COURAGEOUS SAILING

Member Packet

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Member Welcome Letter

Hello members and welcome to Courageous Sailing!

Thank you for choosing to sail and learn with us here at Courageous. We are proud to be a community with a mission of transforming lives through sailing programs that inspire learning, personal growth, and leadership. While we are especially committed to providing opportunities for youth from low income and marginalized backgrounds, the Courageous mission extends to our whole community. As members of Courageous you are directly supporting that mission -- we are so grateful and excited for you to be a part of making Courageous the special place it is.

Throughout this packet you will find Courageous' member policies, procedures, and guidelines. They are intended to keep you and others safe on and near the water; to maintain our fleet and resources in great condition; and ensure a clear, shared set of community standards and expectations. All Courageous members must read and agree to them before using Courageous boats. Please read this packet carefully and make yourself aware of the additional resources in appendices at the end of the packet. You can always find these, and other resources, on our website in the "Member Portal".

As a member, it's important to us that you feel like the key part of our community that you are. Here are a few ways to stay connected and up to date on what's happening around Pier 4.

- Read our monthly email newsletter! This member newsletter is sent out every other week and it is our primary method of sharing information. Please email frontdesk@courageoussailing.org if you're not receiving it!
- Bookmark and use our Member Portal. It includes great resources such as: Reservations, Member Resources, FAQ's, Crew Finder Forum, Upcoming Events Calendar, and so much more
- Come to a BBQ on Thursday evenings! Courageous hosts a lot of BBQs. They are a great opportunity to get to know your fellow members and find sailing companions.
- Volunteering is a great way to support the Courageous mission. Contact our front desk at frontdesk@courageoussailing.org for more info on how you can help!
- Join the member-run WhatsApp group to connect with other members and keep up to date with the latest goings-on. There is a QR code at the front desk.

Thank you again for joining Courageous and being part of our community!

Member Guidelines and Policy Agreement

While at Courageous, members are expected to practice safe seamanship; exercise sound judgment; and demonstrate respect for our fleet, facilities and community as a whole. Your signed waiver and use of our fleet indicates your agreement and commitment to abide by all Courageous guidelines and policies.

Community Guidelines

Courageous is a nonprofit community sailing and youth development program. Our fleet and facilities are shared resources, and we look to our sailors to care for them as if they were their own. We ask our members and our community to regard themselves as role models to the youth we serve and always strive to treat one another with the utmost respect and tolerance.

Weather Protocols

As a member, you are always responsible for checking the weather forecast and only sailing in conditions within your abilities and comfort zone. Courageous staff will also be monitoring the weather at all times and making decisions that help to keep you and our boats out of harm's way. Often, the decision to cancel or call boats in is a hard one, and it is never made lightly. We expect all members to respect that the decisions are made with care. Please address any concerns you have regarding our weather calls and policies directly with our Adult Program Director -- not the manager on duty / officer in charge.

Common weather conditions that result in cancellations/delays/early closures:

- Visible/Audible lightning strike / thunder, or lightning strike within the radius of the within I-95
- Wind in excess of 25 knots
- Unpredictable but likely bands of pop-up storms

Wherever possible and practicable, notice of cancellation or postponement of scheduled racing events due to adverse weather conditions will be sent out as soon as possible through email, or phone messaging, or through announcements on our webpage. However, members should be aware that it is not always possible to make those calls sufficiently far in advance so as to prevent participants from commuting to Courageous.

Member Policies and Procedures

In General

- All members must read and sign the Courageous Sailing Waiver; Please be aware that purchases and use of a Courageous membership constitutes acknowledgement of and agreement with the rules, policies, and procedures laid out within this packet. These rules are subject to change, and the most up-to-date version is always available in the member portal and by request.

