

CARLYLE SAILING ASSOCIATION

OFFICIAL HANDBOOK for 2010

(Updated – 15 April, 2010)

CARLYLE SAILING ASSOCIATION

Philippi Harbor

Hazlet State Park

Lake Carlyle

Carlyle, Illinois

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**CARLYLE SAILING ASSOCIATION
OFFICIAL HANDBOOK**

CARLYLE SAILING ASSOCIATION OFFICIAL HANDBOOK

I. HISTORY

Carlyle Sailing Association is an Illinois Not-For-Profit Corporation formed in 1954 as Valley Sailing Association (VSA). The directors of VSA, aware of the shortcomings of the original location and the growth of sailboat racing, investigated sites at several of the lake projects being planned.

The most attractive site was Lake Carlyle. The lake consists of 26,000 acres of water, approximately 7 miles-long and 3 miles-wide. The site is located about 55 miles east of St. Louis, Missouri.

The directors of VSA spent hundreds of man-hours planning a new sailboat harbor. These efforts resulted in a lease agreement with the Illinois Department of Conservation for the present location. In the spring of 1971, the VSA Corporation moved two-thirds of its membership and assets to Carlyle Lake.

Paved boat parking, three jib cranes and 400 feet of dock comprised the major site facilities at the time of occupation. The building complement included a house trailer for the harbormaster, a utility shed, and a “his” and “hers” privy.

Through the judicious balance of income and expenditure and participation by the membership, the amenities at CSA have expanded through the years. In 1973 a three-pod pavilion structure was completed. Nineteen seventy-four saw the installation of a rest room/shower facility by the State of Illinois. The harbormaster moved into a new residence in 1975 and an observation building providing shelter from the elements was erected in 1976. Over the years, barbecue pits, children's play area, landscaping, expansion of docks and cabin boat-parking areas, and beach facilities for catamarans were added. Facility improvements in 1994 included: enlarging the rest room/shower building, adding bath rooms, finishing the basement of the Observation Building, adding a new Storage Building, and dredging the harbor. In 2001, the club completed a major addition to the Observation Building by enlarging the upstairs dinning area/meeting room, adding a downstairs classroom, installing an elevator, and upgrading the kitchen facilities.

Since the club's founding in 1971, at least one national one-design racing class has requested CSA to host its districts, national or international regatta each year. The Flying Scot North American Championship regatta was held for the fifth time at CSA in 2004 with 62 boats participating in the regatta. In 2006 CSA hosted the Formula 18 North American Nationals with 40 boats from around the country participating.

The 1976 Championship of Champions regatta, sponsored by the United States Yacht Racing Union (now US SAILING), first brought CSA to national attention. The following year *Yachting Magazine* held its “One-of-A-Kind” Regatta at CSA; the first time in over 20 years an inland lake had been chosen for that event.

In 1984, the club initiated a weeklong Junior Sailing camp. The camp has grown through the years and spawned the Carlyle Junior Sailing Association (CJSA) in 2001. The CJSA is a subsidiary organization under the direction of CSA that encompasses a number of harbors at Carlyle Lake. The CJSA teaches sailing skills to juniors between the ages of 10 and 16 years old.

In October 1993, CSA hosted the United States Sailing Association's Championship of Champions Regatta for the second time.

CSA was the site of the 1994 U.S. Olympic Festival, the primary development vehicle for U.S. Olympic sailing teams. Forty-two sailors competed in Men's and Women's Mistral sailboards and Open Lasers during the five-day event. This sailing event drew over 4,000 spectators, the largest crowd in U.S. Olympic Festival history.

In 1995, CSA became a charter member of the Carlyle Lake Association (CLA), an organization of above the dam people dedicated to working with each other and with below the dam interests to benefit sailing, power boating, farming, hunting, camping and fishing. During the 2009 sailing season, 165 CSA members were also members of CLA.

In 1999, CSA first offered a three-day Adult Learn-to-Sail camp. This camp uses both classroom and on the water training to teach the fundamentals of sailing to adults. The Adult Learn-to-Sail camp has continued to grow in popularity each year. Every year since 1999, a three-day adult sailing camp has been conducted to meet the demand for training.

Each year CSA hosts the Whale-of-a-Sail regatta in September. This is generally CSA's largest regatta of the year. The Whale-of-a-Sail is a multi-class, two-day regatta that attracts over a 100 boats each year.

CSA, with assistance from Carlyle Yacht Club and Boulder Yacht Club, held its first Leukemia Cup Regatta in 2001. The Leukemia Cup Regatta is a fun filled multi-class regatta organized to raise research funds for the Leukemia Society. Historically, first time events raise an average of \$15,000. CSA's first time in hosting this regatta raised over \$35,000 in contributions for the Leukemia Society Foundation. CSA has continued to host the Leukemia Cup Regatta every year since 2001. As of 2009, the Leukemia Cup Regattas held at CSA have raised nearly \$500,000. CSA members are very proud of this accomplishment.

In 2003 CSA established a 501C-3 program called Carlyle Youth Sailing School (CYSS). This enabled tax deductible donations to be made for the benefit and advancement of Junior sailors.

Since 1971, CSA has continued to grow. At the end of the 2009 sailing season, CSA had over 275 members and 165 boats registered in the club.

