

Mississauga Sailing Club

Located in Ontario, Canada

Membership and Boat Policy

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1 General

1.1 Approval

These Policies were reviewed and approved by the Board of the Mississauga Sailing Club.

Effective date	December 4, 2024
Initial approved date	December 4, 2024
Last reviewed date	December 4, 2024

1.2 Overview

This document describes policies for Members and Boats.

Policies herein are intended to compliment, not override or substitute, the Mississauga Sailing Club By-Laws and the Not-for-Profit Corporations Act, 2010 (Ontario). Any portion of this document that contradicts, accidentally or otherwise, the By-Laws, Act or any other applicable legislation will be considered unenforceable.

Changes to this document are at the discretion of the Board and should be reviewed by the Board at least annually.

This document should be made readily available to all Members of the Mississauga Sailing Club.

1.3 Definitions

In this document, unless the context otherwise requires:

1. "Act" means the Not-for-Profit Corporations Act, 2010 (Ontario) and any act that may be substituted therefor as amended or re-enacted from time to time;
2. "Applicant" means any person who has made an application to become a "Member";
3. "Bay" means a defined area in the in the Corporation's secured yard intended for a single use boat and trailer storage.
4. "Board" means the Board of Directors of the Corporation;
5. "Chair" means the chair of the Board, otherwise known as Commodore;
6. "Club" or "MSC" means the Mississauga Sailing Club
7. "Director" means an individual occupying the position of Director on the Board of the Corporation by whatever name he or she is called;
8. "Member" means a Board approved member of the Mississauga Sailing Club in good standing with defined privileges and accountabilities.
9. "Rack" means a specially designed storage solutions suitable for light weight boats.

2 Membership Policy

2.1 Definition of Member

A Member is a Board approved individual of the Mississauga Sailing Club in good standing with defined privileges and accountabilities.

Membership is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated.

A Member will be in good standing provided they have:

- completed and submitted all required documentation
- complied with the by-laws and other related policies of the Club
- complied with the conditions under their membership classification
- not been suspended or expelled
- met all financial obligations to the Club.

All Members are expected to:

- Agree to abide by all club policies, especially committing to the Code of Conduct and actively contributing to a safe and positive experience for everyone associated with the club
- Contribute volunteer hours towards Club
- maintain an appropriate degree of cleanliness
- alert others as appropriate of any safety issues or concerns
- be held accountable for their guests
- pay fees and abide by cancellation/refund policies

2.2 Member Classifications

There are five classifications of Members (Senior, Student, Honorary, Crew and Junior) designed to accommodate different entitlements, conditions, fee structures and minimum volunteer work hours. Details are below and summarized in the Appendix.

2.2.1 Senior Member

A Senior Member is an adult (18 years and over) member that does not qualify either as a Student or Honorary Member.

A Senior Member is entitled to:

- receive access codes to all common areas including the club house, boat yard and garages
- participate in all sailing and social events hosted by the Club
- use club owned equipment, unless the Board has articulated restrictions for safety or other practical reasons (e.g. committee boats may only be used for sanctioned events, and may only be used by Members with an Ontario Boating License, and who have completed a proficiency evaluation)

- store Board approved boats, trailers and related accoutrements in designated bays or racks provided they uphold all conditions under MSC's Boat Policies
- have up to 5 guests in the clubhouse or compound, provided that no guest shall be given access codes. Members must receive Board approval in advance for any requests of more than 5 guests per occurrence.
- Be a Member of the Corporation as defined in the By-Laws

2.2.2 Student Member

A Student Member is intended to encourage young adults that otherwise might find membership costs and volunteer hours prohibitive. Student Members must be:

- between the age of 18 and 24 years old; and
- an active student in a college or university program

Student Membership status will be reviewed annually by the Board to ensure conditions still apply.

A Student Member is entitled to:

- receive access codes to all common areas including the club house, boat yard and garages
- participate in all sailing and social events hosted by the Club
- use club owned equipment, unless the Board has articulated restrictions for safety or other practical reasons (e.g. committee boats may only be used for sanctioned events, and may only be used by Members with an Ontario Boating License, and who have completed a proficiency evaluation)
- store Board approved boats, trailers and related accoutrements in designated bays or racks provided they uphold all conditions under MSC's Boat Policies
- have up to 5 guests in the clubhouse or compound, provided that no guest shall be given access codes. Members must receive Board approval in advance for any requests of more than 5 guests per occurrence.
- Be a Member of the Corporation as defined in the By-Laws

2.2.3 Honorary Member

An Honorary Member is a Member who has demonstrated longstanding and extraordinary contributions towards the corporation.

