

**SEAS MONMOUTH**  
**BOAT USAGE POLICY & PROCEDURES**

1. The SEAS Monmouth Boat Usage policy pertains to the use of all sailboats owned by SEAS Monmouth. It does not apply to the Safety Boat. The number, type, and size of sailboats owned by SEAS Monmouth may change over time.
2. Operational Zones
  - a. The operating zones listed here are the zones where the boats may be used and are not necessarily the zones the skippers are approved to sail or motor in. Refer to Skipper Qualifications to see Skipper operational zones.
    - i. The Small Boats (Lasers, Americans, Harpoons, and their replacements if any) operate on Shrewsbury River, its tributaries, and its directly connected bays, excluding Sandy Hook Bay.
    - ii. Rhodes Less Traveled (or its replacement if any) normally operates on Sandy Hook Bay and the Shrewsbury and Navesink Rivers. It may also be used by qualified skippers for excursions to Raritan Bay, Lower New York Bay, and Atlantic Ocean within 10 miles of land.
    - iii. SEAS the Breeze (or its replacement, if any) operates on all waters within 150 miles of its home slip or mooring and within 10 miles of land, including but not limited to Raritan Bay, Raritan River, Sandy Hook Bay, Shrewsbury and Navesink Rivers, Arthur Kill, Kill Van Kull, Lower New York Bay, Upper New York Bay, Hudson River, East River, Long Island Sound, and Atlantic Ocean.
  - b. The Boat Committee may move any boat to another location, either temporarily or permanently. If a boat is relocated, club members will be notified of the relocation, the reason for it, and the new sailing zone.
3. Reservations
  - a. Reservations, including the start and stop times, must be scheduled and approved by the appropriate Reservation Coordinator. Requests and confirmation can be via email, text, or telephone to the Reservation Coordinator. (Each Reservation Coordinator may designate a preferred mode of communication).
  - b. Members may reserve boats for special Club activities if approved by the Boat Committee.
  - c. Members may reserve a boat for a fraction of a day or for the entire day. Although a member may reserve a boat for the entire day, it is requested that they limit the reserved time to what they plan to use, so that other members may use the boat for the remainder of the day if desired.
  - d. A member can have up to two outstanding reservations on record at any given time, no matter how far into the future. A single reservation can cover a fraction of a day or one whole day. In the case of an overnight reservation, it shall be counted as one reservation no matter how many days are included. Members may not make reservations for two consecutive days with the following exceptions.
    - i. The Reservation Coordinator may schedule a skipper for two consecutive days if no other club member has requested the use of the boat 48 hours prior to those dates.
    - ii. The reservation is for an overnight on SEAS the Breeze (subject to guidelines in the section "Overnight Private Reservations" Section 4.c.).

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- iii. All boats must be returned to their slips each night, except for in the case of Club Special Activity Sails and Level 4 skipper multi-day excursions. A multi-day excursion must end each day before dark either at anchor in a protected area or in a slip.
  - e. A member does not have to be a qualified skipper to reserve a boat. However, if they are not, they must arrange for a qualified skipper to skipper the boat for that reservation. The name of the skipper must be provided to the Reservation Coordinator at the time of the reservation. A list of qualified skippers is maintained by the Lead Reservation Coordinator on the SEAS Monmouth website for the members' convenience. Only Level 4 skippers are qualified to skipper multi-day excursions.
4. Reservations fall into the following three categories:
- a. Club Activities
    - i. Boats can be reserved by the Boat Committee (aka the Club) for regularly scheduled activity sails, for special activity sails and for educational classes.
    - ii. Regular activity sails are regularly scheduled day sails with no specific destination that give members an opportunity to develop sailing skills by participating as crew on a boat. Regular activity sails are usually in the evening and last about 3-4 hours.
    - iii. Special Club activity sails are excursions to a special destination or event, such as cruises to fireworks, dock and dine to distant locations, viewing events like Sail GP or tall ships in New York. Special Club activity sails may be all day events or may span multiple days.
      - 1. Special activity sails may be proposed and run by any member. Skippers must be qualified for the planned sailing area and certified for the boat used. Proposals should be submitted to the Boat Committee for possible approval.
      - 2. Special activity sails and educational classes must be scheduled no less than two (2) weeks prior to the reservation date and publicized in the Club newsletter and are subject to availability of the boat(s).
    - iv. In general, the use of the boats for Club activities (raft-ups, weeknight activity sails, etc.) has priority over the use for private reservations with the following restrictions:
      - 1. All planned activities will be published in a schedule (available on the Club website) by May 15 or within one week of the particular boat being available for sailing. Each respective Reservation Coordinator will post the activities on the Club calendar.
      - 2. Any changes to the Club schedule must be publicized no less than 14 days in advance of the activity, unless an activity is rescheduled due to a cancellation for any reason. A new activity sail (or a new date for an existing one) can be scheduled if the particular boat has not already been reserved.
      - 3. Club activities cannot preempt sails scheduled by members.
      - 4. The Club cannot schedule more than two special activities per month on a boat without Boat Committee approval.