A. Past CSA Commodores

Past CSA Commodores			
1967	Jack Coad	1968	Don Hanneke
1969	Ed Philippi	1970	Joe G'Sell
1971	Art Ashcroft	1972	Lal Burrige
1973	John Folwell	1974	Ted Beier
1975	Parks Carpenter	1976	Ken Schaefer
1977	Bob Arnzen	1978	Darryl Fabric
1979	Paul Moore	1980	Bill Biermann
1981	Bob Levin	1982	Larry Christy
1983	David Mednik	1984	Jim Harris
1985	Larry Dodd	1986	Tom Size
1987	Rick Stevenson	1988	Bernie Knight
1989	Andy Balch	1990	Ray Sepanski
1991	Felicia Bamer	1992	Don Zerban
1993	Cal Guthrie	1994	Jim Antonacci
1995	Dave Huhn	1996	Jim Mencin
1997	Curt Elmer	1998	Shirley Allen
1999	Heinz Dutt	2000	Andrea Sepanski
2001	Rick Bernstein	2002	Bill Clark
2003	John Huhn	2004	Dick Shindel
2005	Preston Haglin	2006	Dan Haile
2007	Linda Cherry	2008	Paul Hanson
2009	Dave Crosby	2010	
2011		2012	
2013		2014	
2015		2016	

II. MISSION STATEMENT AND PHILOSOPHY

A. Mission Statement

Carlyle Sailing Association strives to be the best inland lake sailing organization by establishing and maintaining:

- A family oriented, low cost, world-class sailing facility for one design, multihull, and small cruising sailing craft.
- Superior junior and adult training programs in sailing, seamanship, and racing.
- Excellent club and regatta racing programs in compliance with the rules and latest developments of United States Sailing Association (US SAILING) and the International Sailing Federation.
- Popular social events for sailors and their friends in support of the above activities.

B. Philosophy

Organizational memberships are available on a yearly basis to any sailboat owner whose craft fits within the physical limitations of the CSA facility. Participation in CSA activities is open to all sailing enthusiasts subject to certain entry conditions that meet our physical limitations, our obligations to the State of Illinois and the US Army Corps of Engineers, and the requirements of the United States Amateur Sports Act (the Ted Stevens Act) and prescriptions of US SAILING.

The Board of Directors, plus a cadre of Line Officers and its staff of Committee Chairpersons govern the Carlyle Sailing Association. All of these individuals are chosen from within the membership.

The thirteen person Board of Directors is comprised of nine board appointees plus the Commodore and three persons elected by the Association's membership. The Board is responsible for all legal obligations and business needs of the association, relations with our governmental overseers, and establishment of association policy within the context of needs and desires of the association.

The line officers consist of a Commodore and a Vice Commodore who are elected annually by the CSA membership. They shall manage the everyday affairs of CSA in accordance with the policies set forth by the Board of Directors. The line officers are responsible for establishing various committees to care for the association facilities and execute the association activities in accordance with CSA policy. They are encouraged to make recommendations to the Board through the Commodore to improve association operation and activities.

Each boat-owner member of the association may nominate and vote for the line officers, and nominate and vote for the elected Board members. All members of the association may volunteer for a committee chair.

The Carlyle Sailing Association is an Illinois Not-For-Profit Corporation. The success of the corporation stems from determination to provide a low cost racing, sailing facility for family use. We (you and I) hold the responsibility for the operation of CSA, including its growth, maintenance, government, and the quality of the sailing program. The effectiveness and quality of our programs require the continued efforts of the individual member. To achieve our goals, your serious attention is required in understanding the contents of this booklet.

Funds in excess of normal operating expenses are devoted to major improvements to the harbor facility as follows:

1. At the direction of the Board of Directors.
2. Under the supervision of the Operating Officers:
 - a. Commodore
 - b. Vice Commodore

3. Through the efforts of the Commodore's staff and the individual corporate members.

III. CORPORATE STRUCTURE

A. Board of Directors:

1. The Board of Directors determines and supervises the execution of the policies to operate the harbor facility and maintain the corporation.
2. The Board of Directors provides continuity by acting as advisors to the Commodore and his staff.
3. The Board is made up of from six to nine appointed members and three elected members. Appointed members of the Board are divided into three classes of two or three members.
 - a. Each class serves three years.
 - b. The classes are arranged so that one class is renewed each year.
 - c. Appointed members are consenting corporate members who receive a majority vote of the incumbent Board members in a secret ballot.
 - d. The Commodore may attend board meetings and cast a vote.
4. The elected members serve terms of three years and are elected one each year.
 - a. Nominations:
 - i. Each fleet may nominate a maximum of two candidates each year.
 - ii. The candidates shall be selected by fleet poll.
 - iii. All nominations shall be submitted in writing to the Secretary of the Board of Directors and shall be post marked on or before midnight of March 1st or such alternative date as shall be published in the *Marks of the Course*, the club newsletter.
 - b. Qualifications:
 - i. Nominees must consent to serve.
 - ii. Nominees shall be a current corporate member.
 - iii. Nominees shall have at least a two year activity record with CSA as a fleet captain, committee head, past club officer (current officers may not be nominated) or have provided outstanding service to CSA for a similar period of time.
 - iv. The nominee's record shall be supplied in writing to the Board of Directors with his/her nomination.
 - c. Election:
 - i. Elections shall be by secret ballot provided in a separate mailing to each corporate member.

- ii. Ballots must be executed in accordance with the instructions included with secret ballot and returned to the Corporate Treasurer on or before May 1.
- iii. The Chairman of the Board of Directors, the Commodore, and two fleet captains will count the ballots.
- iv. The candidate with the most votes will be elected.
- v. Ties will be resolved by the Board of Directors.

