

# *Medicine Lake Sailing Club*



## *Members Manual*

# **2009**

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**NOTE: See website for current racing schedule and race Results.**  
**MLSC website: [medicinelakesailingclub.org](http://medicinelakesailingclub.org)**

## II. MLSC BOARD OF DIRECTORS 2009

**Commodore**.....Larry Klick

**Rear Commodore**.....(vacant)

**Vice Commodore-Communications**.....Dick Remde

**Vice Commodore-Racing**.....Walt Barniskis

**Secretary**.....Marc DeMaat

**Treasurer**.....Barb Emahiser

**Director**.....Mike Misk

### **Fleet Captains:**

Flying Scot fleet.....Jeff Howell

MC Scow fleet.....Marc DeMaat

### III. SAILING INSTRUCTIONS – MEDICINE LAKE SAILING CLUB (rev. 4/28/2009)

#### 1. RULES

The racing will be governed by the Racing Rules of Sailing (RRS) and the prescriptions of the United States Sailing Association, except as these are altered by Class or local Fleet rules and filed with the Race Committee Chair prior to the beginning of racing.

1.2 The skipper of any competing boat in MLSC races, by entering and participating in a race, agrees to abide by these rules and waives any and all liability of the MLSC, its officers or directors, for injury to themselves or members of their crew. The skipper, or registered owner, of any boat agrees to indemnify and hold the club harmless from loss resulting from injuries suffered by the skipper, owner, or their crew members during a race even if caused by the negligence of the club, its officers or directors. The skipper of any boat participating in a race must recognize that they are responsible for maintaining control of their vessel and protecting the safety of their crew at all times. They must keep aware of changing wind and weather conditions and voluntarily abandon any races if they are unable to control their boat.

1.3 The skipper of each boat is required to have a Coast Guard approved personal flotation jacket or vest for each person on board and any other safety devices and equipment as is required by the Coast Guard and the State of Minnesota for vessels of their kind. The skipper is responsible for the safety of each member of their crew and must make an independent decision as to when members of their crew shall wear personal flotation jackets. The skipper should not wait for the committee boat to fly the life jacket flag (see 5.4) before making this decision.

1.4 All boats must comply with state and local laws regarding watercraft registration.

1.5 In the event a boat capsizes and the skipper and crew appear to be in peril, the committee boat will make every effort to come to the assistance of the capsized skipper and crew. Skippers are encouraged to abandon their vessel when help arrives if the boat cannot be immediately righted. This is especially true in cold or severe weather conditions.

1.6 Skippers must offer to assist other boats or persons in peril.

#### 2. ENTRIES

2.1 Boats participating in the MLSC racing program will be divided into three fleets as follows:

Fleet I	Scows
Fleet II	Flying Scot One Design Class
Fleet III	Open Class – open to any class wishing to participate

Fleet I will be scored based on the Portsmouth yardstick. One design fleets will be scored based on finish position.

- 2.2 Each fleet will have one Fleet Captain. Fleet Captains will act as spokesperson for their fleets, assist the RC Boat person of the day by notifying their fleets of any changes in the schedule and otherwise assist as needed. Fleet Captains are members of the Racing Committee and perform such duties as requested by the Vice Commodore of Racing.
- 2.3 Separate standing for each fleet will be maintained for each series. The exception is the Frostbite Series and Last Look Series. Portsmouth yardstick handicaps will be used in these series for scoring.
- 2.4 In addition to the regular club series, any fleet may schedule its own series. Race management for these fleet specific series will be the responsibility of the individual fleets and require approval of the Race Committee.
- 2.5 Eligibility
  - 2.5.1 The skipper is the helmsman of a club-registered boat. An eligible boat must have a Family Member in good standing on the boat. No race results will count until the Family Member completes and turns in the MLSC Membership Registration form and pays the annual dues.
  - 2.5.2 All skippers are responsible for actions of their crew members. Members of the crew must comply with the MLSC bylaws and regulations. Any person who serves as a member of the crew who is not in the immediate family of a member must join the MLSC as a Crew Member after participating in three races in order for the boat to be scored.
  - 2.5.3 All skippers must check in at the committee boat before the start of each race. Skippers using a sail number other than the one listed on the scoring sheets must notify the RC Boat so that they can be scored properly. Each skipper is responsible for reading any notices posted at the committee boat which concern that day's races.
  - 2.5.4 Each fleet must have a minimum of one starting boat to constitute an official race. Any registered boat on the lake prior to the start of the last fleet will be counted as a starting boat. If only one boat for a fleet is present, that boat will be automatically awarded a first place and will have the option of sailing the course, and may start with the other fleet.
  - 2.5.5 Skippers intending to compete in a class other than the one in which they are registered, must notify the RC prior to the first race of the series.
  - 2.5.6 A registered club boat may be sailed by any Family Member in good standing. The Family Member need not be a member of the family owning the boat. The Boat is scored... not the Skipper.
- 2.6 All boats shall carry adequate liability insurance and provide proof of this insurance upon request.
- 2.7 All boats shall have required safety gear, proper government registration and shall display licenses, numbers, etc. as required by law.

### 3. NOTICES TO COMPETITORS

- 3.1 Notices to competitors will be posted on the MLSC Official Notice Board at the French Park.
- 3.2 All notices of race results, racing classes, changes in the racing schedule, and other official notices will be posted on the club bulletin board at French Park. Members are responsible for checking the board for all official notices affecting club races. Each skipper is also responsible for reading any notices posted at the committee boat which concern that day's races (see 2.5.3).
- 3.3 In the event of severe weather conditions, races may be either abandoned or canceled. Abandoned races (see 5.2) may be restarted. Canceled races (see 5.3) may be rescheduled the next day of the same series after all scheduled races for that day have been completed.
- 3.4 Daily decisions concerning the races will be made by a Race Committee representative and the RC Boat person before each race. If the wind or weather conditions are border-line, skippers should contact the RC Boat. On days when two races are scheduled, an independent decision will be made concerning each race. Cancellation of the first race does not automatically cancel the second.