- Do not consume alcoholic beverages or controlled substances before or while operating Courageous boats; do not possess illegal substances at any time on Courageous property.
- Smoking is not permitted on Courageous premises, on our dock or aboard any Courageous vessel at any time.
- Courageous members are responsible for their guests' adherence to our policies. Please ensure your guests are willing to abide by all Courageous policies before using our boats and inform them of the policies they're agreeing to in their waiver.
- Treat and handle Courageous vessels and equipment with responsibility, care, and forethought.
    - Always inspect your vessel for issues or problems before leaving the dock and report any issue that arises on the water to the front desk.
    - Fill out the damage log and notify the front desk immediately after returning to the dock in the event of damage or loss of equipment while on the water.
    - Leave any vessel in as good or better condition than you found it.
    - Ensure boats are cleaned, tied up, and put away in the correct manner. If you find your boat has been left dirty, improperly secured, or in otherwise poor condition, report it to the front desk.
- **Failure to abide by Courageous policies may lead to the suspension or loss of membership privileges**
    - No refunds will be granted if a suspension or termination of membership is due to policy infringement.

Operating Hours

Rhodes 19 & Mid-Fleet Cruising Members

Our seasonal operating hours for Mid-Fleet Cruising members are as follows

May 1st - June 30th and August 19th - October 31st

Monday - Friday: 12:00 pm - 30 minutes before Sunset*

Saturday - Sunday: 10:00 am - 30 minutes before Sunset*

July 1st - August 18th

Monday - Friday: 4:00 pm - 30 minutes before Sunset*

Saturday - Sunday: 10:00 am - 30 minutes before Sunset*

CLOSED: July 4

Cruising Members

Our Seasonal operation hours for Cruising members are as follows:

Monday - Friday: 12:00 pm - 30 minutes before Sunset*

Saturday - Sunday: 10:00 am - 30 minutes before Sunset*

*Closing time is subject to change

CLOSED: July 4

Membership types and boat capacities

Membership Type	Boat Class	Boat Capacity
Membership	Rhodes 19	4 Adults or 2 Adults & 3 Children
Mid Fleet Membership	J80	6 Adults
Cruising Membership	Cruisers: 30’ and above	6-8 Adults

Necessary qualifications for each membership include:

Rhodes 19- Open to sailors at all levels.

J80/Mid-Fleet Cruising:

- Yellow flag rating/check-out in a R19
- A check-out sail on the j80 must be completed before a flag rating can apply to the J80 fleet.
- Mid-Fleet Cruising members must complete an engine and docking clinic in addition to the orientation and check-out sail on the J80.
- Members who have passed a Performance course with Courageous are not exempt from the required engine clinic and vessel orientation sail.
- Members looking to sail past the Airport must first pass both the written Green Flag exam and an on-the-water Green Flag checkout (typically completed on a Rhodes 19).
- A spinnaker endorsement is available for this membership with an additional checkout. See “Flag Ratings and Endorsements”

Cruising Members*

- All Cruising members must possess the skills and knowledge to qualify as a Courageous Green Flag or Blue Flag skipper.
- All new members must pass and submit the online Green Flag exam and Blue Flag exam (covers cruising boat-specific knowledge)
- Additional requirements apply for overnight trips and night sailing

*A check-out sail on the R19 and J80s is **not** a necessary requirement prior to the Cruising check-out if members are not intending to utilize those vessels as part of their membership.

More information can be found in the mid-fleet and cruising addendum

I’m a new member: What’s my first step?

- Book a check-out sail! Call or email the front desk for availability.
    - frontdesk@courageoussailing.org
    - 857-452-1769

    - All new members must send us a sailing resume and complete a 1-2 hour orientation and maneuvering checkout with a Courageous Instructor.
- Earn a Flag Rating (by completing a written assessment and passing a checkout sail for all vessels included in your membership) before sailing without an instructor.
    - Flag ratings determine how far you can sail and in which weather conditions.
    - Please reference Appendix 2 and 3 for more detailed descriptions around Flag Ratings and Boundaries.
- Log in to our online Member Portal.
    - Reserve a boat. We have a large fleet of Rhodes 19s and they are usually available on a first come, first served basis. However, during special events, racing, and busy weekends they can fill up quickly. Reservations are always recommended for the mid fleet and cruising vessels.
        - Information on limitations for mid-fleet and cruising reservations can be found in the mid-fleet and cruising member addedum
    - Use our Crew Forum to meet other members and coordinate sailing together.

