Center's facilities. The applicant automatically becomes a Member when payment has been made in accordance with the schedule of rents and dues. A Family membership refers to those individuals that reside at the same unit or address as the primary Member (the name on the application form). The primary Member shall be responsible for the actions and behavior of anyone covered on their "Family Membership" or any guests they bring to the Sailing Center.

- A. Number of Members on One Membership: The number of people limited to club benefits under one membership is the number of related people living under one (1) roof. Domestic relationships count as 'related' parties.
- B. Number of Boats Taken Out by One Membership at a Time: There is no limit to the number of boats that can be taken out by people from one membership at a time. No one may take out a Center's boat until they are checked out by a qualified and designated Center Instructor for the particular type of boat they want to take.

**HONORARY MEMBERS:** The Board may, from time-to-time, elect a person or persons as Honorary Members. Honorary Members will be elected for a period of one (1) year.

**LIFETIME MEMBERS:** The Board from time-to-time may elect a person or persons for Lifetime Membership for outstanding or meritorious service to the Center.

**SUMMER YOUTH PROGRAM STUDENTS:** Advanced summer program students are

encouraged to participate in races for the duration of the summer school vacation, if said student is approved by the Youth Program Director.

**GENERAL ACCESS AND RESTRICTIONS:**

Use of the Center's grounds for private gatherings must be approved by the Board who reserves the right to levy a nominal fee for the use. The property must be left clean and neat after the event and a refundable security deposit of \$500.00 will be held by the Treasurer to ensure a satisfactory cleanup after the event.

**ANNUAL FEES:**

- A. Annual fee of \$190.00 + \$50.00 Startup fee = \$240.00. The Startup fee is for the first year
- B. Junior fee of \$30 a year for Juniors (16 and under).
- C. Renewal fee is \$160.00 due each year in the month you originally signed up. If you do not renew consecutively, you will be charged the Startup fee of \$50.00.
- D. Startup fee waived for:
  - Junior Membership.
  - Active duty military.
  - Special Community Program.

**PRIVATE DOCKING/BOAT STORAGE FEES:** Fees include 12 months' membership fee of the Center. See Dockmaster for updated fees.

If a Member would like to make upgrades, changes and/or modifications to the slip and docks, they will need to first submit a written request to the Dockmaster or other Member of the Board. This includes, and is not limited to, dock boxes, water lines, electricity, steps, carpets, cleats, etc. While maintenance of the docks is the responsibility of the Center, the Member leasing the slip has the responsibility of maintaining the slip to avoid hazards to other boats, hazards to the dock, and or anyone on the dock. All damage and necessary repairs should be reported immediately to the Dockmaster or any Board Member.

If the Board feels that a boat is not being used for the appropriate purpose of sailing, or that the captain is not following any KWSC rules, or the vessel and the slip is instead being used

for cheap storage, then, the Board may not renew the lease and may even cancel the lease with 30 days' notice and return a prorated portion of the slip fees not used to said owner not appropriately using said slip.

Captains are encouraged to email the dock-master with the number of times the boat has been sailed at the end of each month, so that the Dock Master may report the numbers to the board at the monthly meeting.

## **GENERAL CODE OF CONDUCT**

**OBJECTIVE:** To insure courteous and respectful behavior of all participants at the Sailing Center.

**GENERAL BEHAVIOR:** All participants shall work to make the Sailing Center an enjoyable place for the Public and Members to sail and participate in other sailing activities.

- A. Existing Members are asked to welcome the Public and all new or prospective Members of the Sailing Center in a friendly manner and help new sailors enjoy the sport safely.
- B. Any issues between Members are expected to be addressed by the individual(s) involved. The individuals should work towards a mutually beneficial resolution.
- C. Members are expected to create and assure a favorable image and perception of the Center and within the Community.
- D. Volunteer to help with Center grounds, docks, boats and active ties. The Center depends on your participation and volunteer work in order to function.
- E. Communicate intentions to and receive approval from the responsible Board Member before taking on projects within the Center.
- F. Any loud, obnoxious, provocative language, outburst of profanities, either written or verbal, reckless, disorderly, illegal and generally not acceptable behavior on the Center's property may result in a suspension or dismissal from the Center by a two-thirds (2/3) vote of the Board.
- G. Children under 14 are not to be on the Center's property without adult supervision.
- H. Children under eight (8) years of age must wear life jackets except in the building and must be under the constant close supervision of an adult. Close supervision is defined as being within constant sight and sound contact of the supervising adult and close enough to be able to prevent the child from being injured or to rescue the child if they fall in the water or otherwise require assistance.
- I. Excess alcohol or illegal drug consumption may result in expulsion from the Center and possible suspension or dismissal from the Center.
- J. Participants wishing to sail or work on boats have priority for the limited parking.
- K. Cars shall not be left in the parking lot overnight. Any vehicles left overnight will be towed from the parking area or stickered with a warning, at the discretion of the dock master.