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b. Private Reservations

- i. A SEAS member can reserve a boat for his/her private use if their membership dues are paid in full for the year.
- ii. Private reservations can be made at any time before the reservation date, subject to availability of the boat.
- iii. Members may use the boat for as many daylight hours as they wish, providing the boat is not otherwise reserved, with the following exceptions:
  1. For reservations covering a single day or fraction thereof, the boat must be returned to the slip before darkness.
  2. Regardless of whether the reservation is for a single or multiple days, the boats must be returned to their slips timely to be available for the next reservation or activity sail.
  3. Level 4 skippers may make reservations that include keeping the boat away from its slip overnight if it is not already otherwise reserved. (See “Overnight Private Reservations” Section 4.c. for further information).
- iv. Any member or skipper requesting a private reservation of any kind (single or multi-day) during the season must meet one of the following requirements:
  1. Skipper two activity sails per year. These may occur after the private reservation but should be scheduled before the private reservation is scheduled.
  2. Volunteer ten hours per year for the Club. Volunteer hours may occur after the private reservation but should be planned before the reservation is scheduled.

c. Overnight Private Reservations

- i. Members may make reservations that include keeping the boat away from its slip overnight if it is not already reserved.
- ii. Members may reserve the boat for one night/two days once per season.
- iii. Such reservations can only be scheduled on consecutive nights other than a Saturday/Sunday reservation (Friday/Saturday or Sunday/Monday reservations are allowed) so that SEAS the Breeze is available to members at least one weekend day. In addition, the boat must be returned to its slip for any regularly scheduled activity sails by 4 pm.
- iv. Overnight cruises are limited to 6 people.
- v. The Reservation Coordinator must be made aware of the destination at time of overnight reservation request.
- vi. Club overnight sails (those made available to the general membership) can be scheduled for longer than one night/two days and may be scheduled over a Saturday/Sunday time period.

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- vii. For any overnight sails, upon returning the boat to the slip, a pump out must be scheduled (that does not interfere with other usage of the boat), the jerry can must be filled with diesel, and the boat must be cleaned.
  - viii. If the crew is unable to return the boat safely to its home slip by the end of the reservation (extreme foul weather, boat failure, crew injury...) the reservation coordinator and the person who has the next reservation should be notified.
  - ix. If the member reserving the boat is a season pass holder, the pass may be used to offset the cost of one day of the reservation. The fee for the second day can be found in the "Suggested Donations" document posted on the SEAS website.
5. Cost Sharing. The cost of ownership of the boats is shared by the people who use them as follows:
- a. Club Activities. All crew share in the cost according to the cost sharing schedule using cash, crew pass, or appropriate season pass subject to limitations to the Season Pass Policy.
  - b. Private Reservations. The member who reserves the boat shares in the cost according to the suggested donations schedule for private reservations using either check or appropriate season pass. Refer to the Season Pass Policy for more information about season passes.
  - c. Overnight Private Reservations. Overnight private reservations require payment for 2 days (daily rate x 2.) Members who have a Season Pass may apply the pass for 1 of those days.
  - d. Cost sharing funds should be sent to the Club Treasurer.
6. Cancellations
- a. Reservations may be canceled by the Boat Committee due to unsafe weather.
  - b. Reservations may be canceled by the Boat Committee if the boat reserved must be taken out of service for maintenance or repairs.
  - c. There are no special provisions for rescheduling due to rain out or cancellation by the Boat Committee due to unsafe weather or condition of the boat. A member's only recourse for a private reservation canceled by the Boat Committee is to reschedule the reservation for another available time when the boat has been returned to service and is available or to reserve another available boat. Those affected do not get any special consideration or priority in rescheduling and may not force other existing reservations to be moved to accommodate them.
  - d. It is the responsibility of the Boat Committee canceling the reservation to notify the member that the reservation is being canceled due to unsafe weather or boat condition.
  - e. Activity sails canceled for maintenance or repair will not be rescheduled.
  - f. Educational sails canceled for any reason must be rescheduled by the instructor.
  - g. A Member may cancel their reservation at any time at no cost.
7. Responsibility for damage

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- a. For private reservations, skippers, not necessarily the member reserving the boat, bear responsibility for damage to the boat.
- b. For Club activities, the skipper for a scheduled SEAS sailing event (Tuesday and Thursday evening sails, raft-ups, fireworks cruises, etc.) are not responsible for damage to the boat during the event or while traveling to or from the event.

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8. Conflicts and complaints

- a. Any complaints shall be managed as follows:
  - i. Complaints about reservations:
    - 1. Contact the applicable Reservations Coordinator.
    - 2. If unable to resolve, then contact the SEAS Monmouth Executive Board
  - ii. Complaints about the boats:
    - 1. Contact the applicable Boat Coordinator.
    - 2. If unable to resolve, then contact the SEAS Monmouth Executive Board
  - iii. Any other complaints should be referred to the Commodore or Secretary of the SEAS Monmouth Executive Board.
- b. The daysailers are managed by the Small Boat Coordinator and Boat Committee
- c. The keel boats are managed by the specific Boat Maintenance Coordinator and the Boat Committee.
- d. Links and contact information are available on our Officers and Trustees page on the SEAS Monmouth website.

9. Crew Qualifications

- a. SEAS Monmouth Executive Board recommends that every excursion on a keelboat have at least one person other than the skipper who can bring the boat and crew safely back to the dock if the skipper becomes incapacitated. This person is designated as the 1st Mate.

10. Compliance

- a. Failure to follow the above rules and policies may result in the revocation of reservation privileges at the discretion of the Boat Committee, with possible consultation with the SEAS Monmouth Executive Board.