B. Operating Officers:

1. The operating officers of CSA consist of a Commodore and Vice Commodore.
2. These officers shall manage the everyday affairs of CSA in accordance with the policies set forth by the Board of Directors. The Commodore is a voting member of the Board of Directors.
3. The Operating Officers are elected by the corporate members at the annual meeting (held in November) each year by the following procedures:
 - a. The Board of Directors shall select from the corporate members a slate called the Advisory Board list. These names shall be published in the September issue of the Marks of the Course. Those names appearing on the Advisory Board list are eligible to hold office during the coming year.
 - b. A Nominating Committee comprised of members of the Board of Directors shall make nominations for each office from the Advisory Board list designates.
 - c. Additional nominations from the Advisory Board list may be made from the floor by any corporate member at the annual meeting.
 - d. The Commodore and Vice Commodore position is normally a two-year rotation cycle. The Vice Commodore rotates into the Commodore's position in the second year of the cycle and a new Vice Commodore is elected.
 - e. The Treasurer position is appointed by the Board of Directors. To maintain continuity in the position, the Treasurer position is a multi-year position.
 - f. A CSA bookkeeper position is appointed by the Board of Directors.

C. Advisory Board - Commodore's Staff:

1. Following the election the Commodore and Vice Commodore, the remaining members of the Advisory Board may serve the Operating Officers in an "advisory" capacity.
2. They normally serve as chairmen of the standing committees of CSA, which form the Commodore's Staff.
3. These standing committees include:
 - a. Adult Learn-to-Sail Camp Committee
 - b. Buildings Committee
 - c. Computer Committee

- d. Docks Committee
 - e. Editor, "Marks of the Course"
 - f. Grounds Committee
 - g. Junior Sailing Camp Committee
 - h. Junior Sailing Team Committee
 - i. Mechanical Committee
 - j. Protest Committee
 - k. Public Relations/Membership Committee
 - l. Race Committee – One Design
 - m. Race Committee – Cabin
 - n. Race Equipment Committee
 - o. Race Scorer Committee
 - p. Regatta Committee
 - Whale of a Sail Regatta
 - Leukemia Cup Regatta
 - q. Safety Committee
 - r. Social Committee
 - Awards Banquet
 - Luau
 - Work Parties
 - s. USSA Committee
 - t. Web Master Committee
4. The Commodore may also appoint committee chairmen from the corporate members at large, as he/she deems necessary and approved by the CSA Board of Directors.
5. CSA thrives when a broad cross-section of members are actively involved in club activities. Members are encouraged to become active “corporate citizens” and contribute to this outstanding organization. Every member should make an effort to get to know the Operating Officers and let them know how he or she would like to contribute to the club.

D. Corporate Member (member):

- 1. CSA defines a *Primary Corporate Membership* as ONE boat owner renting ONE space for ONE season.
- 2. *Primary Corporate Membership* (membership) shall be open to any adult owning a sailboat of a type suitable for use at the CSA harbor facility.
- 3. The conditions for *Primary Corporate Membership* status are:
 - a. Member must be at least 21 years old.

- b. Receipt of completed application form.
 - c. Payment of fees as designated by the Corporation.
 - d. Availability of adequate and suitable facilities for the applicant's boat as defined by the Board of Directors.
4. The provisions of this section may be altered or supplemented by agreements between the Corporation and the State of Illinois.
5. Each *Primary Corporate Membership* shall enjoy the following privileges and recognize the following restrictions:
- a. VOTING RIGHTS – Each CSA member holding one or more *Primary Corporate Memberships* is entitled to ONLY ONE VOTE on each matter submitted to the corporate membership.
 - b. TERMINATION OF MEMBER STATUS – Membership may be terminated or denied for cause, but only after a hearing before the Board of Directors and upon affirmative vote of two-thirds (2/3) of all the members of the Board. Time and place of such hearings shall be determined by resolution by the Board of Directors.
 - c. TRANSFER OF MEMBER STATUS – Membership is not transferable or assignable.
 - d. INSURANCE – For each *Primary Corporate Membership* and boat associated with it, the member shall be able to show proof of liability insurance coverage for damage to boats or injury to persons. The required limits of liability are a minimum of \$25,000 for individual, \$50,000 for aggregate and \$10,000 for property damage.
 - e. BOAT OWNERSHIP – For each *Primary Corporate Membership*, a member shall be able to show proof of ownership of the boat indicated on his application. Joint ownership of a boat is not recognized by the Corporation. Only one name may appear on the membership application.
 - f. CLUB OFFICER POSITIONS – Both the boat owner and spouse are eligible to hold positions on the CSA Board of Directors, Operating Officers and Commodore's staff positions.
 - g. ADDITIONAL BOATS – For each *Primary Corporate Membership*, a member may, upon application to the Vice Commodore and with approval of the Board of Directors, keep additional boats at the harbor site. The number of additional boats may be limited as space allows. Primary Corporate Membership boats have priority over additional boats. The Board of Directors shall determine the fee for each additional boat.
 - h. SPORT BOATS – A *Primary Corporate Membership* (a member) may, upon application to the Vice Commodore and with approval of the Board of Directors, keep a *Sport Boat* as their primary boat at the harbor site in specially designated areas.

A *Sport Boat* is defined by CSA as:

- i. Greater than 20 ft and less than 26 ft in length,

- ii. Greater than 1500 lbs and less than 3000 lbs,
- iii. Being designated as a “one-design” boat,
- iv. Having a National Class Organization by Owners,
- v. Having a PHRF rating,
- vi. Having a lifting bridle (not straps) for launching/recovering the boat,
- vii. Being stowed on a trailer (with a nose wheel) that can be moved by hand (no cars on boat parking lot), and
- viii. Having NO provisions for sleeping (i.e. a cabin suitable for sleeping).

Examples of CSA defined Sport Boats are San Juan 21s, J/24, Melges 24, Soling, Sonar and C&C SR-21.