They are initially approved by the Board under the following conditions:

- proposal and justification must be written in advance and entered into formal minutes
- nominees must be an active participant in either social, volunteering, or sailing activities (as determined by the Board)
- approval must be unanimous
- total Honorary Members cannot exceed five

Honorary Membership is not a lifetime designation. For many reasons, Honorary Members may cease to be actively involved in club activities and therefore should not have perpetual privileges. Consequently, the list of Honorary Members will be reviewed by the Board annually to ensure they remain:

- Members in good standing
- active participants in either social, volunteering, or sailing activities (as determined by Board)

Any former Honorary Members can (and should) be considered for re-approval if they resume active participation in club activities.

A Honorary Member is entitled to:

- receive access codes to all common areas including the club house, boat yard and garages
- participate in all sailing and social events hosted by the Club
- use club owned equipment, unless the Board has articulated restrictions for safety or other practical reasons (e.g. committee boats may only be used for sanctioned events, and may only be used by Members with an Ontario Boating License, and who have completed a proficiency evaluation)
- store Board approved boats, trailers and related accoutrements in designated bays or racks provided they uphold all conditions under MSC's Boat Policies
- have up to 5 guests in the clubhouse or compound, provided that no guest shall be given access codes. Members must receive Board approval in advance for any requests of more than 5 guests per occurrence.
- Be a Member of the Corporation as defined in the By-Laws

2.2.4 Crew Member

A Crew Membership is geared towards adults (18 years and older) that wish to participate in sanctioned sailing and social events, and to crew on boats with other Members. Although not mandatory, it is the Club's hope that Crew Members will eventually transition to full Senior Membership status as they experience all the benefits that the corporation has to offer.

A Crew Member is entitled to:

- participate in all sailing and social events hosted by the Club
- use club owned equipment, unless the Board has articulated restrictions for safety or other practical reasons (e.g. committee boats may only be used for sanctioned events, and may only be used by Members with an Ontario Boating License, and who have completed a proficiency evaluation)

2.2.5 Junior Member

A Junior Membership is geared towards 16- or 17-year-olds that wish to participate in sanctioned sailing and social events, and to crew on boats with other Members. A Junior Member may also be allowed to store a boat in the yard subject to meeting all conditions under Boat Policies.

New Junior Members are approved by the Board through an application process, which includes suitable parent or guardian consent. New Junior Members are initially approved by the Board through an application process. Thereafter, their Junior Membership status will be reviewed annually by the Board to ensure conditions still apply.

A Junior Member is entitled to:

- receive access codes to all common areas including the club house, boat yard and garages
- participate in all sailing and social events hosted by the Club
- store Board approved boats, trailers and related accoutrements in designated bays or racks provided they uphold all conditions under MSC's Boat Policies

2.3 Terms and Conditions

2.3.1 Liability and Indemnity

To be a members of the Mississauga Sailing Club (MSC), or to participate as a guest in any Club sanctioned event, individuals (or their guardians) must acknowledge having read Club Policies available on its website. By participating in MSC activities, they agree to save harmless and indemnify the MSC, their organizers and agents from and against all claims, actions, costs, expenses and demands in respect to death, injury, loss or damage to their person or property, howsoever caused arising out of or in connection with participation in any activity. They further understand and agree that this release is binding upon themselves, their heirs, executors, and assigns. They also confirm that (if a boat owner) they have an insurance policy providing third-party liability coverage of not less than \$3,000,000.

Notes:

- All Members are obligated to agree to the above noted terms and conditions immediately upon membership acceptance, and annually thereafter via a signed Annual Membership Agreement.
- Guests are obligated to agree to the above noted terms and conditions per each Club sanctioned event.

2.3.2 Property Loss and Damages, Personal

The Corporation does not act as bailee of the personal property of Corporation Members and/ or their guests and, shall not be responsible for the loss or damage, of any kind whatsoever including damage by fire, or theft to personal property of a Member and/or guest which is left at or stored in any space or facility on the premises over which the Corporation has control, including (but not limited to) a dock, locker, building, spar shed, or storage facility, winter storage area or dry storage area, made available for use by Members regardless of whether such space or facility is specifically assigned or rented for a fee to a club Member or is available for use by Members and/or guests.

