



# Lakewood Yacht Club

## *RS21 USA Fleet I*

## Charter Manual

The Lakewood Yacht Club RS21 Fleet was established in 2019 as an amenity for members for racing, recreational sailing, and instruction as well as a means for hosting regional, national, and international regattas. This Charter Manual details the policies, terms and conditions in accordance with the Master Bareboat Charter Party ("Agreement") and provides additional resources and answers to frequently asked questions.

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## Contacts

Contact	Email or Phone
Terry Flynn, LYC Waterfront Director	<a href="mailto:waterfrontdirector@lakewoodyachtclub.com">waterfrontdirector@lakewoodyachtclub.com</a> 713-906-5497
Mark McNamara, KO Sailing	<a href="mailto:mark@kosailing.com">mark@kosailing.com</a> (203) 273-3368
Marie Wise, RS21 committee member	<a href="mailto:sailmom@gmail.com">sailmom@gmail.com</a> 713-419-5329

## Charter Fees

The current initial charter fees were put in place December 2019:

Charter	Fee	Description
Club Series and Wednesday Nights	\$50/event	Get out and race for club hosted RS21 series events and Wednesday night races.
1/2 Day Sail (4 hours or less)	\$100	Just go sailing with family or friends, or practice for an upcoming regatta.
Full Day	\$150/day	Get an RS21 fleet at all the big Galveston Bay and LYC regattas. For a two-day event the total fee would be \$300 and includes Friday afternoon for practice or preparation.
Skipper Certification, one-time	\$75	Learn the rigging, engine operation, and get a feel for the boat.

## Skipper Certification

All LYC member skippers are required to complete a one-time certification session to learn operational procedures specific to the RS21.

Up to 4 family members can schedule one certification session for the same fee. However, Skipper Certification is approved on an individual basis.

Members seeking to charter a boat but may not feel comfortable with nor had experience sailing with an Asymmetrical Spinnaker can choose to be certified without the Asymmetrical Spinnaker using only Main and Jib. The boats are available to certified members with or without the Asymmetrical Spinnaker. One time fee of \$75 remains the same.

## Reserving a Boat

### **24 HOUR ADVANCED RESERVATION IS REQUIRED FOR ALL CHARTERS**

KO Sailing coordinates the boat reservation process as well as preparation for charter and post-charter maintenance. All boat reservations should be made at: <https://rs21fleet1.com/>

## Events and Instruction

Series events are scheduled throughout the year specifically for the LYC RS21 Fleet. In addition, members are encouraged to build the fleet at existing Clear Lake and Galveston Bay events.

See <https://rs21fleet1.com/> for a full list of events.

## CHARTER POLICIES

Adherence to the following policies, terms and conditions as agreed to in the Master Bareboat Charter Party ("Agreement"), is mandatory for all RS21 Members, Charterers, and their Crew. It is the responsibility of the Charterer to ensure that their and Crew comply with these instructions.

All charterers shall be familiar with and shall comply with the RS21 Charter Manual in effect at the time of the Charter as recorded on the Check-Out Sheet.

Before being Certified to Charter an RS21, a charterer born after September 1, 1993, must provide proof of compliance with the Texas Water Safety Act, Texas Parks & Wildlife Code Chapter 31, including without limitation, by presenting a Boater Identification Card or proof of completion of the requirements to obtain a vessel operator's license issued by the United States Coast Guard as required by Texas Parks & Wildlife Code § 31.109.

The Charterer shall be familiar with the Inland Rules for the Prevention of Collisions at Sea ("COLREGS") and, if he or she intends to participate in any regatta or other race using the RS21, with the United States Sailing Association's Racing Rules of Sailing then in effect.

Charterers shall be limited to Members and their immediate family who are 18 years of age or older as of the date of the Charter or who are officially registered as a participant in a regatta organized by Bay Access that includes sailors under 18 years of age.

The Club reserves the right to suspend or terminate the right of any Member or third-party to Charter or participate in the operation of any Vessel in the RS21 Fleet.

### DOs: Mandatory and Permitted

#### The following items and actions are mandatory:

1. Compliance with all USCG, marine police, port, harbormaster, regulations including speed and anchorage restrictions.
2. Charterer is required to supply his/her own personal safety equipment for him/herself and for all crew as well as any other personal sailing equipment needed in light of the existing and predicted weather conditions. If Charterer intends to sail on Galveston Bay, other than as part of an organized regatta being conducted on Galveston Bay, Charterer is required to supply a working hand-held VHF radio and working hand-held GPS with appropriate charts of the area.