- i. SAILBOARDS – With a *Primary Corporate Membership*, a member may sail a sailboard using the CSA beach facility. However, provisions do not exist for a member to store a sailboard at CSA. Sailboarders, who do not have a *Primary Corporate Membership*, may use the CSA beach facility subject to payment of the normal daily use fees.
- j. ILLINOIS BOAT REGISTRATION – All boats kept at CSA must be registered/licensed with the State of Illinois.
- k. CREDENTIALS – Upon payment of yearly fees for each *Primary Corporate Membership*, and for the boat associated with it, each member shall receive a membership identification card, a boat identification sticker, and two automobile stickers. For each Additional Boat, a boat identification sticker shall also be issued to the member.
 - i. The CSA identification card can be used at USSA clubs, which honor reciprocal hospitality agreements.
 - ii. Boat identification stickers shall be placed on the forward side of the mast between three and five feet above the deck. The sticker shall not be obscured by a boat cover nor shall there be any but the current sticker in place. Boat identification stickers for boats stored in a dismasted configuration or second boats shall be attached on the transom of the boat.
 - iii. The automobile sticker shall be displayed so it is visible from the left side of the vehicle. Additional stickers may be obtained by each member upon application to the harbormaster.
 - iv. Identification stickers must be in place on both boats and automobiles to gain admittance to CSA. In the event that these stickers are not affixed, a temporary boat tag may be issued provided proof of membership can be demonstrated, and a \$25 deposit made. Tags issued in this way will be in effect for no more than 30 days. A \$15 refund will be made when the member presents a set of officially issued stickers in place on boat and automobile within this time period.
- l. CABIN BOATS – The maximum rated length allowed for a cabin boat at CSA is 26ft.

E. Friend Associate Member (FA):

1. Individuals who are not boat owners, but who wish to take some part in the activities of CSA may apply for the status of *Friend Associate (FA)*.
2. A fee, which is determined by the Board of Directors, is required to achieve FA status.
3. A FA is entitled to all CSA mailings, including the *Marks of the Course*, admittance to CSA meetings, participation in CSA social events, and admittance to the grounds.
4. FA dependents may participate in Junior Sailing activities.
5. A FA member is NOT entitled to a vote on matters submitted to the corporate membership.
6. A FA member is eligible to hold a position on the Commodore's staff with approval from the CSA Board of Directors.

F. Racing Associate Member (RA):

1. Individuals who are cabin boat owners with their boats based at other facilities, and who wish to participate in the CSA Cabin Fleet race program, may apply for the status of *Racing Associate (RA)*.
2. A RA may enter his boat into the CSA Cabin Fleet races. He will be associated with the CSA Cabin Fleet and will be entitled to CSA race awards as earned by the Cabin Fleet. He may qualify and race according to the CSA Cabin Fleet rules and instructions.
3. A RA is entitled to all CSA mailings, including the *Marks of the Course*, admittance to CSA meetings, participation in CSA social events, and admittance to the grounds.
4. A fee, which is determined by the Board of Directors, is required to achieve RA status.
5. A RA must meet the insurance and boat ownership requirements of a corporate member (Sect. III. D. 5d and 5e).
6. NOTE: The RA status does not include use of the marine facilities at CSA (docks, hoists, boat parking etc.) except in an emergency. If a RA wishes to use these facilities, he will be required to pay the current daily use fee to the CSA harbormaster.
7. RA dependents may participate in Junior Sailing activities.
8. A RA member is NOT entitled to a vote on matters submitted to the corporate membership.

G. Carlyle Junior Sailing Associate Member (CJSA):

1. Junior sailors may become members of the *Carlyle Junior Sailing Association (CJSA)*, a subsidiary organization under the direction of CSA. The *Carlyle*

Junior Sailing Association promotes boating safety, education, and sailing for juniors.

2. Individuals who are between the ages of 10 and 19 (must not be 20 years of age before May 1st of the year of membership) may apply for the status of *Carlyle Junior Sailing Associate* (CJSA) membership.
3. A fee, which is determined by the Board of Directors, is required to achieve CJSA status. A Carlyle Junior Sailing Associate member may keep a Laser, Opti or Sunfish boat on the property.
4. A CJSA member must meet the insurance and boat ownership requirements of a Corporate Member (Sect. III. D. 5d and 5e).
5. A CJSA member may participate in the CSA racing program and activities.
6. A CJSA member is entitled to all CSA mailings, including the *Marks of the Course*, participation in CSA social events, and admittance to the grounds.
7. All CSA regulations, Illinois boat registration, and conduct apply to boats and persons affiliated with CJSA while present at CSA under these articles.
8. Appropriate parental or designated adult supervision is mandatory for persons under age 18. A formal parental consent form, telephone number, and emergency treatment form is required to be on file as a condition for participation in CJSA activities. If parent or supervising adult leaves the CSA harbor property during a junior activity, he/she shall make prior supervisory arrangements with another present CSA adult or certified sailing instructor.
9. A CJSA member is NOT entitled to a vote on matters submitted to the corporate membership.

H. Discounted Student Membership (DSM):

1. A DSM allows a college student to keep a sailboat of a type suitable for use at the CSA harbor facility for 90 consecutive days during the sailing season if space is available at the start of the 90 day period.
2. A college student must be between 17-21 years of age.
3. The Board of Directors will determine the DSM membership fee for the 90 day period.
4. A DSM member must meet the insurance and boat ownership requirements of a Corporate Member (Sect. III. D. 5d and 5e).
5. All CSA regulations, Illinois boat registration, and conduct apply to boats and persons affiliated with a DSM.
6. No work hour credits may be applied towards a DSM.
7. A DSM member is NOT entitled to a vote on matters submitted to the corporate membership.