### 4. CHANGES IN SAILING INSTRUCTIONS

When feasible, any change in the Sailing Instructions will be posted at least two hours before the race on the day it takes effect.

### 5. SIGNALS

- 5.1 **Postponement Flag** and two horn blasts are used any time it is necessary to delay the start of fleets not yet racing. Reasons for postponement may include changing wind or weather conditions, a drifting committee boat, a capsized boat requiring assistance, lightening, civil defense sirens, lack of wind, etc.

An Answering Pennant flag (red and white striped trapezoid) will be raised and may be accompanied by a horn blast. All races not yet started will be delayed. Those fleets already started will continue to race. Races may be delayed up to one hour after the scheduled assembly time (see 6.3) or they will be canceled (see 5.3b). When the postponement is terminated the judges will lower the flag and give one blast of the horn. The starting sequence will then continue for all fleets not yet started, starting with the preparatory flag.

- 5.2 **Abandonment Flag** is used to temporarily terminate all races including those in progress and those not yet started. It is typically used whenever wind or weather conditions make it too dangerous for boats to remain on the lake.

An N flag (blue and white checked) will be raised and may be accompanied by 3 horn blasts to indicate that all races have been terminated and declared void. Skippers should return to their mooring. Abandoned races may be restarted if the starting sequence can be restarted within one hour of the originally scheduled assembly time (see 3.3). Skippers should not leave without checking with the Race Committee at the dock at French Park. Abandoned races not restarted will be canceled and will not be rescheduled (see 6.2).

- 5.3 **Cancellation Flag** is used to permanently terminate all races whether in progress or not.

Two flags (abandonment over the general recall) will be raised if the race is canceled. Races may be canceled because:

- (a) Wind and weather conditions make it unsafe to continue racing (see 6.3).
- (b) The starting sequence for abandoned races (see 5.2) or postponed races (see 5.1) cannot commence within one hour of the scheduled assembly time (see 6.3).
- (c) Races in process cannot complete within the time limit (see 15.1). Canceled races will not be sailed that day (see 3.3).

- 5.4 **Downwind Finish Flag** is used to notify skippers that the current race will finish downwind.

Two flags (Shorten Course "S" flag over Change Course "C" flag) will be raised to indicate Downwind finish for the current race.

This signal may be set either before the current race to implement a shortened course when multiple races are scheduled back to back, or, during the race to shorten the course because of changing weather conditions.

- 5.5 **Back To Back Races (E) Flag** is used to notify skippers that the next race will immediately follow the current race. (within 15 minutes after the last boat finishes the current race.) A general PA announcement to all boats on the race course will accompany the flag raising.

- 5.6 **Life Jacket Flag** is used to indicate that wearing of life jackets is mandatory for all skippers and crew.

Life jackets or vests complying with the Coast Guard standards must be worn when the life jacket (Y) flag (rectangle with diagonal red and yellow stripes) is flown. When the life jacket flag is raised after the start of a race and signaled by a horn, all sailors must comply by donning life jackets before completing the next leg. Boats not complying will receive a DNS. Coast Guard Type 1, 2, 3, or 5 personal flotation devices are acceptable. Life belts and life cushions are not acceptable. Failure to wear a life jacket may be the subject of a protest; penalty turns will not exonerate the skipper; and if the protest is lost the skipper will receive a DNF.

## 6. SCHEDULE OF RACES

- 6.1 Races are scheduled as shown in "The MLSC Race Schedule" attached.
- 6.2 In the event of severe weather conditions, races may be either abandoned or canceled. Abandoned races (see 5.2) may be restarted. Canceled races (see 5.3) may be rescheduled the next day of the same series after all scheduled races for that day have been completed.

## 7. CLASS FLAGS

Class flags are now used in this sailing club.

## 8. RACING AREAS

The racing area is the entire surface of Medicine Lake. Appropriate individual race courses will be set based on wind and weather conditions.

## 9. THE COURSE

- 9.1 Four different types of courses may be set for a given race. They are Olympic, Windward/Leeward, Butterfly, and Triangle. The course set for each fleet will be the discretion of the Fleet Captains based on input from fleet members. Diagrams of all race courses are attached.
- 9.2 Courses will always be run with the first leg to windward.
- 9.3 The course and number of laps to be run by each fleet will be designated on the course board. The course board is located on the starboard side of the Race Committee Boat. Each skipper is responsible for checking the board before the start of each race.
- 9.4 Decisions of the RC regarding the course, race length, abandonment and all other matters concerning the conduct of the race are final and not subject to protest.
- 9.5 Fun race courses (such as around the lake) may have alternate rules. These rules will be explained by the RC before the race.

## 10. MARKS

- 10.1 Markers will consist of orange buoys and will be set 30 minutes before the start of a race.
- 10.2 The start and finish lines will be between the flag pole on the RC boat (designated RC on the course diagrams) and the course marker. The *mark* at the starboard end of the starting and finishing line will be the committee boat with an orange buoy attached to its stern by a line about 25 feet long. The orange buoy and its attachment line are considered part of the RC boat and thus are also a part of the *mark*. If the RC Boat is damaged as a result of a boat breaking a rule, that boat shall pay for the repairs.

10.3 A blue flag will be flown by the Race Committee boat when it is on station at the finish line.

## 11. THE START

11.1 Assembly for each race will start as close to the scheduled time as possible. Boats should be at the starting area and ready to begin the starting sequence at the scheduled start time. The RC Boat is under no obligation to wait for boats that will be late reaching the starting line.