2.3.3 Property Loss and Damages, Club Premises

The Corporation makes no representation or warranty with respect to the safety, fitness, condition or capacity of any storage space, facility, plant or equipment, made available for use by Members generally and any such storage space, facility, plant or equipment is used by a Member and/or a guest solely at his own risk.

All terms and conditions shall apply even though the loss or damage complained of may have resulted from negligence on the part of the Corporation or its employees, servants or agents or of any other person for whose negligence the Corporation might otherwise be responsible.

2.4 Member Purchases and Expenses

It is common for Members to pay suppliers out of their own pocket and ask for reimbursement. Members wishing to be reimbursed should complete an expense form available from the club's website and submit to the Treasurer. Instructions are included on the form.

All purchases are subject to approval by two executives with signing authority up to \$8,000. Members should not assume purchases will be approved. As such, it is highly recommended that approval from Directors be obtained in advance.

Any purchases exceeding \$8,000 must be presented to Members for a vote, typically during the Annual General Meeting when the Fiscal Budget is presented and approved.

3 Boat Policy

3.1 New Requests

All boats stored on the premise must be approved by the Board through an application process. Details must be presented to the Membership Officer who will then present to the Board for final approval.

Although exceptions may be considered, the Board will evaluate based on the following guidelines:

- boat must be in good shape, clean and seaworthy
- to qualify for Bay Storage:
 - one boat per Member
 - must be a mono-hull or multi-hull sailboat
 - must have a centerboard, daggerboard or raised keel (ie: no fixed keel)
 - maximum length (measured with boat on trailer): 24 feet
 - maximum width (measured with boat on trailer):
 - 7 feet for regular bays
 - 9 feet for large bays along north and south fences
 - maximum weight: 1000 lbs
 - storage containers may be added to bays provided when combined with the boat and trailer, the maximum lengths or widths are not exceeded
- To Qualify for Rack Storage:
 - must be a sailboat, canoe, kayak, or stand-up-paddleboard
 - maximum length: 14 feet
 - maximum width: 4 feet
 - maximum weight: 150 lbs
 - no trailers or storage bins are allowed

Note: The Board needs to consider rigging attachments which may add to the manufacturer's stated Length Over All (LOA) and may interfere with the movement of boats/trailers within the compound. Such attachments that would remain fixed during trailer/dolly storage in the compound, may eliminate a specific hull design or trailer from being admitted to the club.

3.2 Annual Review of Exceptions

As noted above, on exception the Board may approve boats that do not qualify under the listed guidelines above for good reason. For example, the yard may *temporarily* have available capacity to accommodate two boats for one Member.

For all exceptions, the Member must be made aware in writing that the acceptance of the boat is valid only for one fiscal year and will be subject to board re-approval every year thereafter.

3.3 Maintenance of Boat and Bay

Members are responsible for the upkeep, maintenance and cleanliness of their boats and bays. Failure to do so may result in the Board insisting that boats be removed from the club.

4 Appendix

4.1 Membership Entitlement Chart

The following is a quick reference chart showing entitlements for each Membership Category. For details, please refer to the Membership Policy sections.

Member Category	Member of Corp (re By-Laws)	Access to Club and Compound	Participate in Events	Equipment Use	Boat Storage	Guests Allowed
Senior	✓	✓	✓	✓	✓	✓
Student	✓	✓	✓	✓	✓	✓
Honorary	✓	✓	✓	✓	✓	✓
Crew			✓	✓		
Junior		✓	✓	✓	✓	

4.2 Fee Schedule (Fiscal 2025)

Types	Initiation	Annual Fee		Bay Storage		Rack Storage	
		Full Year	Partial Year	Full Year	Partial Year	Full Year	Partial Year
Senior	\$240	\$215	\$120	\$225	\$125	\$90	\$50
Student	-	\$150	\$80	\$150	\$80	\$50	\$30
Honorary	-	-	-	\$150	\$80	\$50	\$30
Crew		\$95	\$50	n/a	n/a	n/a	n/a
Junior		\$95		\$225	\$125	\$90	\$50

Notes:

- all fees are subject to HST
- initiation fees are applied one-time for new Members only
- “Full year” covers the corporation’s fiscal calendar, from November 1st through to October 31st of the following calendar year
- new Members applying after July 31st will receive a “Partial Year” fee reduction for the first year only. However, Initiation fees, where applicable, will not be reduced.
- annual fees are collected at the beginning of each fiscal year. Upon receipt of the invoice, payment is due within 60 days. Afterward, a \$50 late payment fee is applied.
- if fees have not been paid after 90 days, the Member is no longer considered “in good standing”, and at the discretion of the board their status will be revoked

4.3 Minimum Volunteer Hour Schedule (Fiscal 2025)

The Mississauga Sailing Club is a not-for-profit corporation. As such, it relies heavily on the contributions of its Members to ensure the club runs smoothly. The following table outlines the minimum number of hours required per fiscal year.