I. Fees:

1. Fee Amounts:

a. First Boat - Primary Corporate Membership

- \$430 Capital/Facility Fee
- \$300 Work Party Assessment (maximum of 15 hrs. @ \$20/hour)
- \$730 Per Season

b. Additional Boat Fee:

- \$50 Per Season for Lasers, Opti's and Sunfish
- \$100 Per Season for boats less than 15ft in length
- \$200 Per Season for boats 15-17ft in length
- \$300 Per Season for boats greater than 17ft in length

c. Friend Associate Membership (FA):

- \$50 Per Season

d. Racing Associate Membership (RA) – Not a CSA Primary Corporate Member:

- \$100 Per Season

e. Carlyle Junior Sailing Associate Membership (CJSA):

- \$50 Per Season

f. Discounted Student Membership (DSM):

- \$400 Per 90 Consecutive days

g. Membership renewal fees are due by 15 February for the current sailing season.

2. Prorating of CSA Membership monthly fees:

a. Primary Corporate Membership Fee:

CSA Primary Corporate Membership Monthly Rate						
Membership	May	Jun	Jul	Aug	Sep	Oct
Capital (25%)	\$108	\$90	\$72	\$54	\$36	\$18
Facilities (75%)	\$322	\$268	\$215	\$161	\$107	\$54
Work Hours	\$300	\$300	\$300	\$300	\$300	\$300
Total Fee	\$730	\$658	\$587	\$515	\$443	\$372

b. Additional Boat Fees:

CSA Additional Boat Fees Monthly Rate						
Additional Boat	May	Jun	Jul	Aug	Sep	Oct
Lasers, Opti's, & Sunfish	\$50	\$50	\$42	\$42	\$25	\$25
Boats less than 15ft in Length	\$100	\$100	\$83	\$83	\$50	\$50
Boats 15-17ft in Length	\$200	\$200	\$167	\$167	\$100	\$100
Boats greater than 17ft in Length	\$300	\$300	\$250	\$250	\$150	\$150

J. Refunds:

1. Requests for Primary Corporate Membership refunds must be sent in writing to the Vice Commodore.
2. Prorating of refunds for Primary Corporate Membership:

CSA Primary Corporate Membership Refund Schedule						
Membership	May	Jun	Jul	Aug	Sep	Oct
Capital (25%)	\$90	\$72	\$54	\$36	\$18	\$0
Facilities (75%)	\$268	\$215	\$161	\$107	\$54	\$0
Work Hours	\$250	\$200	\$150	\$100	\$50	\$0
Total Fee	\$608	\$487	\$365	\$243	\$122	\$0

3. Additional Boat fees, Friend Associates, Racing Associates, and Carlyle Junior Sailing Associate Membership fees are not refundable.

K. Work Party Assessment:

1. For each *Primary Corporate Membership* the annual Work Hour charge over and above the membership fee for Capital and Facilities shall be repayable at an announced hourly rate for APPROVED work done. The rate of credit shall be designated before the start of the season by the Board of Directors. If a member cannot work, this shall be noted on the application form. A member may request a refund in the amount of their work hour credit (up to the maximum number of work hours allowed) by March 1st of the year following the issuance of the work chit. If no specific request is received by December 1st, the amount of work credit earned will be credited to the next year's membership fee. Work hour credit refunds expire on March 1st of the year following issuance of the work chit.
2. The maximum credit may be awarded to the following individuals:
 - a. CSA Operating Officers, the Commodore's Staff Committee Chairmen, and Committee Co-chairmen as approved by the Commodore.
 - b. Members of the CSA Board of Directors as approved by the Chairman of the Board.

3. Work Hours Credit, up to the maximum for the year as established by the Board of Directors, will be awarded on the basis of time actually worked by a member for the following endeavors:
 - a. Construction or maintenance of CSA grounds, harbor, docks, and buildings.
 - b. Construction or maintenance of CSA mechanical, electrical, or physical equipment.
 - c. Preparation of the *Marks of the Course* and other official CSA publications.
 - d. Other projects as authorized by the Commodore. Such Work Hours Credit will be awarded by the Work Party Chairman of the day whose responsibilities include the management of a work party performing the above-mentioned duties.
4. Work Hours Credit, applicable toward an individual member's maintenance fee, may be earned by the member and family, and/or the regular crew of a member at the discretion of the Work Party Chairman of the day. Work hours are not transferable to another member, nor are they transferable from year to year.
5. On any other project not under the direct supervision of the Commodore or Operating Committees, the Board of Directors shall arrange any authorization for Work Hours Credit through the Commodore.

L. Waiting List:

1. When the number of members reaches harbor capacity, or when the number of members owning a particular size or classification of boat reaches harbor capacity for suitable spaces, all as determined by the Board of Directors; new applicants for membership status will be placed on a waiting list according to the date of receipt, by the corporation or its official designee, of a properly completed application for membership together with a \$50 deposit. This deposit shall apply toward the first year's *Primary Corporate Membership*. For their membership to be accepted, an applicant must be a boat owner or have a valid contract to purchase a specific boat.
2. When an applicant on the waiting list is notified of space being available, he must, within ten (10) days of such notification, exhibit proof of ownership, or a valid contract to purchase the boat described on his application, or his application will be rejected and his deposit returned. An option to renew their *Primary Corporate Membership* will be held for members from the previous year until February 15th of the current year. Returning members who do not apply until after February 15th shall be treated as NEW applicants and shall be placed on the waiting list according to the postmark date of their returned applications. As suitable openings occur they will be filled from the waiting list in the order of application receipt date.
3. For persons already holding *Primary Corporate Membership* status for a specified boat, when notified of space available, pursuant to a waiting list application for another boat, that person must relinquish and forfeit (with

appropriate refund under these rules) one existing *Primary Corporate Membership* before being granted a primary membership associated with the waiting list boat, if and only if there is also a waiting list for a boat associated with an existing *Primary Corporate Membership*.