11.2 The second race of back to back races will commence approximately 15 minutes following the finish of the last boat of the first race.

11.3 In the case of start delay, the RC Boat must fly the postponement flag to notify participants. No starting sequence may be started later than one hour after the scheduled assembly time.

11.4 The starting sequence will be determined by the Race Committee and the RC Boat person of the day on the Race Committee Boat. **This starting sequence will be posted on the starboard side of the Race Committee Boat before the start of the day's races.** The following chart gives an example of how the starting sequence could be executed.

Time	Flag	Position	Horn	Effect
<b>Scow Starting Sequence</b>				
<b>5 Min.</b> 300 Sec.	<b>Class Flag</b>	<b>Flying</b>	Sound	Assembly (All Scows)
<b>4 Min.</b> (240 Sec.)	<b>"P" Flag</b>	<b>Flying</b>	Sound	
<b>1 Min.</b> (60 Sec.)	<b>"P" Flag</b>	<b>Stowed</b>	Sound	Preparatory – Scows – must round end of starting line if over early
<b>0 Min.</b> (0 Sec.)	<b>Class Flag</b>	<b>Stowed</b>	Sound	<b>First Start - Scows</b>
<b>FS Starting Sequence</b>				
<b>5 Min.</b> 300 Sec.	<b>Class Flag</b>	<b>Flying</b>	Sound	Assembly (All Flying Scots)
<b>4 Min.</b> (240 Sec.)	<b>"P" Flag</b>	<b>Flying</b>	Sound	
<b>1 Min.</b> (60 Sec.)	<b>"P" Flag</b>	<b>Stowed</b>	Sound	Preparatory – FS – must round end of starting line if over early
<b>0 Min.</b> (0 Sec.)	<b>Class Flag</b>	<b>Stowed</b>	Sound	<b>First Start – Flying Scots</b>
<b>Open Class or Other</b>	Same as	sequences	above.	

11.5 Fleet starts are separate, except in the Frostbite Series and Last Look Series. All boats in the club race together in these series. Handicap scoring will be used in the Frostbite and Last Look series, based on the Portsmouth yardstick ratings.

- 11.6 If any fleet does not race, subsequent fleet starts will be moved up.
- 11.7 The visual directive is preeminent and remains in effect even if the horn is mistimed.
- 11.9 The 1-minute rule shall apply to all fleets. Boats over the line one minute before the starting signal must return to the proper side of the starting line by rounding the marker at either end of the line before starting.
- 11.10 The following rules shall apply at the starting line:
- 11.10.1 Boats, in a fleet that has started, shall have the right-of-way over boats still in the preparatory stage so long as the preparatory flag is flying.
  - 11.10.2 Once the flag has been lowered normal right-of-way rules shall be in effect.
  - 11.10.3 Boats not in preparatory stage (but not started) must stay clear of the line so as to not interfere with boats in preparatory stage.
- 11.11 Once a boat has completed a race it is required to give the right-of-way to all racing boats which have not finished.
- 11.12 Recalls will be signaled as follows:
- 11.12.1 Individual recalls are used to recall one or more skippers who are over the starting line early. Individual recalls will be signaled in accordance with Rule 29.2 with one sound signal sounded for each boat recalled. Every attempt will be made to vocally hail each boat being recalled. The RC Boat will try to notify those starting early but are under no obligation to do so. Failure to restart (by returning to the proper side of the line around either end of the line) after notification by the RC Boat will result in a DSQ. A penalty turn will not exonerate.
  - 11.12.2 General recall is used whenever a large number of boats have started early and it is not practical to call them back individually to restart. A long horn blast, followed by a "general recall" announcement on the PA system, is used to signal the recall of the entire fleet. The fleet being recalled shall go to the end of the starting sequence. If the recalled fleet is the last fleet to start then the RC Boat will wait 1 minute, raise the appropriate preparatory signal, and the normal starting sequence will be followed.

## 12. CANCELLATION

- 12.1 Decisions concerning weather conditions will be made by a Race Committee representative for the day in consultation with the RC Boat person assigned for the day. Scheduled races will not be postponed or canceled due to weather conditions except when one of the conditions noted below is met. If weather conditions are border-line, skippers should prepare to assemble unless directed otherwise.
- 12.2 **Maximum winds** – If a sustained wind over 22 knots (25 MPH.) exists on the lake, the race will be postponed (see 5.1) and if it continues, canceled (see 5.3).
- 12.3 **Minimum Winds** – Unless the lake shows wind-induced wave action over at least 50% of its surface, the start may be postponed (see 5.1) and, if it continues, cancelled (see 5.3).
- 12.4 **Thunderstorms** – If lightning strikes are visible, races not started will be postponed (see 5.1). Any race in progress will be abandoned but may be restarted (see 5.2). All skippers should immediately get off the lake. If the storm passes quickly and the RC Boat reestablishes the starting line, the race will be run but not unless the starting sequence can commence no later than one hour past the original scheduled assembly time (see 11.3).
- 12.5 **Civil Defense Sirens** – All races in progress when Civil Defense Sirens are sounded will be abandoned (see 5.2), but may be restarted as set forth in 12.4.

