

**Table of Contents
For
Frequently Asked Questions (FAQs)**

<u>Topic</u>	<u>Pages</u>
Bridge and Trustees FAQs	1 – 2
Race Committee FAQs	3 – 5
Clubhouse FAQs	6 – 8
Waterfront FAQs	9 -10
Launch Operations FAQs	11 – 12
Volunteering FAQs	13



Bridge and Trustees FAQs Spring 2009

- **Who governs the Centerboard Yacht Club?**

A Board of Trustees governs CYC. This Board consists of three Flag officers, a Secretary, a Treasurer, and 6 Trustees and the immediate-Past Commodore.

The Flag Officers' titles are Commodore, Vice Commodore and Rear Commodore. Prospective candidates for the three Commodore positions are presented by a nominating committee to the Members for approval by majority vote. It has become customary for the current Commodore to "retire" from active duty in November each year and the Vice and Rear Commodores to advance up the rank leaving the Rear Commodore's position open. Accordingly, the nominating committee searches primarily for one person to fill this position. However, all three Commodore positions, the Secretary and the Treasurer must be nominated and elected by majority vote each year by the members at the annual meeting of the Club.

Trustees serve a term of three years. Terms are staggered; two trustees end their terms each year providing a level of constancy to the board.

Seven members must be present (quorum).

The Board of Trustees is charged with the "entire authority in the management of the Club and its affairs and finances. A provision in the By-Laws specifies that two-thirds of the membership can rescind any action of the Board of Trustees if at least 60 members are in attendance and two-thirds vote to rescind the action. In order to begin this process, a petition to rescind an action by the Trustees must be signed by at least 10% of the members and delivered to the Secretary at least 10 days in advance of a regular meeting.

- **How does the governance work?**

Trustees meetings are held the last Thursday of each month, unless it is followed by the first Friday. Robert's Rules of Order are the parliamentary procedure used. Officers and standing committees present a progress/status report. Old and unfinished business is addressed. The Trustee meetings are closed to active participation of the general membership.

"Regular" Club meetings (open to active participation of all members) are scheduled on the official club calendar which resides on the website. The same agenda is followed and information from the latest Trustee Meeting is communicated.

Members in good standing control one vote. Note: although there may be two CYC members in one household, there is only one vote per “membership.”

- **Who do I contact if I have an issue that I want addressed?**

Any Club Officer or Trustee will either answer your concern, refer you to a person or committee who can, or bring the matter before the Trustees, if deemed necessary.

- **Who is in charge of what?**

Various committees carry out many of the duties of the club; however, ultimate responsibility lies with one of the Commodores.

The Rear Commodore is responsible for anything having to do with the CYC grounds and buildings; we sometimes refer to this as the “shore-side” of the Club. This includes clubhouse maintenance, clubhouse rental, parking lot, parking passes, card keys and work parties.

The Vice Commodore is responsible for anything having to do with the “water-side” of the Club. This would include the floats, mooring field, dinghies, the launches and the stewards who operate the launches.

The Commodore oversees and is ultimately responsible for all of the above. He or she has been in each of these positions and is thus familiar with their respective duties. The Commodore is also responsible for presiding over all Club meetings.

- **What is the Burgee? Where is it flown?**

The design of a burgee was approved on April 30, 1937. The star was added by action of the membership on March 1, 1940, after the death of Philip J. O'Brien in his memory, “...who was our first Commodore and is recorded as being the first member of the Club.”

Modern sailing vessels fly the Burgee from a lanyard under the starboard spreader on the mast, while older sailing vessels fly the burgee from the main masthead. Powerboats fly the Burgee off a short staff on the bow.

- **How do I stay informed about what’s going on at the Club?**

Of course, the best way is to participate in one or more of the committees or get elected to the Board of Trustees. Another way is to attend the regular monthly meetings.