Types	Minimum Hours	
	Full Year	Partial Year
Senior	20	10
Student	20	10
Honorary	-	-
Crew	5	3
Junior	5	3

Notes:

- a fee of \$30.00/hour will be added to annual invoices for each hour short of the minimum requirements
- all hours must be approved by at least one Director
- while the Club appreciates that many of its Members volunteer far beyond the minimum requirements, volunteer hours cannot be carried over to the next fiscal year, except during extraordinary circumstances where approval by the Board has been provided in advance

4.4 Volunteer Hour Allocation Chart

The chart below outlines typical activity throughout the Fiscal Year (Nov 1..Oct 31) requiring volunteer hours from members. It does not include one-time or special project activities that occur from time to time. It is a guide only. At the discretion of each Director, hours may be adjusted and/or new activities may be requested.

To log work hours, members are to send an email with a brief description of the activity to workhours@mississaugasailingclub.com, and copy (cc) the Director who originally requested the effort. Provided they are copied on the email, it is not necessary for Directors to explicitly send an email indicating their approval. Only if they have questions or concerns will they approach the member to discuss and relay updates as necessary.

A	B	C	D	E	F = D*E	G	H=F*G	I
Cat-egory	Activities	Freq-ueency	Members Required	Hours per Member Per Event or Annually	Total Hours per Event	Estimated Events per Year	Total Hours per Year	Description / Comments
R/C	Committee Boat Crew	Per Event	2	3	6	32	192	Requires 1 Race Officer and 1 Safety Officer per event. Activities include boat preparation, setting markers, officiating, and posting results. Effort reduced to 1 hour/event if race is cancelled while at club. Sunday races may increase depending on duration.
R/C	Race Night BBQ	Per Event	1	3	3	16	48	Requires 1 member per event. Activities include food preparation and clean up. Anticipate 50% of all races will have BBQs.
R/C	Regattas	Per Event	8	7	56	3	168	Requires approximately 8 members per event. Hours per member will vary. Activities include: planning and promotions; fee collections; social activities; food preparation; clean-up and garbage removal; insurance confirmations; award acquisitions; and race/safety officers.
R/C	Gas Purchases	Annually	1	10	n/a	n/a	10	Requires 1 member that is accountable for ensuring all gas containers are full for the entire year.
R/C	Boat Maintenance	Per Event	2	7	14	2	28	Requires 2 members to prepare boats for summer use and winter storages.
Soc	Sailors Gathering Breakfasts	Per Event	4	3	12	8	96	Requires 4 members per event. Activities include: the purchase of food and supplies; ensuring walkways are shoveled and salted; preparation of food; clean-up and garbage removal.
Soc	Social Events/Parties	Per Event	6	5	30	5	150	Requires approximately 6 members per event. Hours per member will vary. Activities include: planning and promotions; fee collections; social activities; acquisition of liquor licences; preparation of food; clean-up and garbage removal.
Soc	Phone Committee	Per Event	1	3	3	4	12	Requires 1 member per event who is responsible for phoning members who have not responded to on-line surveys (ie: exception calling only) and encourage participation in events.
Sec	Voicemail Message Retrieval	Annually	1	3	n/a	n/a	1	Requires 1 member annually who is responsible for checking clubhouse voicemail messages monthly and distribute accordingly to suitable recipients.
Sec	Library Management	Annually	1	3	n/a	n/a	3	Requires 1 member annually who is responsible for maintaining library of books and periodicals on bookshelves.
Fac	Routine Building Safety Inspections	Annually	1	20	n/a	n/a	20	Requires 1 member annually who is accountable for monthly inspections of first aid kits, defibrillator and fire extinguisher. Must also replace furnace air filters every 3 months.
Fac	Docks Preparation	Per Event	6	5	30	1	30	Requires 6 members in mid-April. Activities include power washing, safety inspections, tightening bolts, re-painting signs, making repairs, and replacing barrels as needed.
Fac	Docks In	Per Event	4	3	12	1	12	Requires 4 members in late April. Activities include launching, securing and anchoring docks. Also requires installations of bird deterrents.
Fac	Docks Maintenance	Annually	5	20	n/a	n/a	100	Requires 5 members annually for regular cleaning and maintenance of docks, including anchor adjustments.
Fac	Docks Out	Per Event	4	3	12	1	12	Requires 4 members in mid-October to remove docks from water and prepare for winter.
Fac	Compound Maintenance	Annually	4	20	n/a	n/a	80	Requires 4 members annually. Activities include scraping weeds from common areas, sweeping perimeter, trimming overhangs from fences, removing obstructions from spillways, and disposing of refuse.