**GROUNDS:**

- A. It is everyone's responsibility to keep the Center's property clean. Trash, whenever and wherever encountered, shall be properly disposed of.
- B. Only boats and dollies may be stored at the Center.
- C. Only spars and other small sailboat equipment may be stored in the spar shed.
- D. Use of electricity shall be limited to battery charging and small power tools.
- E. The Public, Members and Guests are prohibited from smoking on the Center's grounds.
- F. Personal property may not be left on the Center's property. Any personal property found on Center's property shall be considered a donation to the Center, allowing the Center to either dispose of said property or retain as the Center's property.
- G. Board Members reserve the rights to remove any notice or flyers found undesirable or unmarked. All notices may be removed after six (6) weeks.
- H. The food closet code may be given by a Board Member. No alcoholic beverages or other illegal substances shall be left at the Center.
- I. The Center has a number of secured/locked areas to conduct business and to protect the Center's assets. These include: a supply closet, administration closet, tool shed. Opening and subsequent locking of these secure areas may be performed by any Directors for special events or for individual request at the discretion of the Directors.

**PETS:** Pets are allowed as long as they are non-disruptive. Any participant may order a pet to be removed from the property. No pets may be left on the property or on board a vessel unattended. Pet owners must clean up after their pets. Pets must be kept on a six (6) foot lead at all times and in the owner's control at all times.

**YOUTH PROGRAMS:** During 'Youth Programs' such as Summer Camps, Weekend Sails, etc. the Instructor has control of the Center's grounds and boats as it relates to the program. Members are not to interfere with the programs in session and should check with the Instructor before signing a vessel out to ensure that the vessel is not in use for the program. The Public and Members may still use the Center.

**DISCIPLINARY ACTIONS:**

- A. Any Member may bring a formal complaint to the Board regarding allegations of actions of another Individual/Member that represent a risk to any person or Center's boat, improper behavior or language, violation of any of the rules outlined in the Policies and Procedures, and ByLaws, or any action that brings harm or discredit to the Center or Board Members. Any issues between Individuals are expected to be addressed by the Individual(s) involved. The Individuals should work towards a mutually beneficial resolution prior to filing a formal complaint with the Board. Criminal actions should be reported to the appropriate authorities.

- B. The Board Members will consider the complaint and decide whether or not the complaint provides a basis for disciplinary action for that Member. If they do provide a basis for disciplinary action, then a Sub-committee of two (2) Board Members shall be appointed by the Commodore with the approval of the Board Members to meet with the Member and determine the facts from the Member's perspective. The Individual shall be given a minimum of one (1) week's notice of the specific complaint prior to a meeting and a choice of at least two (2) times to meet. The Individual shall be entitled to object to the Board Members on the Sub-committee and ask the Board to reconsider the Board Members. If the Board decides not to change the Members of the Sub-committee, it shall give the reasons to the Individual. The Individual shall be entitled to bring two (2) other parties to the meeting. At the meeting the Individual may have the opportunity to question the person(s) making the complaint if the Sub-committee feels it is appropriate.
- C. The Sub-committee needs to agree to the facts with the Individual at the meeting and clearly identify those allegations which are disputed. If the Sub-committee concludes that the Individual should be disciplined, it shall make a recommendation to the Board Members. The Board Members may dismiss the complaint, admonish the individual, or suspend the Individual's privileges and or right-of-access to the Center's grounds for up to 90 days, or terminate the membership by a two-thirds (2/3) vote of the Board Members present at a Regularly Scheduled Meeting, or at a Special Meeting called for this purpose.