The CYC Website (www.centerboardyachtclub.org) is an excellent way to stay informed and find the latest information on what’s happening. Follow the directions to “Sign Up”. It even has a real-time web cam that gives you a view of the weather before you leave home. It also has an interactive forum on which you can post your ideas for all members to see. We hope members begin to use this forum as an effective way to communicate with other members between social events offered at the Club.



Wednesday Night Racing FAQs Spring 2009

- **Can anybody race or do I need to be invited?**

No invitation needed! Racing is open to all sailors regardless of any club affiliation. About 50% of the boats are from CYC, the rest are from all over the Portland - Falmouth area.

- **How competitive is the racing?**

Racing is all about becoming better sailors. Before a race it is common for other racers to wish you luck. After the race you can expect them to be eager to ask how your race went, offer encouragement, and share their own experience. The fun is witnessing each other improve our sailing skills.

- **I'm worried I will be in the way of the more experienced racers, how do I learn to race without being in the way?**

CYC Wednesday Night Racing is the perfect place to start! Our participants have a wide range of racing skills so you should fit right in. You just need to know a few basic rules to race safely.

- **Is my boat suitable to race?**

Generally that means having a length around 20' and larger, capable of sailing in Portland Harbor.

- **What happens on race night?**

Racers will gather outside the clubhouse to socialize and note the race course. The race course is usually posted by the runway around 5:00PM. There will be a lot of folks trying to get to their boats at the same time so expect to wait a bit for a launch. Most boats leave the club by 5:30 and head to the starting area noted on the race course. The countdown to the start begins with a gun at 6:00. The details are in the Sailing Instructions posted on the website.

- **Can somebody come on my boat and help me get started?**

Yes, the race committee is happy to connect you with fellow sailors who are likely to volunteer to show you the ropes.

- **I don't have a boat, but am interested in crewing.**

Let the race committee know, they will pass your contact info on to the skippers. You can also register at the Points East magazine crew match website.

- **How will I know where the race course is?**

We use the navigational buoys as race marks. The race course is different for each race and is posted at CYC and on the committee boat. The committee boat will anchor near Fort Gorges. The details are explained in a document called the Sailing Instructions which is given out at the Skippers Meeting which is held just prior to the first race.

- **How is the race started?**

There is a five minute countdown to the start of each race. The committee boat is at the start/finish line and responsible for starting each race.

- **What rules do I need to know to race?**

The ISAF publishes an abbreviated rules guide at:
[http://www.sailing.org/tools/documents/RRS200920092012SHOWINGCHANGES-\[6255\].pdf](http://www.sailing.org/tools/documents/RRS200920092012SHOWINGCHANGES-[6255].pdf)

- **How do I get the rules?**

The full Racing Rules of Sailing 2005-2008 are available at:
[http://www.sailing.org/tools/documents/RRS2005-2008-\[502\].pdf](http://www.sailing.org/tools/documents/RRS2005-2008-[502].pdf)

- **Where do I find people willing to crew on my boat?**

Family, friends and co-workers make great crew. Another option is to attend the Points East magazine sponsored Crew Match party each spring at Handy Boat in Falmouth.

- **What is PHRF?**

PHRF (Performance Handicap Racing Fleet) is a method of handicapping dissimilar boats based on predicted and observed "performance". This allows us to score races where every boat is a different make and model and still make the racing as fair as possible.

- **Do I need a PHRF rating certificate to race on Wednesday nights?**

No certificate is required. If you do not have one, a handicap rating can be calculated from the PHRF New England website.

- **I understand dinner is served for the racers after each Wednesday Night race, is that open to everyone?**

Each boat takes a turn providing dinner at CYC for the race participants only. The food can range from beans and franks to steak and potato! Plan on feeding 60 hungry racers, CYC provides the soft drinks. Don't forget dessert!

- **Are races ever cancelled?**

On rare occasions races are cancelled, usually for lightening, winds over 30kts, or fog combined with no wind.

- **How much does it cost?**

You can try it for free without being scored or race all season for \$60 and get weekly results on how you did.