IV. HARBOR RULES AND REGULATIONS

A. General:

CSA leases its harbor site from the Department of Conservation of the State of Illinois, which in turn leases from the United States Army Corps of Engineers. Persons using the Harbor facility are subject to the rules and enforcement of these two government agencies, which take precedence over the rules and regulations of CSA.

B. Enforcement:

1. The Harbormaster, Operating Officers, Board of Directors, or designees of the Board of Directors may use the following steps as necessary to enforce CSA rules:
 - a. Verbal warnings,
 - b. Letter(s) of censure,
 - c. Temporary suspension of Harbor Privileges, or
 - d. Referral to the Board of Directors recommending full suspension.
2. The Harbormaster, or any of the other officials enumerated above, may require members or daily users to leave the harbor site, or have equipment removed there from, if in violation of CSA rules. These officials may request assistance from law enforcement officers, as they deem necessary.

C. Rules of Conduct:

1. **BASIC RULE:** You are **RESPONSIBLE** for the actions and conduct of your family and guests **AT ALL TIMES!** All accidents involving injury or property damage shall be reported immediately to the Harbormaster (or designee).
2. **GENERAL RULES:**
 - a. No pets allowed on harbor property.
 - b. No overnight camping on the harbor property.
 - c. No swimming in the harbor.
 - d. Ramps and hoists shall not be used for any purpose but to launch and retrieve boats, nor shall access to them be obstructed.
 - e. No fishing from the docks at any time. No fishing in the Harbor while sailing activities are in progress.
 - f. Sporting activities shall be limited to authorized areas.

- g. No firearms or explosive devices shall be allowed on the facility.
- h. Small children must wear approved life jackets on docks and adjacent to the sea wall. Small children must be supervised by parents (or designee) at all times.
- i. All storage boxes must comply with the approved specifications.
- j. No unauthorized commercial enterprises are allowed on the Harbor property.
- k. CSA grounds and facilities shall close at night in accordance with posted Park times (11 p.m.).

3. VEHICLES (including trailers):

- a. Only vehicles authorized by the Harbormaster shall be allowed entry.
- b. Speed limit – Not to exceed 10 MPH (Using extreme caution).
- c. No motor vehicles are allowed in the Boat Parking Area. Except for moving boat trailer to or from CSA premises.
- d. Members shall keep boat, trailer and equipment in their assigned parking place.
- e. Trailer tongues shall clearly indicate the owner's name and assigned boat parking space letter and number.
- f. Multihulls assigned to the cat field shall clearly indicate owner name and assigned parking space adjacent to the mast sticker for quick identification in case of high water.
- g. Boats in storage shall be securely tied to the trailer and the trailer must be secured to the tie-down rings provided. Trailer wheel chocks shall be used. **ROCKS SHALL NOT BE USED AS WHEEL CHOCKS.** Multihulled boats assigned to the cat field shall not be required to use trailer wheel chocks.
- h. Boats in spaces on parking lot shall have a tongue wheel for ease of moving boat and prevention of damage to parking lot.

4. DOCKS:

- a. Shall be used only to moor boats and provide access thereto, no other activities shall be permitted as: Running, Diving, Fishing, etc.
- b. No boat shall be moored parallel to the leeward side of a dock, bow and stern tied to the dock, during the hours of 9:00 a.m. to 7:00 p.m. on Race Days or during Regattas.
- c. Boats when docked shall be moored in such a manner that no damage is done to the adjacent vessels: fenders and stern anchors are recommended.

5. BOATS:

- a. Only sail boats and official boats are allowed in the harbor area. Emergency conditions can alter this rule.

- b. Boats shall not be kept in the harbor overnight without the explicit approval of the harbormaster.
- c. Boat hulls may not be washed with soap or detergent or have their hulls coated with any eroding pollutant.
- d. CSA's official season during which members may keep their boats at the facility is as declared and announced by the Board of Directors, generally from the first of May to the end of October. No member may bring their boat to remain on the CSA facility prior to the harbor opening, nor may they permit their boat to remain at the CSA facility after the harbor closing. CSA accepts no responsibility for boats on CSA premises in violation of this rule.

D. Safety Equipment and Regulations:

- 1. The following items of safety equipment must be aboard all boats, stowed for easy access, and secured to prevent their loss during capsize or violent weather.
 - a. One Coast Guard approved flotation device for each person on board; type I, II, or III. In addition, boats 16 feet in length or over shall carry one type IV throwable device such as a ring buoy or buoyant cushion.
 - b. An audible device such as a whistle shall be on board.
 - c. A bow line of adequate length and strength for towing with a stout point of attachment on the hull at the bow, which shall be able to accommodate 1/2 inch line.
 - d. An adequate anchor with a minimum of 50 feet of line attached.
 - e. A bailing device.
 - f. One paddle, minimum.
 - g. Lights conforming to Illinois law when sailing at night.
- 2. When sailing alone, it is strongly recommended that a life jacket be worn.

E. Capsize:

- 1. In the event of a capsize – the skipper, crew, and passengers must be prepared to survive without assistance.
- 2. Weather conditions and/or the number of capsized boats may make rescue difficult, impossible, or a long time in coming.
- 3. If rescue does come, it may only be for the purpose of removing persons from the water.
- 4. For the above reasons, boat owners are strongly urged to provide their craft with self-rescuing capabilities and to adopt and practice the following self-rescue procedures:
 - a. First, locate all persons and check for injuries;
 - b. Don life jackets;
 - c. Insure that all persons STAY WITH THE BOAT; and

d. Proceed with righting, bailing etc.