#### The following items and actions are permitted:

It is permitted to take on board the following equipment:

1. Basic hand tools
2. Adhesive tape or Velcro tape but not duct tape
3. Line (elastic or otherwise of 4 mm diameter or less)
4. Pencils and non-permanent marking pens
5. Tell-tale material
6. Watch, timers, hand held compass, hand held electronic wind instrument and Velocitek ProStart (or similar RS21 Class Rules approved unit)
7. Handheld VHF
8. Soft-shackles, cotter pins/ring dings and clevis pins
9. Self-adhesive sail repair tape/material.
10. Cooler, snacks, hydration

And to use these items in the following ways:

1. Attach tell tales
2. Prevent fouling of lines, sails and sheets, or securing the spinnaker halyard

3. Prevent sails being damaged or falling overboard
4. Mark control settings
5. Make minor repairs and permitted adjustments
6. Make signals as per Regatta Sailing Instructions

## **DON'Ts: Prohibited Items and Actions**

### **The following items and actions are prohibited:**

1. Use of the boat in any regattas or races other than those listed at <https://rs21fleet1.com/>
2. Use of the boat outside the Navigational Limits of:
  - a. Race areas of regattas in which the Charterer is competing.
  - b. For non-race sailing on Clear Lake or Galveston Bay:
    - i. West of the Houston Ship Channel,
    - ii. North of Eagle Point,
    - iii. South of Morgan's Point
3. Use of the boat outside of the Charter Term
4. Use of the boat for practice when the sustained wind is over 25kts
5. Rafting of boats
6. Leaving the boat unattended
7. Leaving the boat at anchor or on a mooring
8. Using the boat to tow any other vessel
9. Throwing anything overboard

### **Except in an emergency or in order to prevent damage or injury, or when directed by a Race Official or other Authority such as USCG, otherwise, the following are prohibited:**

1. Sailing or operating the boat in a manner that it is reasonable to predict that significant damage would result.
2. Any person other than a Charterer, Class approved substitute helmsperson or relief helmsperson, helming the boat at any time during the Charter Term.
3. Rigging and Hardware:
  - a. Use of duct tape anywhere on the Boat.**
  - b. Marking directly on the hull or deck with permanent ink. Use of pencil is permitted. All marks are to be removed by the Charterer prior to Retrieval.
  - c. Marking of halyards, sheets or other running rigging with ink or any other permanent mark. Tape or thread may be used.
  - d. Adjusting the tune of the rig
  - e. Adjusting the mast shroud (Vs or Ds) turnbuckles.
  - f. Using a mechanical advantage to adjust the tension of the vang, Cunningham or outhaul.
  - g. Omitting any headsail hank or mainsheet block.
  - h. Running any component of the running rigging in any configuration which varies from the layout shown on the deck layout diagram in the Sailing Manual.
  - i. Changing out of the supplied loose hardware (blocks, shackles, hiking stick etc.) for items brought onboard by the Charterer.
  - j. Use of metal shackles other than those supplied (and those only for their intended purpose). Use of soft shackles is permitted.
  - k. Adjustment of the gap between the top of the rudder pintles and gudgeons.
  - l. Removing or adjusting the length of the tiller extension
  - m. Moving the position of the bowsprit limit strap on the foredeck.
  - n. Adjusting the tension of the lifelines, except to tighten to meet class rules.
  - o. Increasing or decreasing the number of purchases on any of the running rigging assemblies.
  - p. Use of the shrouds (including any inner shrouds) to facilitate tacking or gybing, or to aid the projection of a Crew member outboard.
  - q. The use of electronic wind instruments other than those forming part of the Boat's standard equipment, except that hand-held wind instruments may be used, provided they are not integrated into the Boat's

standard equipment. A Portable GPS Electronic like the Velocitek ProStart (or similar as permitted by the Class Rules) may be used. Mounting bracket for a Velocitek ProStart is not supplied. If the Charterer is using a different model unit, he/she may use Velcro, tape or lashing to attach the unit to the mast.