- **What do I win?**

At the end of the season modest trophies are awarded for the top positions and the perpetual trophies updated at the clubhouse for all to see!

- **How do I sign up to race my boat?**

Forms are available on the CYC website or call

- **Who do I contact about racing?**

Call or write: Mark Donahue, 207.807.7362

mark@katrinka.net

More information on all events at: <http://www.centerboardyachtclub.com/race/racing.htm>



Clubhouse FAQs Spring 2009

- **Who is responsible for the clubhouse?**

Essentially we all are but the Rear Commodore Bob Vautin currently has the volunteered responsibility to over see the clubhouse. If you see anything that doesn't seem right or needs repair please let him know. He can be emailed at bvautin@gmail.com or call 730-2821.

- **Who do I call about renting the clubhouse?**

The current volunteer members are Sukie and Tim Benoit. They can be reached at 774-7478 or emailed at sukie@maine.rr.com

- **When is the clubhouse available for private renting?**

From Floats Out to Floats In. That means about Columbus Day weekend to the first weekend of May. You may gather as a group of CYC members during the summer months as long as the group is not larger than 20 people and most of the group is CYC members. A group of less than 30 CYC members can use the clubhouse without a rental fee between Floats Out and Floats In, however they cannot exclusively use the club. A group of 30 or more would require Trustee approval. Contact the Rear Commodore if you need more information.

- **Who can use the refrigerator?**

Any of us can but there are times the club uses it for different functions so we need to be thoughtful and not leave our personal items or take up too much space for very long. The same goes for the pots, pans and dishes. We are all welcome to use them but please wash and dry and put away anything that you use.

- **What happens to the bottles I leave for recycling?**

They are taken by members of the house committee to Hannaford Clink and deposited towards our account.

- **There is a coffee pot and different condiments etc. Can I use them?**

Yes, but please unplug the coffee machine when you are done.

- **There is a red light in the front window! What kind of place is this?**

The light should always be left plugged in. In the winter, it alerts people that the temperature has gone below 55° and gets people there to investigate before a more serious problem develops (e.g., frozen pipes).

- **There's a pool table in the clubhouse, can I use it?**

The pool table was donated to the club by some of our members for all of us to enjoy. Feel free to use it but please do not move it.

- **I also noticed a ping pong table in the back closet. Can I use that?**

Absolutely, another donation by one of our members.

- **Wow, a fireplace and stereo system. Are they for everyone to use?**

Absolutely NOT on the fireplace. Sadly it's too much of a fire hazard. Yes on the stereo system, TV etc. but as always being courteous and mindful of other members in the club.

- **I'd like to post something of interest or for sale on the bulletin boards is that OK?**

Yes but only on the appropriate boards. They are labeled.

- **It's me, the kids, the dog, plus 3 coolers and 5 guests, how do I get all my stuff to my boat?**

There are carts available to members to lug your stuff to the floats. Always return the carts to the stewards shed and if the stewards helped, please feel free to give them a tip!

- **I see there are lockers by the bathroom. Can anyone use them?**

Those lockers are reserved for the Bridge and staff

- **I see there are a couple of grills and fire pits around. Can any member use those?**

Yes to both. Unless there's a fire ban in South Portland.

- **I have small children and a dog, am I going to feel welcomed there?**

Absolutely! But remember to pick up after both!

- **I see there are showers, and an ice machine and soda machine can we use them?**

Certainly! They are for all members, help yourself! The ice is \$2.00 and sodas are \$.50.

- **I see that there are some dinghys on the property and some row boats can I use them?**

The dingys are privately owned but there are two orange row boats for members to use to get to your boat when the launch service isn't available. Please return them to their tie ups as quickly as possible. They are not to be left on members moorings.

- **Can I launch my boat from CYC's ramp?**

Yes, but it is used only by members and the business next door. The key to the gate is in the Stewards shed. If your friends want to launch their boat, South Portland has a public boat launch at Bug Light Park at the end of Broadway.