Reservation Guidelines

Generally speaking, we ask that you be neighborly when making your reservations. In order to have as many boats available as possible each day, we ask each member to abide by the following:

- Reserve the boat only for the time you plan to sail. It's critical to let us know if you cannot make it, or need to change your sailing time!
- Members that have not arrived within 45 minutes of their reservation and/or called to give us an update on their arrival time will forfeit their reservation.
- Please do not make unreasonable booking requests. For instance, attempting to create a bulk reservation for a J80 for each and every weekend of the season would be an unsustainable model.

Dinghy Reservations

Courageous owns three dinghies that are available for Cruising and J80/Mid-fleet members to bring on sails.

- Overnight cruisers have priority for dinghy use - if, for example, a member takes a cruising boat out for a day sail, they may not bring a dinghy if another member is starting an overnight trip and has not explicitly turned down the use of a dinghy.
- Dinghies will not be automatically included in overnight reservations - members should additionally reserve them on the website to indicate the length of time they are needed…
- Dinghies may be reserved on planyo.
- Dinghies must be placed back on the dock after use.
- Dinghies will have a set of oars, a pump, and tow line - it is the responsibility of members to return all equipment.

Before each day of sailing

- Check the Courageous website banner and virtual whiteboard for daily updates on conditions, flag rating permissions, weather, and announcements.

- Check in with the Front Desk when you arrive at Courageous to receive your boat assignment.
- Check the physical whiteboard at Courageous to be aware of tides, weather conditions, traffic and flag restrictions before leaving the dock
- Check your boat for the required safety equipment:

  Rhodes 19: anchor, paddle, pump, type 4 throwable cushion.
  J80: anchor, paddle, pump, type 4 throwable cushion, fire extinguisher, sealed safety equipment box, Boston Harbor chart.
  Cruisers: Anchor, type 4 throwable cushion, fire extinguisher (x2), sealed safety equipment box, Boston Harbor chart, horn, bucket, yellow boat binder (provided at Front Desk when checking in)

Please report any and all missing equipment on your vessel via a damage log submission.

- Cruisers: complete the pre-sail checklist

On the dock

- Do not run or jump on dock or boats.
- Check the bilge and under the floorboards for water. Pump out the boat before departing.
- Exercise caution and care when stepping from dock to boat, between boats, and moving within boats. Keep one hand available to hold shrouds or other parts of the boat to maintain balance.
- Ensure you and your guests are physically able to move safely around a boat and operate a boat under sail.
- Ensure that you and your guests wear a correctly fitting, secured and USCG approved personal flotation device at all times when boating.
- Ensure you and your guests wear closed-toe footwear. No open toed sandals, flip flops, or bare feet while on boats.

While Sailing

- Remain accessible by phone and radio at all times while on the water. Good communication with our boathouse is essential.
- Operate boats only in designated areas permitted by your Flag Rating.
  - Traveling beyond the Inner Harbor is prohibited except for Green Flag-certified skippers or with the express permission of Courageous Officer in Charge.
  - Green Flag skippers intending to sail outside the Inner Harbor must submit a written float plan that accounts for conditions and itinerary before departing Courageous.
  - Always carry appropriate nautical charts when sailing beyond the Inner Harbor.
- Only stop at un-reserved or public docks or moorings if your boat becomes disabled or in the event of adverse weather.

    - The picking up or dropping off of passengers at docks, landings, or floats that do not belong to Courageous, and leaving a vessel unattended while docked or moored, are prohibited.
    - Cruising boats and J80s may be exempt from the above restriction if the intended destination is expressly indicated on a float plan approved by Courageous staff.
- Ensure boats are returned in clean condition and properly de-rigged (sails rolled and stowed, spring lines tied, boat balanced on the fender).
- All Courageous sailors and boats must be back at the dock 30 minutes before sunset.
    - Courageous sailors who are late or require a tow in order to return on time will be charged $50 per incident. Repeated violations might result in membership termination.
    - When participating in a group activity with motorboat supervision (such as racing or moonlight sails) the return time may be extended at the discretion of Courageous staff.
- Follow the current Coast Guard Navigation Rules and operate boats in compliance with all applicable local, state and federal laws and regulations.
    - “When in doubt, bail out!” If you are unsure of what navigational rules dictate in a dangerous situation, keep clear, sail away, and discuss the rules of navigation with a Courageous staff member when you return.
- All sailboats are expected to keep a proper lookout and keep at least two boat lengths of space between you and other vessels at all times.
    - When sailing in or near the shipping channel, all Courageous boats must look both ways, at least once per minute, for any tanker, barge or commercial traffic restricted in its ability to maneuver. When a tanker or other restricted vessel is identified, boats must immediately sail to the side of the channel nearest them or take a clear path away from the middle of the channel if equidistant.
        - **Please review** the Large Vessel Awareness guidelines for more details
    - Courageous boats are to stay clear of high traffic areas, anchored boats, and mooring fields whenever possible.

