

Part A: Adult Membership Policies

Everyone shares in the responsibility to make our center successful. This set of “rules and procedures” cannot be so inclusive as to cover all scenarios. It is not meant to be the last word in safe boating, DSC security or member behavior. The overarching expectation is all members of the DSC community will act in adherence to DSC policies and use good judgment to safeguard the DSC’s assets and reputation, recognizing our reputation is one of the DSC’s most valuable assets.

Part A: Section 1:

All persons affiliated the Downtown Sailing Center must follow the rules and regulations of:

- The U.S. Coast Guard
- The Department of Natural Resources
- The City of Baltimore
- The Baltimore Museum of Industry

Section 1.B: AHJ policy enforcement:

- The policies of the Authorities having Jurisdiction are enforced by those outside entities.
- Violation of AHJ rules and policies may result in disciplinary actions levied and enforced by said outside entity.
- Violation of AHJ rules and policies may result in additional disciplinary action levied and enforced by the Downtown Sailing Center.

Part B: Section 2: All Membership/Guests

DSC members are responsible for their guest and visitors to the DSC campus. All DSC members and their guest are expected to adhere to all rules of the general population (section 1) and the additional policies contained in this section (section 2).

Section 2.A: General behavior on BMI property

DSC members are expected to be polite and respectful of others, including BMI staff and their guest, at all times. Failure to act accordingly can result in the loss of membership privileges.

Section 2.B: General Code of Conduct

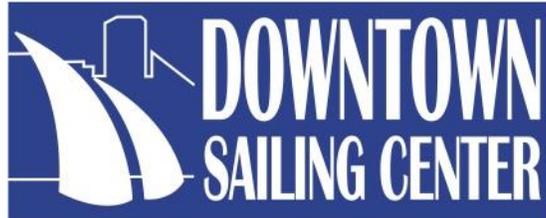
All persons on the BMI premises shall conduct themselves in an appropriate manner.

DSC requests that all members follow these simple guidelines:

- Demonstrate personal integrity
- Be a role model
- Always be an ambassador for the Downtown Sailing Center

Section 2.C: Conduct Violation Policy

All members agree to follow and uphold the policies of the organization. Violations of rules, boisterous or offensive conduct, or lack of common courtesy shall be grounds for temporary



suspension or permanent expulsion of any person from the DSC premises by a member of the staff, Board of Directors or Membership Council.

Section 2.D: Pavilion use

- Do not enter the pavilion when it is in use by other groups.
- It is the responsibility of DSC and its members and participants to ensure that any trash generated by them is disposed of in the BMI dumpsters.

Section 2.E: Dock Use

- All members are required to lock the docks if they are the last person on the water or at sunset.
- All participants must have a USCG approved PFD which must be on and buckled while on the docks during a DSC sanctioned event. A PFD needs to be worn on the water at all times.
- All participants must wear close-toe shoes with a soft, non-marring sole.
- DSC Docks are closed from dusk to dawn.

Section 2.F: Banned items

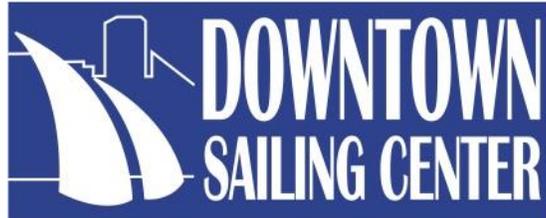
- Pets are not allowed on the DSC docks or on the boats. Pets are permitted around the BMI campus.

Section 2.G: Parking

- DSC members and participants are to respect BMI parking lot signage, including utilizing the correct entrance and exit.
- DSC members are not to park in the BMI lot on 'red flag' days when a large red flag is posted at the entrance of the BMI.
- Overnight parking in the BMI lot is prohibited without advanced notice and specific permission from the DSC staff. Offending cars are subject to being towed at the owner's expense.
- DSC members shall park in the lower gravel lot.
- While driving through the parking lots, participants shall drive slowly and carefully.
- BMI gate is to be locked at 10:00PM. DSC members are responsible for locking the gate when they leave even if there are still cars present. Exception is only given to specific events sanctioned to operate beyond 10:00PM.