- **What do I do with my trailer after I have launched my boat?**

For the time that you are out, the trailer should be parked by the red building next door. Please do not leave your trailer there indefinitely, there is not enough room for everyone.

- **Can I use the electricity and water supplies on the floats?**

Yes, they are for all members

- **There's a phone in the clubhouse, can I use it?**

Yes, but only for local calls.

- **The parking lot gate is a bit intimidating, why is it there and how do I use it?**

The gate is for the security of the club. It has prevented the stored boats from break-ins and saved the club many dollars in dumpster fees. The gate will open when you insert your CYC membership card into the card reader by the entrance. To open the gate when you are leaving, just pull up slowly the gate and the electric eye will automatically open the gate.

- **Does the building get shut down for the winter? If not, how do I get in?**

No! We encourage members to use the clubhouse. It is rented frequently and we have to respect the renters and not be at the clubhouse during those times. There's a calendar at the website for you to check if it's rented. You can get into the club by using your CYC membership card to open the gate by the clubhouse and the side door of the clubhouse. There are card readers near both.

- **How do I know what social activities are available to me at the club?**

The best place to check is the CYC website. Also, there's a monthly newsletter which is emailed to all members. Be sure that Gledhill@homesinmaine.com has your email address.



Waterfront FAQs Spring 2009

- **Who is in charge of the Waterfront?**

The Vice Commodore and the mooring committee.

- **How do I get assigned a mooring?**

You will be put in line for a mooring that will accommodate your boat. Smaller, shallow draft boats usually get a mooring soon. It gets tricky with boats that are either too long or the draft too deep as we have a limited number of deepwater moorings with a large "swing" area. Many areas of the mooring field get as shallow as 2.5-3 feet on a "drainer" tide. Members who are upgrading the size of their boat and already own a mooring get first refusal when one becomes available.

- **Does CYC own the mooring field?**

No, the Portland Harbormaster graciously allows us to manage the area within which our boats are moored. Members annually update the Harbormaster's form and send them to Gordon Turcotte, the head of the CYC mooring committee. Gordon then compiles the information and sends it to the Harbormaster's office all at once. The Harbormaster then sends the mooring permits for the entire Club to Gordon who passes them out to members. These forms must be submitted in a timely fashion or CYC runs the risk of losing the privilege of managing the mooring field.

- **Do I have to have my mooring inspected?**

Yes, it is up to each member to have his/her mooring inspected every two years. Proof of inspection is required before the mooring permit is issued.

- **Can I rent a locker for my dinghy engine?**

Yes, there are a limited number of lockers on the side of the building for that purpose. The first to pay the rental fee gets the locker.

- **Can I rent a place to keep my dinghy?**

Yes, you have three places (and fees) to choose from: 1) dinghy racks on the lawn of the club, 2) racks on the floats and 3) wet space along the "dinghy docks." Racks on the floats and "wet spaces" and are a slightly higher rent.

- **I noticed a hoist in front of the steward's shed. What's it for and can I use it?**

The hoist is used to step sailboat masts only. It cannot be used to lift any other objects. The hoist is available to all boating members, but only after taking a safety/operation class offered by qualified members of the club.

- **Can I use the long floating docks to tie up my boat?**

Yes, but we ask members to limit their tie-up time to 30 minutes unless specific permission has been given by a member of the Bridge or a Trustee. An example might be the need for repair.



Launch Operations FAQs Spring 2009

- **What are the launch hours of operation?**

From Memorial Day to Labor Day

9am – 9pm Sunday to Friday

8am – 9pm Saturdays

Until 11pm on day of Portland's Independence Day fireworks

Before Memorial Day and After Labor Day

4pm to sunset Monday to Thursday

Weekend service is same as summer.

- **How do I get a ride to and from my boat?**

When you arrive at the club simply go down on the float and stand near the launch docking area on the first section of the floats. If the launches are out they'll be right along to pick you up. If they're both tied up, give the stewards a minute because they might be on the phone talking to a prospective mooring renter or helping another member. To be picked up after your time in your boat call the stewards on Channel 68 letting them know what boat you're on, how many people and be ready to be picked up when they arrive. If your radio is not working, give 3 horn blasts and wave your hands to let the stewards know who needs a ride.