Returning Your Vessel

- Members must check in with the Front Desk after they return, inspect the boat, and report any issues.
- Any damage to the vessel or equipment must be documented in the damage log immediately.
- Any “close calls” with traffic (commercial or personal vessels), groundings, or general areas of concern should be submitted as an incident. This includes any “protest” incidents encountered during race days.
- Cruising Members are responsible for completing the post-sail checklist after returning to the dock and *before leaving Courageous.*

Substance Use on Courageous Vessels

Courageous has a strict substance-free policy for all vessels.

- Alcoholic beverages and/or recreational drugs are prohibited on all Courageous vessels for both skippers and guests.
- No alcoholic beverages or recreational drugs may be consumed prior to or while aboard a Courageous vessel.

Courageous reserves the right to prohibit sailors from leaving the dock if there is reasonable suspicion that members or their guests are under the influence or are bringing substances aboard.

Courageous reserves the right to terminate a sail early and put vessels under tow if the substance policy is in question.

Violations of this policy will result in an immediate suspension, typically followed by a full termination of membership. No refunds will be granted if a termination of membership is due to policy infringement.

Damages and Costs

Sailing comes with an inherent wear and tear on equipment and boats, and Courageous covers these costs. However, our members are responsible for damages that are due to operator error. Minor damage can at times be due to a combination of operator error and wear and tear, so Courageous often covers minor repairs and replacement of small parts.

We will not typically charge for less than an hour of maintenance time. More extensive damage will be charged to the member at the rate of $50/hour. If a boat must be hauled from the water there will be a base charge of $100 for R19, $250 for a J80, and $500 for a cruiser.

Members will be responsible for boat damage up to the following limits:

- $1500 for Rhodes 19s Membership
- $3000 for Mid Fleet Cruising Membership
- $4500 for Cruising Membership

Approximating costs

While there is no perfect formula for how much damages will cost, we have tried to outline some of the standard damages we see each season and the costs associated with them. Here are some common examples for consideration:

Vessel	**Damage**	**Time**	**Material Cost**	**Cost**
R19	Grounding (regardless of and in addition to existence of damage)	Haul/inspect = 2 hours	$0	$100 for hauling, labor is covered
R19	Direct collision that leaves a hole in a hull	Repair = 12 hours	$100	$800
J/80	Bent stanchion from collision	Remove/replace part = 3 hours	$120	$120 for part, labor is covered

J/80	Grounding (regardless of and in addition to existence of damage)	Haul/inspect= 2 hours	$0	$250 for hauling, labor is covered

Damage and Incident Procedure

- Following an incident, all members should report to the Officer in Charge that an incident and/or damage has occurred. Request assistance where appropriate.
- The skipper and any involved guests will fill out the online Courageous Incident Report to give a recount of what occurred.
- The skipper will fill out the online Courageous Damage Log, recounting and describing any damage that resulted from the incident.
- The onsite staff will send an email to you (the member) and the Adult Program Director summarizing the incident and any damage that occurred.
- The Adult Program Director and management staff, including the Director of Operations, will review the incident.
- The Adult Program Director and/or Executive Director will reach out with any questions they have around the damage and/or incident.
- If the member is found to be at fault, a summary of expenses will be sent to the member along with recommended next steps.
- A member can return to sailing following completion of any recommended steps and in some cases payment for the damages outlined by the Adult Program and Management Team. If an assessment of damages and fees cannot be made within 72 hours, members will be invited to continue sailing on a case-by-case basis.

Damage and Incident Review

- After reviewing your incident, a member of the Management Team will reach out to you and discuss any steps that must be taken before you may make another boat reservation.