Section 2.H: Curfew

- After dark, DSC members and participants are to vacate the BMI buildings, pavilion and parking lot when the sailing program ends.
- The BMI enforces a campus curfew of 10:00PM. All DSC participants are required to vacate the premises by that time unless an event has been sanctioned to operate beyond 10:00PM.



Section 2.I: Alcohol and Drugs

- Illegal drugs are prohibited on BMI property and DSC boats and docks, without exception.
- No alcohol consumption is permitted on BMI property or DSC boats and docks except at BMI or DSC sanctioned events.

Section 2.J: Utilities

- Utility lines (extension cords/water hoses) to the DSC docks are to be disconnected when not in use. Usage is permitted during daylight hours only (i.e. no overnight battery charging).

Part B: Section 3: Volunteer Level

Volunteers are expected to adhere to all of the rules of the general membership (sections 1, 2) and rules found in the Volunteer Handbook.

Section 3.A: Volunteer Expectations

The DSC is a volunteer-supported organization and each member is highly encouraged to give back to the greater DSC community. We suggest that each member volunteer at least one day of boat maintenance service (8 hours) and one day of program services (4-8 hours) per season. Other member programs including racing and cruising may require additional volunteer services.

Section 3.B: Volunteer Handbook

- All DSC members should refer to the Volunteer Handbook for specific volunteer rules and procedures.

Part B, Section 4: Access-Dinghy Member

Access-Dinghy Level Members are expected to adhere to all rules of the general membership (Sections 1, 2, 3).

Section 4.A: Forms and Permissions

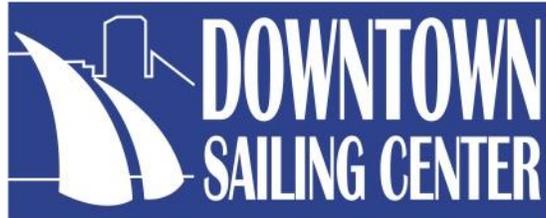
Access-Dinghy Members are required to fill out two forms of liability before using the Access-Dinghy fleet.

- DSC 2014 General Liability Form
- Access Dinghy Skipper Form

Section 4.B: Access-Dinghy Orientation

All Access-Dinghy Members are required to attend an Access-Dinghy Orientation with a DSC staff member. These scheduled orientations can be found on the DSC calendar of events. DSC Access-Dinghy orientations can also be scheduled with a DS staff member by contacting the office.

Upon completing the Access-Dinghy Orientation members are to sign the statement of responsibility issued by DSC staff. Post orientation an Access-Dinghy Member can sail with a DSC non-member provided that guest has signed a 2014 liability statement.



Access Dinghy Level Members are prohibited from DSC Member Sails (Wednesdays and Sundays) on the keelboat fleet. Upgrade opportunities are available for Crew Level Membership and Keelboat Access.

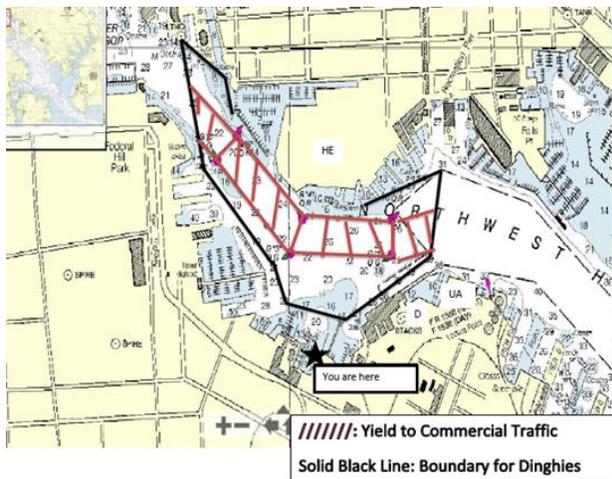
Section 4.C.1: Access Dinghy Boundaries

- Within sight of the DSC:
- Imaginary line from Domino to Fells Point.
- Imaginary line from the West end of the chromium site to the hoist at Harborview