## 13. CHANGE OF COURSE AFTER THE START

- 13.1 **Change Course:** In accordance with US Sailing Instructions, a course may be altered, shortened or abandoned but never lengthened. A change of the direction of a leg of the course after the start shall be signaled with a flag before the leading boat has begun the leg, although the new mark may not yet be in position. The fleet will be notified at this time whether the new mark will be to the left or right of the original position. Any change to a course will be indicated by a "Change Course" flag "C" (blue, red and white stripes).
- 13.2 **Shorten Course:** The race may be shortened by the RC after the start, due to changing wind or weather conditions. The "Shorten Course" flag "S" (white with blue square) will be flown instead of the blue flag. The Fleets affected must be notified prior to the finishing leg of the course.
- 13.3 **Downwind Finish:** A race may end with a downwind finish as determined by the RC. The downwind finish hastens the start of the next race when multiple races are scheduled back to back. Wind or weather conditions may also trigger this course change. Raise the "Shorten Course" flag "S" (white with blue square) over the "Change Course" flag "C" (blue, red and white stripes) and announce the change to the fleets. The fleets affected must be notified prior to the last down wind leg.

## 14. THE FINISH

- 14.1 The Race Committee boat will fly a blue flag when it is on station at the finish line.
- 14.2 For downwind finishes, the Committee boat may be on the opposite end of the finish line. The finish line will be between the downwind mark and the Committee boat.

## 15. TIME LIMIT

- 15.1 In any race, the course must be completed by the leading boat within 2 hours or the race will be canceled.
- 15.2 No skipper should abandon a race in anticipation of it not being completed within the time limit until the abandonment or cancellation flags are flown, because the RC may shorten the course (see 13.2).
- 15.3 All boats within any class must finish within one-half hour (30 minutes) of the first boat to finish or they will be scored DNF.

## 16. PROTESTS AND ARBITRATION

### 16.1 INITIAL REQUIREMENTS:

- 16.1.1 **Flying a red protest flag is no longer required for our fleets (hull length under 6 meters).** Under Rule 61.1(a) (RRS), a boat intending to protest shall always inform the other boat at the first reasonable opportunity. When her protest concerns an incident in the racing area that she is involved in or sees, she shall hail **'protest'** at the first reasonable opportunity so that the protested skipper has the opportunity to voluntarily take penalty turns. These penalty turns should be taken as soon as possible after hearing the **'protest'** call from the protesting boat (before the completion of the current race leg). Failure to give notice of protest to the protested skipper and failure to use the word **"protest"** will void the protest.
- 16.1.2 Rule 61.1(a) is changed to add that a boat intending to protest another boat over an incident she was involved in or saw on the course shall, as soon as possible after finishing or retiring, inform the finish line Race Committee Boat of her intent to protest and the sail number(s) of the boat(s) being protested. Except when damage or medical emergency forces a boat to retire, a protest is invalid when this requirement is not met and the Protest Committee shall refuse to hear the protest under RRS 63.5.
- 16.1.3 Protests shall be written on U.S. Sailing protest forms available at the Race Committee Boat and lodged there with the RC of the day. Lacking a proper protest form, a protesting boat shall provide in writing the information required under RRS 61.2.

16.1.4 The time limit for filing protests shall be one hour after the docking of the RC Boat after the last race of the day.

## 16.2 ARBITRATION.

16.2.1 If all parties in an alleged foul agree, the protest may be resolved by a neutral arbitrator. An arbitrator shall be chosen by the Vice Commodore of Racing (or designee), in consultation with the Fleet Captains.

16.2.2 For protests involving an alleged breach of a rule of Part 2 of the RRS, a short arbitration hearing will be held immediately after the race in which the incident occurred. When more than 2 boats are involved in the same alleged incident, the matter may be referred directly to the protest committee without arbitration.

16.2.3 After a written protest form is properly lodged, one representative from each boat will meet with the arbitrator unless the protestor has good reason to request the protest be withdrawn and the arbitrator allows the protest to be withdrawn. No witnesses will be allowed.

16.2.4 Both parties involved in arbitration must accept the arbitrator's opinion, else the matter will be referred to the protest committee. A boat that accepts the arbitrator's opinion that she broke a rule of Part 2 of the RRS shall receive a penalty of 2 points or points equal to 20% of the number of boats finishing that race, whichever is greater, except that no penalty score shall be worse than points for DNF. The acceptance of an arbitration penalty is voluntary and cannot be grounds for redress or be appealed.

16.3 PROTEST COMMITTEE HEARING SCHEDULE- Protests will generally be heard immediately after the race on the next Sunday after the arbitration hearing. When there is no Sunday race, or other unusual circumstance, a suitable schedule will be set. (In regattas, arbitration/protest hearings are same day). Hearings may be changed to a different day by the Protest Committee or at the reasonable request from a party to the protest.

16.4 POSTINGS: The time and place of protest hearings will be posted on the MLSC Official Notice Board at French Park.

16.5 FAILURE TO APPEAR: if a party fails to make reasonable arrangements to meet with the arbitrator, or refuses to meet an arbitrator, the matter shall be referred to the protest committee. If a party fails to come to a protest hearing, the Protest Committee may decide the protest in the absence of the party.

## 16.6 Penalties

- 16.6.1 A boat that accepts the arbitrator's opinion that she broke a rule of Part 2 of the RRS shall receive a penalty of 2 points or points equal to 20% of the number of boats finishing that race, whichever is greater, except that no penalty score shall be worse than points for DNF. The acceptance of an arbitration penalty is voluntary and cannot be grounds for redress or be appealed.
- 16.6.2 If an alleged foul is carried to a protest hearing, and the protest committee rules that a foul has been committed, the "fouling boat" shall be given a DSQ.
- 16.6.3 In conjunction with RRS 44.2, the 720 Turns Penalty will apply for any infractions of the Part 2 "When Boats Meet" rules.
- 16.6.4 In conjunction with RRS 31.2, a boat hitting a course marker while rounding must take a 360 degree penalty turn as soon as possible.