- A review period of up to 72 hours is required to determine next steps. Please understand that all existing reservations made by the member in charge during the incident are on pause until review of the incident is complete. In some cases, invoices relating to the incident must be paid in full before use of the membership can resume.

Important Clarifications around incidents, damage, and where they intersect:

- **Incident**

Courageous defines an incident as a situation in which a member of our community requires assistance either on or off the water and/or a problem has occurred that is considered “atypical” by on-site management staff and should be considered for review. Incidents may or may not be related to sailing. Incidents can include but are not limited to: groundings, medical emergencies, and collisions.

- **What is a reportable incident?**

Courageous defines a reportable incident as an incident including one or more of the following events: first aid was administered; a rescue was performed; boat damage occurred; behavior needs/needed to be seriously addressed; any emergency service was contacted; a serious accident almost occurred; or any Courageous Management Team member needed to be involved in the incident. When in doubt, write it out! Management staff on site will request incident reports from members on a case by case basis.

- **Damage**

Courageous defines damage as having occurred when any asset of Courageous has observable defects and/or cannot perform as one would typically expect. Damage does not need to be limited to boats. If you observe damage in or around our dock/pier please let us know. Courageous asks you to report damage for any of the following reasons:

- The boat you were on had pre-existing damage when you boarded it.
- The boat you were on broke while you were sailing, through no fault of your own.
- The boat you were on became broken following an incident; collision, grounding, docking etc.

Emergency Protocols

What To Do if the Unexpected Happens

Sailing in Boston Harbor is a dynamic activity and you cannot plan to avoid every emergency. Before making a decision ask yourself, “Is this the safe choice?”

Even when we make good choices, accidents can occur. Call or radio Courageous if something goes wrong or you have concerns or questions. Communication is key. Courageous has an Emergency Action Plan, but we can’t put it into effect if we don’t know an emergency has happened. **It is not up to you, the member, to assess whether or not something qualifies as an emergency. When in doubt, call or hail Courageous by radio and we will assess the situation and take the necessary steps.**

- Phone numbers and VHF radio channels to know for communication
  - 857-452-1769 - Courageous landline
  - 617-237-6267 - Courageous additional line (can accept text messages)
  - Channel 69: Courageous monitored channel
  - Channel 13: Boat-to-boat communications with commercial and non-commercial traffic.
  - Channel 16: Emergency channel. Never use it unless in an emergency situation.
- Ensure you are prepared for emergency situations by taking the following preventative steps
  - Fill out a Float Plan if you’re going beyond the airport. Adhere to the Float Plan and if you must change your plans, call Courageous and inform us of the change.
  - Put Courageous’s number into your phone, and make sure your phone and radio are on, charged, and audible.

- Always answer your phone or respond to our VHF hail when we call you--we may be notifying you of a storm or other issue.
- If necessary, use the international signal of distress (crossing and uncrossing both arms over your head) or sound signals (most boats have a whistle or horn) to attract attention.

VHF Usage

All boats must have a radio before leaving the pier. Please following the guidelines below so you remain reachable at all times:

- Before leaving the pier, check your volume and squelch. The squelch should be low (but not constant static) and volume should be high enough to hear over a conversation with friends.
- Conduct a radio check before leaving the dock.
- When you make a hail, delay speaking for a moment after depressing the call button (and remember to release the button immediately after speaking.
- Keep your radio within earshot and ideally on your person (the shoulder of a PFD is a great spot).
- Be sure you aren't interrupting someone else's transmission.
- Check in with a staff member if you have questions around using your VHF properly.
- Bring a cell phone as a back up; many handhelds will not transmit when traveling past the airport.
- Calls should be short and boat-related--no personal conversations.

Here are some examples of calls using correct etiquette:

Non-emergency hail to Courageous, Channel 69

Boat: Courageous Base, Courageous Base, this is Rhodes Number 21. Over.
[Officially, you repeat identification information 3 times.]
Front Desk: This is Courageous Base. Over.
Boat: Courageous Base, Rhodes 21 requesting a tow in. We're in the channel just inside the airport. [**Location is the most important piece of information!**] Our main halyard shackle broke and our mainsail is down. We're not in danger, but we won't make it back by sunset sailing upwind under jib only. Over.
Front Desk: Copy that, Rhodes 21. Ally's Gift [that's the name of the motorboat] is on its way out to you.
Boat: Copy that. Rhodes 21 standing by, 69. [say both digits, "six nine."]
Front Desk: Courageous Base standing by, 13, 16, 69.