Section 4.C.2: Docking and Anchoring

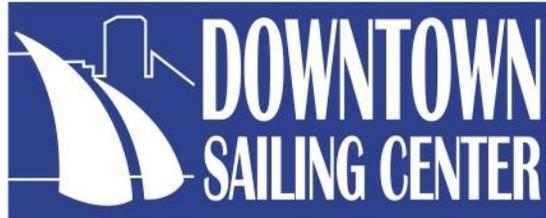
- DSC boats are prohibited from public docking, except in case of an emergency or from written permission by the DSC staff
- DSC boats are prohibited from anchoring, except in case of an emergency.

Section 4.D: Map of Access Dinghy Approved Sailing Area



Section 4.E: Sailing Restrictions

- Access dinghies cannot be sailed between the months of November 1st-April 1st
- Access dinghies cannot be docked on other public docks in the Harbor unless it is an emergency.



Section 4.F: Reservation System

- All Access-Dinghy's which are safe to sail will be available to reserve through the DSC website.
 - To receive access to the registration system, and to take a boat from the DSC docks, a skipper must follow the following procedures:
 - Have an up to date and paid membership of the appropriate level.
 - Have completed the Access-Dinghy orientation and all of the forms and acknowledged receipt and understanding of this policies and procedures manual
 - Skippers and their crew are prohibited from taking a boat that they have not reserved.
 - Out of respect to fellow members and DSC programs, Access Dinghy skippers are responsible for returning in a timely fashion to avoid encroaching on other member's reservation time slot.
 - Members are prohibited from reserving a single boat for more than four hours per day.
- Access Dinghy Skippers MUST un-reserve boats at least one hour prior from the reserved time from the reservation system if it is not going to be used. To un-reserve please call the office at 410-727-0722.***

Section 4.G: Expectations

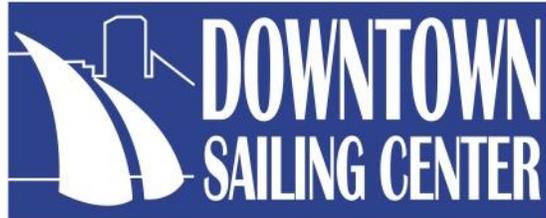
- Access Dinghy Members are expected to participate in DSC activities that are meaningful to them.
- Access Dinghy Members are expected to uphold the integrity of the DSC and its mission statement.
- Access Dinghy Members are required to show respect to everyone on the DSC property at all times.
- The DSC is a volunteer-supported organization and each member of the community is highly encouraged to give back to the greater DSC community. We suggest that each member volunteer at least one day of boat maintenance service (8 hours) and one day of program services (4-8 hours) per season.

Part B: Section 5: Crew Level

Crew Level members are expected to adhere to all of the rules of the general membership (sections 1, 2, 3), the policies for dinghy usage (section 4) and the additional policies contained in this section (section 5).

Section: 5.A: Forms and Permissions

- All crew members must have completed the following DSC forms: **Yearly**
- Liability Waver
- Receipt of R&P Manual



Section 5.B.1: Sailing

- Crew level members are permitted to sail the Access dinghies following an orientation from the staff.
- Crew members are only permitted to sail on the day fleet (J22s or Sonars) while under the supervision/ guidance of an approved skipper.
- Crew members are prohibited from sailing after dark.
- Crew sailing by themselves in an Access dinghy are limited in range to within sight of the docks. Crew members sailing in a day sailor who are being accompanied by and supervised by an approved DSC skipper are exempt from their range restriction.

Section 5.B.2: Access Dinghy Boundaries/Policies

All DSC members should refer to the Section 4 for volunteer rules and procedures for access dinghy usage.

Section 5. C.: Crew Member Expectations

- Crew are expected to participate in DSC activities that are meaningful to them.
- Crew are expected to uphold the integrity of the DSC and its mission statement.
- Crew are required to show respect to everyone on the DSC property at all times.
- The DSC is a volunteer-supported organization and each member of the community is highly encouraged to give back to the greater DSC community. We suggest that each member volunteer at least one day of boat maintenance service (8 hours) and one day of program services (4-8 hours) per season.