4. Boat and Equipment:
  - a. Any additions, omissions or alterations to the Boat or Supplied Equipment (except as expressly noted as being allowed in this document).
  - b. The use of any part of the Boat or Supplied Equipment for a purpose other than that intended or as specifically permitted in the RS21 Class Rules.
  - c. Replacement of a part of the Boat or Supplied Equipment without the prior sanction of the RC. All replacement parts or equipment are to be supplied by the LYC and installed by the Fleet Manager.
  - d. Repairs to any part of the Boat or Supplied Equipment. All repairs are to be carried out, or arranged by, the Fleet Manager.
  - e. Moving Supplied Equipment from its Normal Stowage Position except when being used.
  - f. Leaving any Supplied Equipment off the Boat for racing – e.g. standard equipment
  - g. Hauling out a Boat.
  - h. Towing the Boat.

## Supplied Equipment List

The following non-fixed items, Supplied Equipment by the Owner, are to be onboard the Boat at all times in their designated place while sailing. Any loss shall be reported on the RS21 Daily Damage Report.

Qty	Item				
1	Jib sheets	1	Lifting Strap	1	Keel Stropd Line
1	Spinnaker sheets	1	Tiller extension	1	Engine Kill Switch
1	Tack line	1	50' Tow rope	1	Mainsail
1	Main halyard	1	Throwable flotation	1	Jib
1	Spinnaker Halyard	4	USCG Approved Basic Orange PFD	1	Asymmetrical Spinnaker (Per Certification)
1	Jib Halyard				
1	Main Halyard	1 set	Sound signal and visual	1	Appropriate Sized Anchor and Line (Bay sailing, Member Charter only)
1	Vang Cascade		distress signals		
1	Pole control line	1	Protest Flag		
1	Jib Tack Line	1	First aid kit		
1	Cunningham	1	Knife in sheath		
1	Outhaul	1	Orange dry-box		

## DELIVERY AND REDELIVERY

A smooth delivery and redelivery process is key to the success of the LYC RS21 Charter Program. The details and steps herein are specifically designed to ensure a positive sailing experience for each Charterer.

1. Both Delivery and Redelivery will take place at the LYC NW Harbor.
2. Unless otherwise agreed to in writing, only the Charterer may take delivery of or redeliver the boat. The Fleet Manager will not deliver the boat to anyone other than the Charterer.
3. Both Delivery and Redelivery will take place at the scheduled time. If the Charterer is not on site at the appointed time, Delivery may be delayed.
4. If the boat arrives for Redelivery earlier or later than the scheduled time, the Charterer shall remain on site until the Fleet Manager arrives to receive the boat.
5. The Fleet Manager will endeavor to deliver and redeliver the boat at the scheduled time, however, delays may occur due to weather, conditions, or other external factors. In such cases the Charterer should remain on site and be available to take delivery as soon as the boat can be made available or until redelivery is final.
6. The Charterer should not board the boat until the Fleet Manager confirms readiness.
7. Sails are not to be raised in the slip.

8. Delivery of the boat will only be completed when the Fleet Manager has provided the Charterer with a duplicate email of the daily damage report filled out on the iPad available at the NW Harbor post sailing.
9. The Charterer should not move the boat from the slip until delivery is complete and confirmed by the Fleet Manager.
10. Unless otherwise agreed to or instructed by the Fleet Manager, the Charterer is to remove the boat from LYC NW Harbor within 30 minutes of the delivery process.
11. Parking for cars is not allowed on the egress to the LYC NW Harbor. Please comply with LYC parking and grounds rules.

## Delivery Process

The Fleet Manager will:

1. Brief the Charterer on the operation of the Boat's engine and equipment.
2. Show the Charterer the location of the Boat's safety equipment.
3. Present the Charterer with the RS21 Equipment Checklist and the RS21 Condition Report for review and signing.

The Charterer will:

1. Review the RS21 Equipment Checklist and note on the form any missing items before signing returning it to the Fleet Manager for countersigning.
2. Review the RS21 Condition Report and inspect the boat above the waterline for damage. Note on the form any additional items of concern before signing and returning it to the Fleet Manager for countersigning.

### 3. Before each day of sailing:

- a. Before starting the engine: UNDERSTAND THAT THE MAXIMUM BATTERY LIFE OF YOUR CHARTER IS ONE (1) HOUR. PLEASE CONSERVE THE BATTERY LEVEL BY SAILING WHEN POSSIBLE.
- b. Check the battery level, E-Propulsion deployment, forward and reverse and if challenges occur request assistance from the Fleet Manager.
- c. Ensure that the engine propeller deployment line (Adjacent to the Mainsheet) is released and the drive unit is locked in a down position. The blue Lock button ensures a proper ground and the engine will only operate with a proper ground.
- d. After engaging the engine, check that you are getting propulsion in forward and reverse at **LOW IDLE**.