## 17. SCORING

- 17.1 For Fleet I (Open Class) , the Portsmouth Yardstick, with wind variables, will be used to determine "actual finish position" in each race. The Portsmouth Yardstick is a method of rating boats of different classes sailing the same course. The appropriate yardstick number for each boat will be used to calculate an adjusted time in each race. The actual finish position is then based on the adjusted time. This system assumes that all boats conform to class specifications and rules, and use sails specified by the class. There will be no requirements or restrictions concerning crew size.
- 17.2 For each one design class, "actual finish position" is the order in which boats finished the race.
- 17.3 One of the following finish positions will be assigned to any boat not completing a race:
  - DSQ Disqualified - will be given to boats that have been determined to have broken a racing rule by an arbitrator or Protest Committee These boats will be assigned a place equal to the number of boats in the race plus two.
  - DNS Did Not Start - will be given to boats not starting a race. These boats will be assigned a place equal to the number of boats in that fleet's series plus one.
  - DNF Did Not Finish - will be given to boats not finishing a race. These boats will be assigned a place equal to the number of boats starting in the race.

RCB “RCB”- will be given to the skipper who serves on the committee boat. They will be given a place equal to a DNF+1 in their fleet for each race that they judge. Only the assigned judge or designated alternate qualifies.

17.4 The Low Point scoring system described in RRS A4.1 will be used, shown as follows:

Place	1	2	3	4 and above
Points	1	2	3	Same as position

17.5 As provided in RRS A2 a boat will be allowed to discard their worst score(s) in a series. The table below provides the number of races to be counted based on the number of races completed.

Completed	1	2	3	4	5	6	7	8
Counted	1	2	3	4	4	5	6	6

17.5 Series Ties (see also RRS Appendix A8)

17.5.1 If there is a series score tie between two or more boats, each boat’s race scores shall be listed in order of best to worst, and the first point(s) where there is a difference the tie shall be broken in favor of the boat(s) with the best score(s). No excluded scores shall be used.

17.5.2 If a tie still remains between two or more boats, they shall be ranked in order of their scores in the last commonly sailed race. Any remaining ties shall be broken by using the tied boats’ scores in the next-to-last commonly sailed race and so on until all ties are broken. These scores shall be used even if some of them are excluded scores. In the unlikely case that the competitors share no common races, the tie will be broken in favor of the skipper who received the most firsts, if still tied, most seconds, and so on.

17.6 Regattas, as well as Series, shall be scored in accordance with RRS A9. This changes RRS A4.2 and RRS A9. For purposes of RRS A9 only, the “number of boats entered” shall be total number of boats in a class that came to at least one race of that regatta or series.

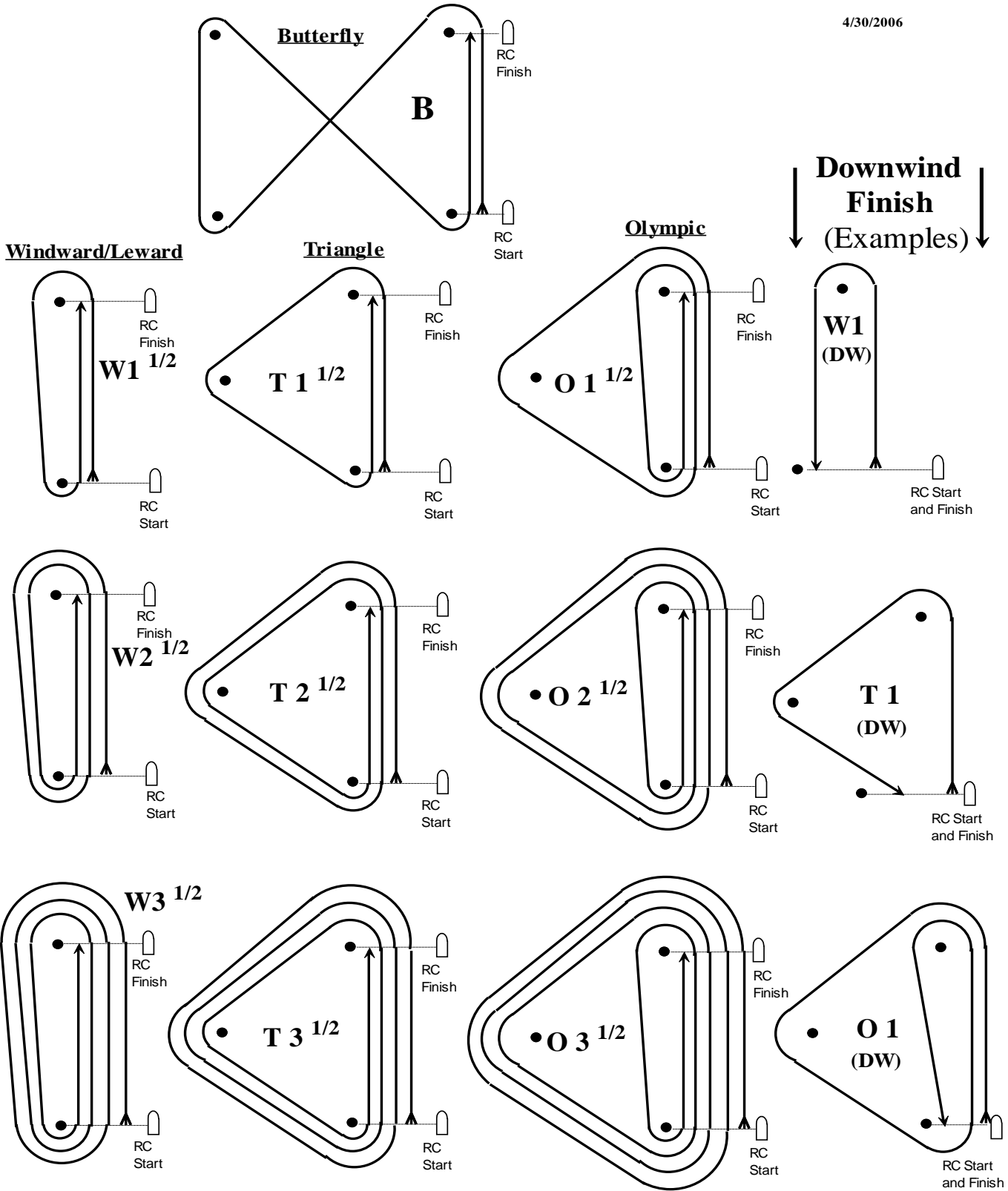
17.7 A boat (a) that comes to the starting area intending to race, but does not start (e.g., due to a breakdown); or (b) that starts, but does not finish; or (c) retires under RRS 44.1 or other reason--- may report the facts to her Fleet Captain prior to 6:00 PM of the day following the day of race. Failure to do so will result in a score of DNS (did not start). Upon verifying a timely report a fleet captain shall change the boat’s scoring from DNS to DNF.