F. Reciprocal Hospitality:

1. CSA is a registered USSA member and allows any visiting skipper, who can show proof of paid membership in an affiliate USSA club or association, full use of CSA facilities for up to seven consecutive days once a year.
2. Such persons making more than one annual visit, or remaining longer than seven days are subject to payment of the normal daily use fees of five dollars (\$5) per weekday or ten dollars (\$10) per day on weekends or holidays.

G. Facility Usage:

1. Activities conducted on the premises shall abide by applicable CSA rules, State and Federal laws and regulations and shall be conducted in an orderly manner.
2. Casual usage:
 - a. Casual usage of the buildings by members, daily fee users, and their guests is available by contacting the harbormaster upon entering the property.
 - b. Monday through Friday, a responsible individual, by registering with the Harbormaster, may have the Observation Building opened. The Harbormaster shall monitor the condition of the building before and after such usage.
 - c. On Saturdays, the Harbormaster shall open the Observation Building upon the request of a member or daily fee user and keep it open during the usage or when the need is apparent.
 - d. Cooking in the Observation Building is limited to the designated basement kitchen area. Coffee urns and beverage servers may be used upstairs with proper protection for furniture, floors and electrical circuits.
 - e. Users are expected to leave the buildings and property in the same condition as when occupancy commenced.
3. Reserved usage:
 - a. Reserve usage hereunder is NOT exclusive. Any reservation for exclusive usage of a building or a specific portion of the grounds shall be only on the approval by the Board of Directors.
 - b. Reservations for groups of more than 30 people to use CSA facilities shall be made at least ten (10) days in advance and coordinated with the Commodore.
 - c. Reservations for outside groups may be accepted only upon approval by the Board of Directors.
 - d. There shall be no exclusive use of the marine facility.
 - e. All reservations shall be annotated on a Facility Use Report/Event Calendar kept in the Harbormaster's office and coordinated with the Commodore.
4. Management – Facility Use Report/Event Calendar:

- a. The Commodore shall create and keep current a "Facility Use Report/Event Calendar". This report/calendar shall be located in the Harbormaster's office.
- b. Members shall coordinate with and report to the Commodore at least ten (10) days in advance each planned function involving more than 30 people in the use of CSA facilities, including work parties, regattas, social events, etc.
- c. A revised calendar summarizing the Facility Use shall be updated by the Commodore monthly and published in the *Marks of the Course*.

H. Spec Boats:

1. A fleet may have one spec boat on the premises with the permission of the Commodore. The spec boat is to help fleets recruit new members for their fleet by having a boat ready for purchase. The following conditions for a spec boat must be filled:
 - a. A member of the fleet is listed as the owner as a second boat at a price of \$2.00 per foot of length rental. That person will also insure the boat for liability and will register the boat in the state of Illinois.
 - b. CSA must have space available for the boat.
 - c. Only one spec boat per fleet shall be allowed at any given time and that boat shall be of the same class as the fleet.

V. RACE PROGRAM

A. Eligibility:

1. Skippers must be *Primary Corporate Members*, Racing Associate members or CJSAs members in good standing with all fees, assessments, and financial obligations paid in full.
2. Skippers must be certified by their Fleet Captains or qualified appointees of CSA, as having sufficient boat handling competence to avoid becoming a hazard on the race course.
3. Skippers shall have fulfilled all safety equipment requirements of CSA and the State of Illinois and shall be subject to inspection by their Fleet Captain, an authorized member of the CSA Safety Committee, or the CSA Operating Race Committee.
4. Skippers shall own a current copy of the ISAF *Racing Rules of Sailing* and SHALL have a current copy of the CSA Sailing Instructions.
5. The names of the skippers qualified to participate in CSA sailing activities shall be presented by the Fleet Captain or designee to the CSA Race Committee prior to the entry of a skipper in a CSA race series. The above is required for official recognition by the Race Committee in any CSA race series.

6. To maintain certification for qualification in CSA race series, a skipper must show compliance with all CSA racing rules, safety rules, and safety equipment requirements.
7. A "Fleet" consists of five or more *Primary Corporate Members* each owning a one-design boat of the same class. Each Fleet shall designate a Fleet Captain.

B. Racing Rules:

All CSA races shall be sailed under the current ISAF *Racing Rules of Sailing* except as noted in the CSA rules or instructions, or as notified by the Race Committee prior to the race in question.

C. Qualification:

1. For the purposes of qualification in a CSA sailing series, the following races shall be counted:
 - a. CSA races started.
 - b. Races started at Regattas. A maximum of one race will be counted for each completed CSA race missed on a Sunday because of attendance at a regatta. Also, a maximum of regatta races counted this way shall be four each for the Spring, Summer and Fall Series. Races from out-of-town regattas to be counted toward qualification, shall be noted on the series scores which must be turned in within seven (7) days at the end of the series. If the scores for the series are *not submitted within seven (7) days*, the regatta scores *shall not be counted*.
2. To qualify in a series, the total races sailed per the preceding paragraph must be no less than 50 percent of the number of completed CSA races for the series.

D. Scoring System:

1. The scoring system used by a fleet to determine the fleet champion and series winners will be left up to the fleet with the following restrictions:
 - a. Boats must qualify per C. above. Fleet bye dates may not reduce participation for qualification below 50 percent of the completed CSA races.
 - b. A DNF (did not finish) must be reported by the skipper and recorded on the official CSA Race Committee records on the date of the occurrence and prior to the 1/2 hour warning of any subsequent race that day.
 - c. Details of the scoring system selected by a fleet must be filed with the CSA Race Committee at least two weeks prior to the beginning of the racing session.
 - d. Each fleet shall incorporate a method of breaking ties within its scoring system.
2. Daily finishes will be posted on the official bulletin board following the last race of the day.