### e. **IMPORTANT STEPS TO STOP AND POWER OFF ENGINE FOR SAILING**

#### **Feather the propeller:**

- Ensure that the boat is not moving through the water
- Put the throttle/gear control in neutral

#### **Power off engine:**

- Press and hold the power button on the display until it goes blank
- While holding the blue lock button (adjacent to the Mainsheet) open with the engine off, pull the drive deployment line until the propeller is inside its housing. You will hear the door close up to the hull.
- **IF these steps are not followed and the power is not fully off during sail, the engine will recalibrate and will not engage when you need it.**

## Redelivery Process

The Fleet Manager will:

1. Review the RS21 Condition Report and inspect the boat from the waterline up for damage and mark any damage not already noted on the form and note these on the return portion of the form.
2. Review the RS21 Equipment Checklist and inventory the loose gear, noting any missing or damaged items on the return portion of the form.
3. The Charterer and the Fleet Manager will each sign the RS21 Equipment Checklist and the RS21 Condition Report and, if requested, a copy will be sent to the Charterer via e-mail. Redelivery will only be completed when the Charterer and the Fleet Manager have signed the Redelivery portion of the RS21 Equipment Checklist and RS21 Condition Report.

4. A Charterer who returns a Boat to LYC NW Harbor and leaves without completing the Redelivery procedure as outlined herein shall be deemed to have abandoned the Boat which may be grounds to revoke their RS21 Charter Agreement.
5. Within 48 hours of Redelivering the boat the Fleet Manager will take and e-mail photographs of any previously unknown damage to the below-waterline areas of the boat to the Charterer.

The Charterer will:

1. Immediately upon returning to the mooring or dock, complete and submit the RS21 Condition Report to the Fleet Manager even if there is no damage or loss recorded. The report should be submitted via e-mail and requesting a read receipt. If a read receipt is not received within 15 minutes of submission, call the Fleet Manager by telephone.

**Contact Details:**

**e-mail: mark@kosailing.com**

**phone: (203)-273-3368**

2. Notify the Fleet Manager in detail of all incidents, known damages or loss of equipment during the Charter Term including but not limited to:
  - a. Any lost or damaged running rigging, deck hardware or items listed on the RS21 Equipment Checklist.
  - b. Any equipment malfunctions.
  - c. Injury to Crew or any other persons;
  - d. Collision with another vessel or object (e.g. dock, race mark, government or other mark, floating debris, lobster pot line),
  - e. Grounding, fire, lightning strike,
  - f. Theft or vandalism,
  - g. Propeller entanglement,
  - h. Any other notable event which could have resulted in damage or injury.

**3. Leave the Boat in a clean and seaman like manner:**

- a. Ease backstay tension to a soft but not loose setting.
- b. Attach the main halyard to the end of the boom to use as a topping lift and adjust along with vang and mainsheet tensions to minimize boom movement.
- c. Secure all halyards to prevent slapping.
- d. Secure the tiller on centerline.
- e. Store all loose Supplied Equipment in the Back Hatch or Spinnaker Turtle.
- f. Check all slings or dock-lines are secure and not at risk for chafe.
- g. Bail and/or sponge the bilges dry.
- h. Remove all trim marks, tape, Velcro tabs etc. and clean off any tape residue.
- i. Check engine battery level.
- j. Lock the forehatch and aft hatch.
- k. Main and jib should be rolled and in sailbags on dock at slip. Spinnaker should be flaked and bagged in turtle.
- l. Remove and dispose of all garbage in an appropriate manner.
- m. Remove all Crew personal belongings.

## **Damage and Repairs**

Any damage noted within two days of the charter will be deducted from the damage deposit amount.

Sail repairs will be billed directly to the Charterer outside of the security deposit.

Where an outside estimate for a repair cost is required, or where the time for obtaining a repair cost is longer than two days, the damage deposit will be held until cost is determined. If more than one boat is involved in a damage incident, the timeframe for determining repair costs and responsibility will be delayed. Both parties' damage deposit will be held until resolved.

## EMERGENCY PROCEDURES AND TOWING

Non-emergency or urgent situations not requiring USCG should contact the persons listed below.