Δ. Failure to meet with the Sub-committee may result in disciplinary actions

#### **E. Abusive Behavior**

##### Background

Loud, obnoxious, or provocative language; bullying; outburst of profanities and reckless, disorderly, or illegal behavior are not acceptable on the Center's property. Such communication in person, by phone or email to a fellow member is strictly prohibited. Such behavior will result in an immediate review by the Executive Committee. The Executive Committee has the authority to suspend the offending member's privileges. *Suspension of Membership Privileges* means that the member loses his right to access the property, to participate in Center Sponsored events and/or to use of Sailing Center Boats.

##### Immediate Suspension of Privileges

Should the Commodore or Vice Commodore witness or receive credible accounting of a member acting in a manner that appears hostile or abusive, they will convoke the Executive Committee; and, if approved, will immediately suspend the Membership Privileges of the offending member for 15 days. If the offending member commits a second offense of such behavior, the member's privileges will be suspended for a period of 30 days.

If the member commits a third offense of such behavior, the Executive Committee, upon consideration, will recommend to the Board of Directors to terminate the membership of the offending person. A member can have their membership terminated upon notice and by a two-thirds (2/3) vote of the Board of Directors at a



Regular scheduled meeting or at a Special Meeting called for that purpose.  
Formal notice of Suspension of Membership Privileges will be delivered by email, by hand or regular mail to the member and to the Board of Directors.  
The offending member may appeal to the board to request an appeal process as provided under Disciplinary Actions, Paragraph B, of the Policies and Procedure document.

**TERMINATION FOR NON-PAYMENTS:** A Member shall **NOT** use the Center's boats if a Member has not timely paid the user fees. Delinquency in payment of more than 30 days after the due date set by the Treasurer shall constitute an automatic termination. After six (6) months of termination for delinquency, an individual must pay, reapply and pay the normal annual dues plus the startup fee.

## USE OF BOATS

**OBJECTIVE:** To maximize the safety of the sailors and minimize damages to boats.

### CENTER'S BOATS:

- A. Any Member of the Public may use the Center's boats, subject to an annual fee, and certification for education and appropriate use of the boats and equipment.
- B. No Center vessel will be operated in the hours of darkness (after sunset and before sunrise). When using a Center's boat in the hours of daylight, the member must have due consideration of sunset time and return to the Center before sunset.
- C. No one may take out a Center's boat until they are checked out by a qualified and designated Center Instructor for the particular type of boat they want to take.
- D. Children under 16 years of age sailing must have adult supervision.
- E. Center boats shall not be sailed beyond the Seaplane Basin except for Centersponsored events or with the permission of the qualified and designated Center Instructor.
- F. Upon a vessel being used, the Member must record the use with their name, the date, time, emergency contact, etc. and fully complete the appropriate information in the proper "SignOut Log" for that designated vessel. Upon the vessel's return, required information must also be logged in the "SignOut Log."
- G. It is the responsibility of the Member to make sure the boat is seaworthy and that the boat has all the Coast Guard required life vests, flares, whistle, etc.
- H. Upon return the boat must be securely and properly docked or put back into the yard in its proper place. Docking lines must be secured properly and center board must be in the up position.
- I. Upon return the boat must be cleaned, the cabin neat and orderly and all garbage removed.
- J. Upon return to the docks, the Member must sign in the time of return in the "SignOut Log."
- K. Any items discovered in need of repair or broken on a boat must be reported to the Fleet Captain or a Board Member. Date and problem must be recorded in the "SignOut Log" and the "Boat Repair Log."

- L. Anyone using a Center's boat is personally responsible for damages incurred other than normal wear. The Member may not repair the boat him/herself unless authority is given to do so by the Fleet Captain. The Member shall pay for any and all damages incurred. The boat shall be repaired immediately at the Member's expense.
- M. Nobody may take a boat out in winds at or above 20 knots, as measured at the Key West International Airport (EYW). If anyone does take a boat out in winds at or above 20 knots, then that person is responsible for any and all damages. Disciplinary actions may be warranted for taking any vessel out under these dangerous conditions.
- N. Boats are allotted on a first-come, first-serve basis except during Center organized events such as races. During Center organized events, the boats may be reserved for a single event but not more than two (2) hours before the event.
- O. The boat must be properly stored after all use. No one may operate a Center's power boat unless they possess a Safe Boaters Card or the equivalent or a mariner's license and they are approved by the Board to operate said power boat.
- P. Only small boats may be taken out single handed/one person. Hobies, Bics, sunfish and Laser may be single handed. All other larger boats such as Precision and O Day must have at least two able-bodied persons on board.