A	B	C	D	E	F = D*E	G	H=F*G	I
Cat-egory	Activities	Freq-ueency	Members Required	Hours per Member Per Event or Annually	Total Hours per Event	Estimated Events per Year	Total Hours per Year	Description / Comments
Fac	Façade and Window Maintenance	Annually	4	20	n/a	n/a	80	Requires 4 members throughout sailing season. Activities include cleaning the entire façade plus all windows and screens. Also required to spray for bugs and spiders.
Fac	Bug Spray	Per Event	1	1	1	8	8	Requires 1 member 8 times over the sailing season. Activity includes applying spider spray to all façade gaps and lighting.
Fac	Rooftop Set-Up and Take-Down	Per Event	3	2	6	2	12	Requires 3 members to set up roof-top items in May and take down in October. Items include canopies, tables and flags. Other activities include railing inspections and cleaning downspouts.
Fac	Lawn Maintenance	Annually	2	10	n/a	n/a	20	Requires 2 members annually to cut grass as required for entire season.
Fac	Weeding Compound	Annually	1	10	n/a	n/a	10	Requires 1 member annually to clear common area weeds.
Fac	Gardening	Annually	4	12	n/a	n/a	48	Requires 4 members annually to ensure garden pots and gardens around perimeter of building are trimmed and weeded.
Fac	BBQs and Upper Deck Maintenance	Per Event	2	1.5	3	3	9	Requires 2 members 3 times throughout the sailing season. Activities include the cleaning/servicing of the BBQ, upper deck, tables and canopies.
Fac	Garbage Maintenance	Annually	1	13	n/a	n/a	13	Requires 1 member annually to regularly monitor and empty all garbage bins.
Fac	Garage Maintenance	Per Event	2	3	6	3	18	Requires 2 members 3 times annually to regularly clean and organize garage.
Fac	Clubhouse Supplies	Annually	2	20	n/a	n/a	40	Requires 2 members annually to buy and stock all necessary supplies (including pop and water) throughout the year.
Fin	Accounts Payable	Annually	1	20	n/a	n/a	20	Requires 1 member annually to ensure: the legitimacy of all expenditures; receipts match submissions; taxes are recorded; entries are booked; and payments are prepared for approval.
Fin	Accounts Receivable	Annually	1	20	n/a	n/a	20	Requires 1 member annually to: prepare and distribute invoices for annual fees and other events; add/edit membership profiles in QuickBooks; investigate and resolve member inquiries; and follow-up on late/delinquent payments.
Com	Web and Social Media Content Maintenance	Annually	2	20	n/a	n/a	40	Requires 1 member annually to assist Communications Director in keeping all web and other social media content (schedules, news, policies, race details, etc...) accurate and up-to-date.
Mem	Volunteer Hours Collections	Annually	1	20	n/a	n/a	20	Requires 1 member annually to; collect and records all members' volunteer hours throughout the fiscal year; ensure proper approvals have been obtained; respond to inquiries and resolve disputes as necessary; and share results with Board every 3 months, or as needed.
Gen	Director Duties	Annually	10	20	n/a	n/a	200	10 members are elected as Directors. Their responsibilities are detailed in the document Board Governance, Roles and Responsibilities

Categories: R/C = Race and Cruising; Soc = Social; Sec = Secretary; Fac = Facilities; Mem = Membership; Fin = Financial; Com = Communications; Gen = General

Also, to encourage participation across various sanctioned events, members can also accumulate up to a maximum of 5 hours per year. Attendance at the annual meeting earns 1.5 hours, while all other racing, cruising or social events earn .5 hours.