Part B, Section 6: Skipper Level

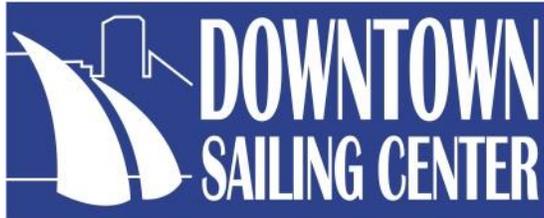
Skipper level members are expected to adhere to all of the rules of the general membership (sections 1, 2, 3, 4, 5) and the additional policies contained in this section (section 6).

Section 6.A: Forms and Permissions

- To gain access to the reservation system, you must pay your fee and must understand and complete all requisite forms.
- All skipper members must have completed the following DSC forms: **Yearly**
 - Liability Waiver
 - Receipt of R&P Manual
 - Statement of Responsibility
 - Safety Guidelines

Section 6.B: Reservation System

- All boats which are safe to sail will be available to reserve through the DSC website.
- To receive access to the registration system, and to take a boat from the DSC docks, a skipper must first:



- Have an up to date and paid membership of the appropriate skipper level.
- Have completed all of the forms and acknowledged receipt and understanding of this policies and procedures manual.
- Have passed the required bi-annual skipper check out.
- Skippers and their crew are prohibited from taking a boat that they have not reserved.
- Out of respect to fellow members and DSC programs, skippers are responsible for returning in a timely fashion to avoid encroaching on other member's reservation time slot.
- Members are prohibited from reserving a single boat for more than four hours per day.
- **Skippers MUST un-reserve boats at least one hour prior from the reserved time from the reservation system if it is not going to be used. To un-reserve simply call the office at 410-727-0722.**

Section 6.C: Responsibility to Crew

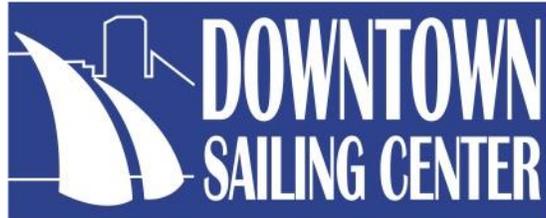
- Once assigned, the skipper is responsible for the safety of all crew members and guests.
- The skipper must be aware of the strengths and limitations of themselves and their crew. The skipper will manage the boat and crew within those limitations.
- Since the DSC is an educational facility, skippers are expected to take advantage of opportunities to teach, train, model proper technique, and help crew when appropriate.

Section 6.D: Responsibility of Material

- Once assigned, the skipper is responsible for the safety of the boat and all associated DSC material.
- The skipper is responsible for ensuring the boat is supplied with all Coast Guard and DSC required safety equipment prior to departing the docks.
- The skipper is responsible for signing out a boat prior to departing the docks.
- Boats are to be returned to the docks 15 minutes before sunset, or 15 minutes before the end of the Open Sail, whichever comes first.
- Prior to departing the docks skippers shall inspect the status of their boats' hull, rigging, and sails and log any preexisting conditions on the maintenance discrepancy form.
- Upon returning, skippers shall inspect the status of their boat's hull, rigging and sails and record the condition in the sign out form.
- Boats and Equipment shall be without additional damage. Boats are to be secured to the docks in accordance to the DSC policy.
- All damage or contact incurred during an event/sailing excursion MUST be reported. The report can be done via phone call to the boat discrepancy line or by filling out the online boat discrepancy form.

Section 5.E: Sailing

- The skipper is responsible for making all onboard decisions regarding wind, weather, first aid, accidents, and any other situation that may occur.