### **Special Sailing Instruction "A"**

Foul Language is prohibited during MLSC Races. Any boat emitting Foul Language loud enough to be heard by another person, regardless at whom the Foul Language was directed, shall be subject to protest, a special arbitration hearing and possible penalties. Any boat may protest another boat from which it heard foul language. On the first offense in arbitration, the penalty is a WARNING except when the incident is considered by the arbitrator to be egregious. Egregious incidences may be immediately referred to the full protest committee for a hearing under RRS 2 or RRS 69 with all penalties available. Upon a second offense an arbitrator may rule a 20% penalty (minimum of a 2 places). If a second incident is deemed serious, the arbitrator may rule a DSQ. If the penalized boat does not accept the Arbitrator's ruling, the incident shall be referred to the Protest Committee for a hearing. An egregious incident, or subsequent incidents by the same boat, will be subject to immediate referral to the Protest Committee without arbitration. Repeated incidents may be judged to be a gross breach of good manners and sportsmanship under RRS 69. When a boat declines to attend the arbitration hearing, the incident shall be referred to the Protest Committee. A protest for foul language shall cite this Sailing Instruction (Special SI "A") as the alleged rule infringed on the Protest Form. When an incident is referred to the Protest Committee, the protestor shall change the rule infringed to read RRS 2.

# Medicine Lake Sailing Club Courses

4/30/2006



## **IV BY-LAWS OF THE MEDICINE LAKE SAILING CLUB, INC.** (a nonprofit corporation)

### **ARTICLE I Officers and Directors**

#### ***Section 1. Size of Board and Directors and List of Officers***

- a. There shall be six officers of the Club: Commodore, Vice-Commodore (Communications), Vice-Commodore (Racing), Secretary, Treasurer, and Rear Commodore.
- b. The Board of Directors shall consist of the six officers and two elected Directors.

#### ***Section 2. Elections***

- a. Officers and Directors shall be elected at each annual meeting of the Club membership as follows:
  1. The Officers (Commodore, Vice-Commodore (Communications), Vice-Commodore (Racing), Secretary and Treasurer) shall be elected by a majority of the members present to serve for one year. The office of Rear Commodore shall be occupied by the most recent past commodore not holding another office.
  2. The remaining two Directors shall be elected each year by a majority vote of the members present and shall hold office for one year.
- b. The Commodore shall appoint a committee to present nominations for officers and Directors to the club membership. Nominations may also be made from the floor or by written request to the election nominating committee.

#### ***Section 3. Vacancies***

- a. If a vacancy occurs in the office of Commodore, the Vice-Commodore (Communications) shall act as Commodore until the Directors shall select a successor Commodore who shall serve the unexpired term.
- b. Vacancies in the offices of Vice-Commodore (Communications), Vice-Commodore (Racing), Secretary, or Treasurer shall be filled by the Board of Directors.
- c. A vacancy in the office of Rear Commodore shall be filled by the most recent past Commodore not holding another office. If there is no past Commodore who qualifies for the position of Rear Commodore the office shall be filled by the Board of Directors.
- d. Any vacancy in the Board of Directors shall be filled by the board of Directors.

## **ARTICLE II Duties of Officers**

### ***Section 1. Commodore***

It shall be the duty of the Commodore to take command of the fleet, to preside at all meetings of the Corporation or its Board of Directors, and to enforce its By-Laws. This person shall call a meeting of the club membership or of the Board of Directors at his/her discretion, and shall do so at the written request of three members. This person shall name such committees and committee chairpersons as he/she deems necessary, except that he/she will appoint a racing committee of which the Vice-Commodore (Racing) will serve as chairperson.

### ***Section 2. Vice-Commodore (Communications)***

It shall be the duty of the Vice-Commodore (Communications) to assist the Commodore in the discharge of the administrative duties and to officiate at membership and Director's meetings and to act as Commodore in the absence of the Commodore. This person will notify the membership of meetings and will be responsible for all other communications to the membership with the exception of racing events. He/she will be responsible for all other information and public relations dealing with the membership and the general public.

### ***Section 3. Vice-Commodore (Racing)***

It shall be the duty of the Vice-Commodore (Racing) to assist the Commodore in the discharge of Racing duties and to officiate at membership and Director's meetings and to act as Commodore in the absence of the Commodore and the Vice-Commodore (Communications). This person will serve as chairman of the Racing Committee, will keep the official log for all racing results, and will keep an up-to-date record of standings of all yachts in all classes.