#### **PRIVATE BOATS:**

- A Private boats stored in the Center's yard must be put back in their designated location. All boats in the yard must have operable dollies to assure the boat can be easily moved if needed.
- B Private kayaks must be stored in the assigned space on the racks and properly secured to avoid being blown off.

#### **BOAT TRAILERS:**

- A. The Center will disallow all trailers with the exception of the Club-owned trailer that is being used for moving, repair and maintenance of our Club boats. Only dollies are permissible as they are smaller than trailers and are necessary to move the private boats around the yard.

## **PRIVATE BOAT DOCKING/FACILITY**

#### **GENERAL RULES:**

- A. Any Member of the Public or Members of the Sailing Center may lease wet slips and storage.
- B. No private boats over 25 feet will be allowed unless Grandfathered in as of March 31, 2010.
- C. Private multi hulls are allowed subject to approval of the dock master and if there is sufficient space available. The storage fee shall be increased as to reflect the size of the boat and the amount of space used.
- D. Wet slips and storage will be awarded in order of written request by date (firstcome,

- firstserved).
- E. The Dockmaster will award space as it becomes available, with approval of the Board. The recommendation to the Board will take into consideration the type and condition and if the applicant lives in Key West. If a person on the waiting list refuses an available slip, he/she moves to the bottom of the list, and the next Member will be offered the slip.
  - F. The Dockmaster and/or the Commodore may move vessels temporarily as deemed necessary for the benefit of the Center.
  - G. Boat storage is on an annual basis from April 1st to March 31st. Fees may be prorated to the following March 31<sup>st</sup>.
  - H. Any Member who is in arrears on dockage over 30 days must remove their boat from the Center's facilities upon written notification to last known address, phone number or email address. If the Member does not respond to requests, the boat may be sold, at the discretion of the Board. Any residue from the sale will go to the Member.
  - I. The Dockmaster shall assign yard and rack space in accordance with the Board approved plan.
  - J. The Board Members may have a vessel removed from the docks for not following the dockage rules.
  - K. No one is allowed to sleep and or live aboard their vessel while in the leased slips.
  - L. All electrical lines must be stored when not in use.
  - M. Boats must be secured at the docks in a professional seaman-like manner. To allow for tides, all boats on a fixed dock must be secured with spring lines, that have at least 5 feet between the cleat at the dock and the cleat at on the boat.
  - N. The unassigned Center's dock space is for intermittent temporary usage only.
  - O. Slips are for the designated vessel only. A vessel may not be replaced by another without the dock-masters approval. Dinghies are not permitted.

## **HURRICANE PREPARATION (DOCKMASTER'S RESPONSIBILITY)**

### **A. Center's Boats**

When the National Weather Service issues a tropical storm or hurricane watch for the area, the Membership Officer will send out an Email to all KWCS members. Those who are in town will be asked to report to the Center at the designated times in the Email. All items that may be blown/float away and items on the grounds/floors should be raised and/or secured. All boats will be tied down, allowing for storm surge. Power and water will be turned off.

### **B. Owner's Boats**

When the National Weather Service issues a tropical storm or hurricane watch for the area, the Owner or his designee shall remove his/her boat from the sailing center. secure his/her boat in collaboration with the Dockmaster to ensure all boats are as secure as possible given the circumstances. If an Owner is not present and has not arranged for support, the Owner shall be liable for the costs of securing their boat by the Dockmaster or other Center Member or Contractor. Such costs to be at least \$250

plus any material costs. In all events, if Owner's boat causes damage to the docks or another boat, the Owner is responsible to pay for professional repair of the damage. The Center will not be held responsible for any subsequent storm damage as a result of the actions or inactions taken by Members or their designated agent on his or her behalf.

**If an Owner's boat causes damages to the docks or another boat, the Owner is responsible for the damages, regardless of who secured it.**

## **BOARD MEMBERS AND COMMITTEE CHAIR RESPONSIBILITIES**

**OBJECTIVE:** To detail the responsibilities of the Board Members and Committee Chairs of the Sailing Center as outlined in the By Laws on more general terms.

**As approved by the Board on 12/5/2018**

### **P&P: COMMODORE**

- Shall preside or designate a chair at all board meetings of the KWCSA.
- Is the Ex-Officio Member of all committees.
- Ensures the day-to-day activities are running smoothly.
- General overseer of Center's activities and policies.