In the event of serious illness or injury requiring expeditious evacuation of the patient, the following steps should be followed while in Clear Lake and Galveston Bay waters:

### Hail "US Coast Guard Station Marine Safety Unit, Texas City" on VHF Ch. 16.

They will ask the following 5 questions:

1. Position (lat/long and/or geographic)
2. # of people involved
3. Nature of distress
4. Description of vessel or person
5. Whether participants are wearing PFDs

USCG will instruct you to the best drop off location and may ask you to switch VHF channels. THEY will coordinate with the local Fire Department to send an ambulance to that location.

USCG and Fire Department will send boats. Be sure to let them know if you are moving.

Call 911 from your cell phone. Let them know you are in touch with the Coast Guard.

At LYC, an Automated External Defibrillators (AED) unit is located in the clubhouse ballroom hallway.

**EMERGENCY TOWING:** The RS21 Charter Policy prohibits the towing of boats by the Charterer unless instructed by a Race Official or other Authority such as USCG.

Recognizing that there may be circumstances where an emergency tow is necessary, Charterers should contact the following persons listed in order or priority.

- |                                      |                       |
|--------------------------------------|-----------------------|
| <b>1. Mark McNamara:</b>             | <b>(203) 273 3368</b> |
| <b>2. Terry Flynn:</b>               | <b>(713) 906 5497</b> |
| <b>3. Cody Bartro:</b>               | <b>(713) 582 0092</b> |
| <b>4. Kelly Holst/LYC Main Club:</b> | <b>(281) 474 2511</b> |

## Frequently Asked Questions

**Q:** Who can helm an LYC RS21? Who can crew?

**A:** For member, club, and Galveston Bay events, all charterers will be LYC members who are certified through the one-time check-out session. The certified LYC member charterer will be on the boat at all times and shall assume responsibility. Non member or non certified crew may take the helm during a sail or a race. The certified LYC member charterer may invite non member or non certified crew.

For open or invitational RS21 events hosted by LYC, charters will be open to member and non member skippers and crew participating in the event.

**Q:** Are skippers required to pay for RS21 class membership?

**A:** For member, club, and Galveston Bay events, skippers do not need to be a member of the RS21 class association. For open or invitational RS21 events hosted by LYC, skippers will need to check the Sailing Instructions for any required fleet or organization membership.

**Q:** What is the range of the electrical motor

**A:** Maximum Range of the Motor is 1 Hour @ full throttle.

**Q:** Will boats be reserved for LYC members for open events

**A:** Open events are just that. Members will receive a discount on Charter fees for open Events but we have no provision to block boats for these events.

**Q:** How many crew members are needed / recommended

**A:** A minimum of three and a maximum of four are recommended for the RS21. Weather and Experience level can steer a recommendation from the Waterfront Director, Sailing Director or the Fleet Manager.

**Q:** Is a VHF radio provided?

**A:** Charterers are required to bring their own VHF Radio.

**Q:** Are life jackets required?

**A:** Charterers are required to bring their own PFD. There are four (4) US Coast Guard Approved Life Jackets on board each boat for use in emergency situations but not available for daily use by the charterers.

**Q:** How do I reach LYC for non-emergency?

**A:** Non-emergency or urgent situations not requiring USCG should contact the following persons:

Mark McNamara:	(203) 273 3368
Terry Flynn:	(713) 906 5497
Cody Bartro:	(713) 582 0092
Kelly Holst/LYC Main Club:	(281) 474 2511

**Q:** Is a GPS provided?

**A:** No. Any Electronic instruments allowed by the Regatta Specific NOR, SI's or the RS21 Class Rules, are to be provided by the charterers.

**Q:** Are there any waterproof compartments on the boat?

**A:** Yes the aft hatch when dogged (latched closed) is water tight. This is not the case if the latches are not secure. A dry stow bag is recommended for your personal gear.

**Q:** What if there is damage to the boat, sails or rigging during the charter?

**A:** At the beginning and the end of every charter the boat is thoroughly reviewed for any damage above and below the water line. If any damage occurs to the hull sails or rigging during your charter it must be reported in the Daily Damage Report

## Resources

[RS21 Class Association - rs21sailing.org](http://rs21sailing.org)

- [RS21 Rigging Guide](#)
- [RS21 Owners Manual](#)
- [Class Rules](#)

### **RS21 E Prop User Manual**

- [EPropulsion SPirit 1.0](#)
- [On Deck Throttle Control](#)