- **Why can't my entire party of eight ride together on the launch?**

The stewards are licensed to take a maximum of 6 people each way. Please do not ask them to do more. It's the rule and not negotiable.

- **Why do I have to wait a long time on Wednesdays to get to and from my boat?**

That is race night for our sailing members. They have a time crunch to be on the water and underway so you may need to wait to let them get out. Check with the race table to know what times to avoid looking for a ride on Wednesday nights. This the night that sailors may be late getting back so please alert the stewards as to when you think you will be returning.

- **Why do we have two operators there sometimes and other times one?**

The stewards are responsible for other jobs other than driving the launch. They over see the grounds and its upkeep. They keep an eye on the clubhouse. They answer the phone and handle mooring rentals and take care of supplies. They service the launches and it is preplanned to have both launches running on the anticipated busiest times. This is

particularly the case for Wednesday races when the stewards really have to hustle to get sailors to their boats for a 6pm start.

- **I'd love to have some sushi in the Old Port but I don't want to deal with the parking, can I ask the launch for a ride?**

The launches can give you a ride to and from the Dimillo's dock. Remember the launch operations time so you don't get stuck in Portland with your car in South Portland. Always alert the stewards, by marine radio or by phone, as to when you anticipate being at Dimillo's to be picked up. If the launches are busy, you may have to wait.

- **What if I'm still at the club and the launch operator is off duty and has left?**

You must be sure that all doors are locked behind you and the gate is closed.

- **I'm all ready to head out and I forgot ice. Will the launch bring it out to me?**

It all depends on how busy they are. If there are people waiting to get to their boats or be picked up then the courteous thing would be to pull up to the floats and finish readying for your day on your own.

- **My boat won't start. Can the launch tow me in?**

This is avoided as much as possible so don't count on the launches as the primary solution. If you are outside of the anchorage you will need to call SeaTow or Towboats US.

- **My child is an excellent swimmer, why does she have to wear a life jacket on the floats and in the launch?**

It is the law to have any children 10 and younger in a life jacket on the floats and in the launch. Please don't ask the stewards to break this rule. There are usually extra vests for children in the steward's shed if you forget yours.

- **That steward makes me wait while they talk on the phone, what's the deal with that?**

The stewards may be talking to a prospective mooring renter, one of the commodores, ordering supplies or reporting a problem. Please give them time to finish their business. We are lucky to have a great group of stewards and should give them the benefit of the doubt when they're conducting CYC business on the phone.

- **I'm a new member (and many of us who have been members for a while) still feel a bit overwhelmed with knowing who does what at the club and where to turn for answers to my questions. Who can tell me?**

Ask the stewards. They usually can steer you to the people who have the answers and if they don't know they can find out for you.



Volunteering FAQs Spring 2009

- **Why are members asked to volunteer?**

Centerboard Yacht Club is a member maintained club. This is the main reason that the dues are relatively low. We also think it helps members to get to know one another better.

- **What are these “Work Parties” that I hear so much about?**

Work parties take place in the Spring and Fall on Saturday mornings. Up to 20 hours of work credits can be earned by members. Each hour of work credit is comes off your dues for the following year.

- **How do I get a “job” at a work party?**

The Rear Commodore has a list of items to be completed. Check the black board or check in with the Rear to start your job or join in with others. Sign in and out on the work party attendance sheet for your work credits.

- **I am not very handy, is there still work that I can do?**

Jobs of all levels for all members are available. They can stretch from spring cleaning the clubhouse, painting the walls to building the floats. All are invited to help!

- **Is there work that I can do if I can't attend work parties on Sat. morning?**

There is always work to be done. You can contact the Rear Commodore for a list of jobs to be done and to get credit for your hours.