- Skippers are to be in control at all times.
- Skippers are prohibited from sailing if there has been any thunder or lightning in the past 30 minutes.
- If storms are in the area, it is recommended that boats stay close to the DSC docks.
- There is no night sailing on day fleet boats.
- Skippers are expected to return to the docks before sunset.
- Skippers shall remain within the approved DSC sailing boundaries.
- It is highly recommended that all boats reef or do not go sailing when gusts are over 20 knots.
- There is no single-handing of vessels except access dinghies.
- No single-handing of access dinghies between November 1st-April 1st

Section 6.E.1: Safety

- Per US Coast Guard regulations, each person on board is required to have an approved PFD easily accessible while underway.
- Between June 1 and October 31, DSC members not participating in official DSC events are not required to wear their PFD, provided it is easily accessible.
- Single handing is prohibited on DSC keelboats and cruisers.

Section 6.E.2: Day Sailing Fleet Boundaries

- Not on the Fort side of the Green Channel marker buoys at Ft. McHenry,
- Not in the "box" formed by Harborview Marina and Little Havana,
- Not past a line drawn from the Rusty Scupper to the National Aquarium,
- A, and stay in the Ferry bar Channel in that area
- Not past the Key Bridge

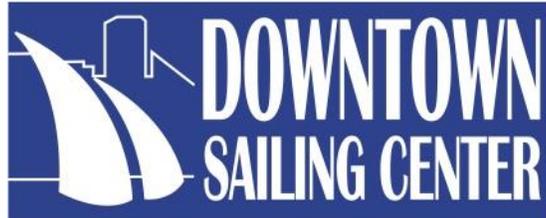
Section 6.E.3: Areas of Caution

- Near General Ship Repair (do not drop buoys)
- Near active industrial waterfronts (Domino Sugars, construction near Rusty Scupper, etc.)
- Near freighters / barges,
- Near tugs

-Beyond Fort McHenry there is NO safe docking which will greatly increase the risk of an accident.

Section 6.E.4: Docking and Anchoring

- DSC boats are prohibited from public docking, except in case of an emergency or from written permission by the DSC staff
- DSC boats are prohibited from anchoring, except in case of an emergency.



Section 5.F: Expectations

- Skippers are expected to participate in DSC activities that are meaningful to them.
- Skippers are expected to uphold the integrity of the DSC and its mission statement.
- Skippers are encouraged to socialize with new participants and aid the general membership in welcoming new members.
- Skippers are required to show respect to everyone on the DSC property at all times.
- Skippers are strongly encouraged to help spread the joy of sailing to as many people as possible
- The DSC is a volunteer-supported organization and each member of the community is highly encouraged to give back to the greater DSC community. We suggest that each member volunteer at least one day of boat maintenance service (8 hours) and one day of program services (4-8 hours) per season.

Part B: Section 7: Specialty Member Programs

Specialty level members are expected to adhere to all of the rules of the general membership (section 1, 2, 3) and the additional policies contained in sections 4, 5, 6 and 7. The recreational, racing, and cruising councils have discretion in partnership with the DSC staff to add additional policies which govern their specific operation above and beyond the scope of the general DSC policies.

Part B, Section 8: General Emergency Contact Info

Per maritime tradition, the skipper is responsible for the safety of the boat and crew upon departing the docks. However if an emergency situation should occur, the following contact information can be used.

Section 8.A: US Coast Guard

- Federal regulations require water enthusiast to contact the US Coast Guard regarding loss of property, life, or missing persons.
- The Coast Guard as well as other maritime response units monitor VHF channel 16 at all times.

Section 8.B: Baltimore City Emergency

- **In an emergency call 911.** The operator can notify the Coast Guard, Department of Natural Resources, Baltimore Fire Department, or other medical assistance.

8.C: DSC Emergency lines.

- For "life threatening emergencies", consult the above mentioned emergency agencies prior to contacting the DSC. **The DSC is unable to provide emergency care.** Once the situation stabilizes, report the incident to the DSC at 410-727-0722
- For "non-life threatening emergencies" the DSC should be notified as soon as events stabilize at 410-727-0722. The number may go to voice mail. Staff will respond to you as quickly as possible.
- Boat damage can be reported to the website through the boat discrepancy form or by contacting the staff.



Please sign below:

I have read and understand the DSC rules and procedures. I understand by signing this document that I agree to abide by these terms.

Sign Name

Print Name

Date