**Please read the Appendix A for full list of Job Responsibilities**

### **P&P: VICE COMMODORE:**

- The Vice Commodore shall assist the Commodore and officiate in his absence.
- He shall be responsible to organize, promote and administer all educational programs, both youth and adult.

**Please read the Appendix A for full list of Job Responsibilities**

### **P&P: REAR COMMODORE:**

- Assist the Commodore and Vice Commodore in their duties.
- He shall be the liaison with other sailing Centers and organizations.
- He shall be responsible to organize, promote and administer all non-educational racing and sailing events at the Center.

**Please read the Appendix A for full list of Job Responsibilities**

### **P&P: SECRETARY:**

- Keep records of all **Official Meetings**.
- File and preserve all documents, records, reports and communications connected with the business of the Center.
- Perform such other appropriate duties as may be assigned by the Commodore or the Board.

**Please read the Appendix A for full list of Job Responsibilities**

**P&P: TREASURER**

- Collect and hold in the name of the Center, all money owned by the Center.
- Pay all bills contracted by the KWCSA, which shall be certified correct by the Board Members.
- Keep a true and complete record of all monies and property of the Center and of all dispositions made of said monies and property.
- Prepare and File all Returns required by Federal and State Taxing Authorities.
- Perform such other appropriate duties as may be assigned by the Board or Commodore.

**Please read the Appendix A for full list of Job Responsibilities**

**P&P: FLEET CAPTAIN**

- Chair the 'Fleet Committee' and make recommendations about the types and numbers of boats the Center needs.
- Manage the fleet of the Center's boats and assure that boats are maintained properly.

**Please read the Appendix A for full list of Job Responsibilities**

**P&P: DOCKMASTER:**

- Supervise the maintenance of the docks, wet slips and Center grounds.
- Assign slips and boat storage space in the best interests of the Center as approved by the Board.
- Direct preparation for and recovery from weather events.

**Please read the Appendix A for full list of Job Responsibilities**

**P&P: MEMBERSHIP**

- Maintain the list of Members and send renewal notices as they become due.
- Greet through emails new Members and distribute information documents such as Articles of Incorporation, Bylaws, and General Policies and Procedures for Members, etc.

**Please read the Appendix A for full list of Job Responsibilities**

**P&P: PUBLIC AFFAIRS**

- Publish a periodic Center Newsletter.
- Shall organize and supervise all non-sailing activities of the Center, including social events.
- Promote articles and photos to be published in newspapers and publications.
- Maintain a scrapbook of the Center's events.

**Please read the Appendix A for full list of Job Responsibilities**

# FLEET

**OBJECTIVE:** To define the fleet size and mix that can reasonably be maintained and supported with the resources available and serve the Member community in providing safe and enjoyable sailing experience:

## FLEET RECOMMENDATION

**Policy Statement:** In order to promote group sailing activities, camaraderie among sailors and to have familiar boats available for member use, the Key West Community Sailing Center fleet should consist of multiple boats of each design that is owned by Key West Community Sailing Center. This policy will maximize opportunities for members to have access to a boat that he or she is qualified to sail.

- A. The fleet, type and mix will be changed from time to time with the approval of two-thirds (2/3) of all Directors of the Corporation.
- B. No boats can be added or deleted from the Fleet unless approved by a two-thirds (2/3) majority of the Board.

**DONATED BOAT POLICY RECOMMENDATION:** There are two (2) categories of donated boats, either Key West Community Sailing Center fleet appropriate or not fleet appropriate.

**KWCSC Fleet Appropriate:** These are boats which match the Key West Community Sailing Center fleet. In order to accept this category of donated boats, it should be able to be sailed or it requires only minor repairs to be made seaworthy. Boats must have all major parts, including but not limited to, a seaworthy hull, mast, boom, all standing rigging, rudder, tiller, useable sails and the centerboard/dagger board. Missing or damaged/broken parts that are readily available locally, such as drain plugs, blocks, turnbuckles, hiking straps or sheets are acceptable and will not disqualify a boat from being accepted.

Donated boats that do not meet the condition requirements of "fleet appropriate" boats may be accepted and advertised for sale. If the boat has an engine, the engine must be operational and in good condition. Non-running engines will not be accepted. If the boat comes with a trailer, the trailer must be roadworthy with a valid title and current registration.