### ***Section 4. Secretary***

It shall be the duty of the Secretary to keep a record of all meetings of the membership and the Board of Directors. This person will conduct other private correspondence and business as may be ordered by the Commodore or Board of Directors. He/she shall advise applicants for membership of the requirements of the class of membership they seek to join and shall notify applicants of their election to membership. He/she shall keep a correct up-to-date roll of the club membership and all historical records of the Club which the Board of Directors wish to preserve. He/she shall safeguard all insurance policies, licenses and other club documents.

### ***Section 5. Treasurer***

It shall be the duty of the Treasurer to receive all money to the Club and to pay all bills contracted by the Club, keeping a correct account of both receipts and disbursements. He/she shall deposit the funds of the Club in the name of the MEDICINE LAKE SAILING CLUB in a bank or trust company chosen by the Board of Directors. He/she shall also report to the Club membership from time to time and at each annual meeting regarding the full financial condition of the Club.

### **ARTICLE III Duties of the Board of Directors**

**Section 1.** The Board of Directors, by themselves and through the officers and committees of the corporation, shall be responsible for the management of all affairs relating to the club, and shall exercise the authority implied therein. Except as specified in these By-Laws, committee duties shall be defined by the Directors.

**Section 2.** The Directors shall meet from time to time for the purpose of conducting the business of the club. Four members of the Board shall constitute a quorum at all meetings and a majority of those present shall be necessary to carry a motion or to elect. The Commodore shall be responsible for notifying all Directors of the proposed meeting dates and times, and if present, shall preside at all meetings. In the absence of the Commodore, the Vice-Commodore (Communications) shall act in his/her stead. The Commodore, a chairperson at these meetings, shall be privileged to vote on all questions coming before the Board. In any other respects, the Board may adopt such rules of order as they deem advisable.

**Section 3.** The Board of Directors shall authorize the signatures of the Treasurer and one Officer or Director in connection with the withdrawal of funds. The Board of Directors may require the Treasurer to furnish such bond or guarantee as they may deem proper or expedient for the full protection of the Club, any expense therefore to be paid from the Club funds.

**Section 4.** The Commodore shall submit an annual budget of the Club to the Board of Directors setting forth the activities of the Club and the estimated receipts and funds to be allocated to each activity for that year. The Board of Directors shall approve and ratify the annual budget.

**Section 5.** Each year the Board of Directors shall fix the amount of dues and racing fees for voting and nonvoting members, and shall fix the amount of fees for initiation of new members all in accordance with the budget requirements and any special needs and purposes for that year, but within the limits set by these By-Laws.

## **ARTICLE IV Membership**

### **Section 1. Classes of membership.**

- a. There shall be three classes of membership: (1) Family, (2) Crew, and (3) Honorary.
- b. The members of this corporation shall be designated as "Family Members." The term "Family Member" shall include both married and single members, his or her spouse, and his or her children under the age of 25. The Family Member shall be entitled to vote at membership meetings. A vote may not be cast by proxy at any meeting, except that in the absence of the Family Member, the Family Member's spouse, if present at the meeting, may vote in the place of the absent member. A Family Member shall be eligible to vote provide he or she is not in arrears on dues or assessments. The application for Family Membership shall identify the member of the household to be enrolled at the Family Member.
- c. Crew Membership is open to individuals who are interested in the sport of sailing but do not own a yacht and do not skipper a yacht but who desire to serve as a crew member on a yacht being raced by another qualified member. Crew membership shall confer upon its holder all the rights and privileges of a Family Membership except it does not constitute membership in the corporation, nor shall it confer upon its holder the right to vote or hold office.
- d.. Honorary Membership may be conferred by a unanimous vote of the Board of Directors to any individual deserving special consideration because of their interest and participation in the corporation's activities. Honorary Members shall have all the rights and privileges of Crew Membership.

### **Section 2. Members to Furnish Information**

Upon election to membership the new member shall provide to the Club such additional information as is requested by the Club and necessary for its operation and to conduct races.

### **Section 3. Selection of Members**

- a. Any person seeking Family Membership in this corporation shall submit to the Secretary a written application for membership which shall state the applicant's (and other family member's) full name, marital status, address, date of birth, and such other information considered necessary by the Secretary concerning yacht ownership. If the applicant is under the age of 16 years at the time of applying the applicant shall also supply his or her parents' full name and a consenting signature of one parent or guardian. The application for membership shall state that the applicant agrees to be bound by the Articles of Incorporation and the By-Laws of the corporation if elected, together with the payment of one year's membership dues, fees, and the membership fee as determined by the Board of Directors. In the event a person shall apply for membership who has previously been a member of this corporation, and who has once paid a membership fee, the person shall not be required to pay a membership fee with such new application. An application shall be acted upon by the Board of Directors and the applicant notified by the Secretary if the applicant is approved for membership. Family Members shall receive along with notification a copy of the Articles of Incorporation, a copy of the By-Laws, a copy of the racing instructions, and a copy of the racing schedule. If the applicant is not approved for membership, payments accompanying the membership application shall be refunded to the applicant in full forthwith.
- b. A person seeking Crew membership shall submit to the Secretary an application stating the reason for seeking membership in the club, which class of membership is desired, one year's dues or fees for membership in that classification and such other information

as is requested by the Board of Directors. If the applicant is not approved for membership any payment accompanying the application shall be refunded to the applicant in full.

The Board of Directors may authorize the Secretary to prepare an appropriate application form for each class of membership, which is to be submitted by the applicant along with the membership dues and fees.