3. Each fleet is responsible for maintaining its own race records for the season, and is responsible for computing its point totals for the season. These results must be filed with the Race Committee within seven days after the last race day of each series, for verification.

E. Awards:

1. Official CSA awards will be presented to the top boats of each fleet for each scheduled race series.
2. The number of trophies to be awarded to each fleet for each series is dependent on the number of boats in the fleets, which qualify as follows:
 - a. Two boats qualify, one award
 - b. Four boats qualify, two awards
 - c. Six boats qualify, three awards
 - d. Eight boats qualify, four awards
 - e. Ten boats qualify, five awards
 - f. For each additional three qualified boats, one award will be given.
3. Each fleet shall determine a fleet champion for the year based on the top boat scores for the scheduled race series. One award will be given to each fleet champion.

F. Daily Operating Race Committees:

1. Fleet Captains SHALL file with the Race Committee chairman prior to April 1st annually, a list of skippers and crew who will be responsible for the race committee function on their fleet duty days. These skippers and crew are subject to approval by the Race Committee chairman. It is the responsibility of each skipper and crew to take a turn in the administration of the racing program. Individual skippers shall not receive credit toward their qualification in any series for their race duty day(s).
2. If a complete and fully manned committee is not present, the FLEET responsible for the day, as listed in the racing schedule, SHALL provide personnel.
3. The Race Director, Race Committee Chairman, or their designee may provide instructions to the Operating Race Committee while on the water. These instructions are to be considered official even if said individual is a competitor in the race.
4. The responsible fleet for the day is to have the committee boat and allied race committee equipment ready for duty at least one and one half hours before the first scheduled race of the day.
5. At the end of the day the responsible fleet is to properly stow and secure all race committee equipment, boats, marks, etc.

6. The responsible fleet will insure that there will be at least three but not more than five adult persons aboard the committee boat.
7. In performing the race committee function, all operators of the committee boat and whalers SHALL be members of CSA.
8. Except in the case of unusual circumstances, no skippers meeting will be held on race day.

VI. CSA REGATTA POLICY

A. General:

CSA encourages regattas and participation therein. However, regattas shall not infringe on CSA's normal racing program. Race committee equipment, boats, etc. shall be released to the duty fleet in orderly condition, no later than 10:30 a.m. on Sunday. Regattas shall be conducted in cooperation with CSA and the individual members as to boat parking, launching, use of site facilities and CSA's ground rules.

B. Policy:

1. CSA fleets are permitted one (1) regatta per year by petitioning the Commodore in the manner described below (See "Petition").
2. Requests for a SECOND regatta date is subject to approval by the Board of Directors.

C. Petition:

1. A Fleet Captain shall file with the Commodore a written request to reserved a regatta date. The Commodore shall forward a copy of the request to the Race Committee Chairman.
 - a. Said regatta request shall be postmarked no less than ninety (90) days prior to the date requested.
 - b. This request shall include:
 - i. Title (Name) of the Regatta,
 - ii. Class(es),
 - iii. Dates (to include practice races, measuring dates, etc.),
 - iv. CSA facilities required (Committee boat, whalers, use of Observation Building and/or pavilion, etc.), and
 - v. Regatta Chairman – name, address, and phone number.
 - c. FIRST REQUESTED – FIRST RESERVED

D. Reporting:

1. The Commodore shall reply back to the Fleet captain and Race Committee Chairman indicating if the requested regatta date is available.

2. The Commodore shall see that the "Facility Use Report/Event Calendar" is updated for the scheduled regatta and filed in the Harbormaster's office.

E. Renewal:

Following the successful completion of a regatta, a fleet shall have a ninety (90) day period to submit a request for approval to reiterate the regatta for the following season only. Regatta renewal requests for the following season shall be filed with the current Vice Commodore.

F. Special Note:

1. Continuity:
 - a. Initial requests (not renewals) may be filed during one season before that of the date requested. Initial requests for a regatta for the following season shall be filed with the Vice Commodore.
 - b. No request shall be accepted during the months of November or December to allow the incoming officers to assume their responsibilities.
 - c. Early receipt of an "initial" request shall not preclude the previously noted "renewal" section. That is, a properly filed renewal request shall not be usurped by this paragraph.

G. Other:

1. The foregoing policy does not cover certain other potentials as:
 - a. National qualifying regattas or classes whose rules require approval for lengthier periods of time than heretofore described and thus shall require the consideration of this organization and the fleets herein, as such problems arise.
 - b. Such problems shall be arbitrated by: the Commodore, two (2) Fleet Captains, one (1) member from the Board of Directors (preferably not from the fleets involved).
2. The Board of Directors shall have discretion to permit additional regattas upon such terms and conditions as it shall deem appropriate.

H. Fiscal Responsibility of Regatta Sponsorship:

1. CSA Fees:
 - a. Equipment and usage fee
 - i. Boat and fuel fee charged per CSA motorboat per day (or any part thereof).
 - ii. Fee set annually; see Race Committee Equipment Request form for current usage fees. Contact Race Committee Chairman for form and current fees.
 - iii. This fee is payable to CSA c/o the Race Committee Chairman.
 - iv. Equipment usage fee SHALL be paid prior to release of keys or equipment.

b. Daily Use Fee

- i. State of Illinois 5% Daily Use Fee for visiting boats: Charge 25 cents per boat per weekday. Charge 50 cents per boat per Saturday/Sunday.
- ii. This fee is payable to CSA c/o the Harbormaster at the close of the regatta registration.

I. Liability/Equipment:

The sponsoring fleet is responsible for the timely return of the equipment and is liable for damaged or missing equipment.

VII. NOTES

Updating and Editing by Bill Clark

CARLYLE SAILING ASSOCIATION

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Hazlet State Park

Lake Carlyle

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