Mayday hail, Channel 16

A Mayday hail indicates grave or imminent danger to life or property, and will summon the Coast Guard. If Courageous cannot provide adequate assistance to stabilize the situation, make a Mayday hail. Mayday situations can include: sinking or burning vessel, severe allergic reaction, heart attack, crew overboard lost from sight, vessel disabled and about to crash into rocks (in a way that will cause extreme damage or danger) or in front of an incoming tanker.

Boat: Mayday, mayday, mayday. This is Courageous Rhodes 21, Courageous Rhodes 21, Courageous Rhodes 21. Over. [repeat if no response]
[Coast Guard response]
Boat: This is Courageous Rhodes 21. We are located at [give precise location]. [Give a one sentence description of the emergency.]
[The Coast Guard will then ask for information, including the number of people aboard.]

Towing Procedures

The safety boat might throw you a tow line (lead it through the bow chock and cleat it to the bow cleat), or ask you to throw them your bow line. If they're towing a long line of boats or towing you for a long distance, they may ask you to tie the tow line in a bowline around your mast instead. Drop the sails and steer to follow the boat. Pay attention—if the powerboat stops, you'll need to be ready to steer alongside them, so you don't crash into their stern.

Running aground

The Inner Harbor is clear of obstacles unless you get dangerously close to the shore, and the Outer Harbor is well marked and charted, so groundings in our sailing area are regarded as entirely preventable incidents that should not occur and are invariably a result of operator error or inattention.

Green Flag members are expected to be aware of the hazards of the outer harbor. **Be especially careful near Lower Middle and Castle Island.** Please refer to the inner harbor guidelines and outer harbor guidelines if you have questions about common areas of concern.

If your hull or keel hits the bottom or a rock, your immediate goal is to stop the boat.

- Let out both your main and jib sheets and head up into the wind if possible.

If the boat is stuck:

- Drop your sails.
- Check from the inside to see if your hull is intact.
- If water is coming into the boat, try to plug the leak (by stuffing a jacket into the hole, for example).
- **If any part of the boat touches bottom--even just a tap for a second:**
- Notify Courageous right away and ask for instructions. We will come get you; please don't risk damaging the boat further. Even if the boat isn't stuck, you may be at risk of running aground again or hitting another rock.

Do not leave the boat to try to push it off - this merely risks pushing the damaged hull into deeper water. Again, it's vital to let Courageous know that you've run aground, so that a proper damage assessment can be conducted.

If a grounding occurs, you are required to fill out an incident report upon arrival back to CSC. Anytime a vessel touches ground, it is considered a grounding. A grounding is

considered an incident, and will follow the guidelines and procedures outlined under “incidents”. In most circumstances, the Courageous team will tow boats back to base following a grounding. All groundings are considered to be a serious event and will result in a temporary but immediate suspension of membership while incidents are reviewed by the management team.

For the wellbeing of our vessels, and safety of all Members and guests, under no circumstances should “un-grounding” attempts be made without the supervision of the Courageous team or Seatow.

It is mandatory to report all groundings, regardless of if you think damage has occurred.

Thank you for taking the time to understand and abide by our guidelines, policies, and procedures. A community like Courageous flourishes when we collaborate and approach each other and our shared fleet resources with consistency and respect.

Member Packet Appendices & Resources

Each of these Appendices contains information about membership at Courageous, from getting started on the water, to crew overboard recovery, and beyond. Take your time reading through all of them and let them be a chart through your Courageous membership.

Appendix I: Courageous Sailing Waiver
Appendix II: Course Progression and Offerings
Appendix III: Flag Ratings
Appendix IV: Boundaries
Appendix V: Wind Speed and Ratings
Appendix VI: Docking at Courageous
Appendix VII: Crew Overboard Diagrams
Appendix VIII: Cruising and Mid-Fleet Membership
Appendix VIII: Large Vessel Awareness