#### Section 4. Termination of Membership

- a. Memberships are not assignable except that the surviving spouse of a deceased Family Member shall automatically be recognized as a Family Member unless an application is made to terminate the membership. Membership may also be terminated by voluntary resignation or expulsion. Crew memberships shall expire annually, but may be renewed on application.
- b. Any member who shall willfully violated any of the rules of the club or who shall be guilty of such misconduct as to be unworthy of the privileges of membership may be expelled by the Board of Directors. What constitutes misconduct shall be determined by the Board of Directors without appeal. Expulsion proceedings shall be initiated upon written complaint or charges proffered by any member or group of members, and notice thereof with the time and place of hearings shall be given to the accused member, who shall then be permitted to appear before the Board of Directors and testify with reference to the charges. No member shall be expelled or suspended except by vote of three-fourths of the Board of Directors. Expulsion shall not relieve a member of any liability for any indebtedness to the club.
- c. Expelled members shall not be entitled to refund of membership dues paid.
- d. Any person who has resigned or forfeited his or her membership, if desiring again to become a member, must make application, and be selected in the same manner as if he or she had never previously been a member of the club, with the exception that said person will not be required to again pay the initiation fee.

#### Section 5. Change of Membership Status

- a. Any member desiring to change his or her membership may petition the Board of Directors through the Secretary, stating his or her qualifications and reasons for seeking the change. The Board of Directors shall act upon this petition exactly as if it pertained to a new membership.
- b. Dues and fees paid under any previous class of membership shall be debited against or credited to the fees payable upon acceptance into a new class of membership.
- c. A Family Member may request an inactive status. A Family Member in arrears on dues and assessments for more than one year shall be placed on inactive status. Inactive status shall relieve the Family Member of the obligation for annual dues and subsequent assessments. Inactive Family Members shall not be entitled to vote or hold office or to any other privileges of Family Membership. An inactive Family Member shall be reinstated to active status upon application provided he or she pays any assessments levied upon Family Members during the period of inactive status.

## **ARTICLE V                      Membership Fees and Dues**

### ***Section 1.      Family Membership and Dues***

- a.      Upon submitting an application for Family Membership an applicant shall pay a membership initiation fee in addition to such other dues and fees which may have been established under Section 2 of this Article. The initiation fee shall be set by the Board of Directors.
- b.      Special assessments may only be levied by the Board of Directors after being approved by the Family Members at an annual or special meeting where the membership has been given notice of the amount of the assessment and its purpose.

### ***Section 2.      Annual Dues and Boat Registration Fees***

- a.      The Board of Directors shall establish such annual dues and boat registration fees each year for each class of membership as are necessary for the operation of the club. A statement shall be mailed by the 10<sup>th</sup> of March each year by the Treasurer and shall be due immediately. Those dues and fees not received by the 10<sup>th</sup> of May shall be considered delinquent. A delinquent member may be reinstated as a member in good standing upon the payment of a late fee of \$2.00 for each month or portion thereof that said dues or fees are delinquent. No races shall be counted for any member prior to the date that all dues and late fees have been paid.
- b.      The Board of Directors shall publish a schedule of dues and fees for each calendar year and this schedule shall remain in effect for one year except in the event of exceptional or unforeseen circumstances requiring discretionary action by the Board of Directors.

## **ARTICLE VI Meetings**

### ***Section 1.      Annual Meetings***

There shall be an annual meeting of the club held in Hennepin County, Minnesota in October or November at a time and place designated by the Commodore, or which 14 days written notice shall be given by the Secretary.

### ***Section 2.      Special Meetings***

In addition to the annual meeting, special meetings may be held at any time at a place designated by the officers or Directors issuing the call, provided that 14 days written notice hereof, stating the object of the meeting, has been given the members.

### ***Section 3.      Informal Meetings***

Informal meetings may be called by the Commodore at any time without notice, but no business except of a temporary character will be in order at such meetings.

**Section 4. Quorum**

Ten percent, or seven people, whichever is greater, of the Family Members must be present in person at any club membership meeting to constitute a quorum for the transaction of business. In counting a quorum, the spouse of an absent Family Member shall be counted if present.

**Section 5. Order of Business**

The order of business at each meeting shall be as follows:

- First -- Reading of the minutes of last meetings, which shall be approved unless otherwise ordered.
- Second -- Reports of officers and committees.
- Third -- Election of officers and Directors (annual meeting only).
- Fourth -- Miscellaneous business.
- Fifth -- Adjournment.

**Section 6. Rules of Order**

Roberts Rules of Order shall be the authority to decide any question or order not herein provided for.

## **ARTICLE VII Races**

### **Section 1. Race Committee**

The Race Committee shall consist of the Vice-Commodore (Racing) as its chair and such other members as are selected by the Commodore.

### **Section 2. Duties of Race Committee**

- a. Prepare the annual racing schedule not later than March 1st for consideration and issuance by the Board of Directors.
- b. Appoint and schedule judges subject to approval of the Board of Directors.
- c. Compile and submit to the Vice-Commodore (Communications) for publishing in writing the season's sailing instructions. These instructions shall indicate that all races shall be governed by the rules and regulations of U.S Sailing and the Inter-Lake Yacht Association then in effect, and state exceptions to such rules and regulations as may be adopted for the season by and with the approval of the Board of Directors.
- d. Appoint a protest committee and its chair subject to the approval of the Board of Directors.
- e. Perform such other acts as are necessary to conduct sailboat races.

### *Section 3. Racing Classes*

The Race Committee may establish sailboat racing classes subject to the approval of the Board of Directors prior to one of the summer race series. There must always be one or more open classes in addition to any one-design racing classes.

## **ARTICLE VIII Amendments**

These By-Laws may be amended only by a two-thirds vote of the Family Members present at annual meetings or any special meeting called for that purpose, or by a simple majority at any annual or special meeting, if the proposed amendment has been printed and mailed to each voting member at least 14 days before the meeting.