

Fun & Sun Water Sports Club Standard Operating Guidelines

Scope

This document is created, amended, and maintained by the Fun & Sun Board of Directors to provide a record of current standard operating policies. The policies contained in this document are established by the Board of Directors to provide a consistent manner of addressing commonly occurring scenarios in the club's operation.

This document is not intended to be an exhaustive list of every policy utilized by the club, but instead a single point of reference concerning the major policies affecting the club's operation and membership.

This document is also not intended to provide step-by-step procedures for implementing policy. The Board of Directors will determine the best methods to bring these general policies to realization.

Changes and/or exceptions to these policies can be effected at any time through action of the Board of Directors or an individual board member in the scope of their position.

The following terms are used to describe boating participants in this document:

Boat Owner: A person who submitted a Boat Owner sign up form making a boat available for club use during an outing. This person may or may not be the registered owner of the boat.

Boat Guest: The person who signed up to attend an outing with a Boat Owner.

Skier: A person who requested to attend an outing by submitting the online signup form with payment for the outing prior to the signup deadline. It does not imply or require that this person actually use a water ski versus a wakeboard, surfboard, just their feet or any other device intended to assist with keeping a person above the water surface while being towed. A skier is not even required to get in the water.

I. Signing up and Canceling

- A. Scope: The principal activity of the Club is organizing water-skiing weekends referred to as Outings. A significant part of the organizational effort is getting members to commit to participate in the upcoming outing through the Signup process
- B. Signing Up: An online payment is received by the Monday prior to the outing. In order to sign up, a participant must
 - i. Sign Up online and Submit appropriate payment. Without submission and payment by 9:00 pm, the participant is not signed up.
 - ii. Late sign ups are not accepted. Quantities of food and other supplies are determined based on the headcount at 9:00pm. It is impractical to add participants after the 9:00 pm deadline.
- C. Cancellations:
 - i. You may cancel and receive a full refund if you cancel prior to the sign up deadline.
 - ii. Should it be necessary to cancel after the sign up deadline for an outing, it is the participant's responsibility to inform the Boat Commodore and Treasurer by 12:00 noon on Thursday. If the boat commodore is reached by noon on Thursday, all your fees will be credited toward a future outing the same year. Otherwise, all fees are forfeited. The Boat Commodore's email address is commodore@fun-and-sun.org and the Treasurer's email address is treasurer@fun-and-sun.org. If you need assistance in reaching the Boat Commodore, contact another Board Member.
 - iii. If an outing is canceled by the Board of Directors, then you will receive a full refund.

II. Boat Assignments

- A. Scope: The structure of the club dictates that at every outing each paid skier is assigned to a boat on Saturday and a boat on Sunday. To facilitate members getting to know each other, the skiers assigned to a boat Saturday are usually different from those assigned Sunday.
- B. In generating the Boat Assignments for an outing, the Boat Commodore attempts to satisfy the following criteria
 - i. Boat Guest – Each Boat Owner may sign up one Boat Guest who will be assigned to their boat for both days of the outing.
 - ii. Boat Drivers – Each boat must have at least one person other than the boat owner who is capable of safely driving the boat, pulling a skier, and assisting with launch and take out. If the Boat Owner is bringing a Boat Guest, the Guest may fulfill this role. If there is no Guest on a boat, or if the Guest does not fulfill this role, a Club Approved Driver will be assigned to the boat.
 - iii. Paid Skiers – the club finances are based around having at least three paid skiers on each boat. This will typically result in a total crew size of 4 if there is no Boat Guest or 5 if there is a Boat Guest. At times, an additional paid skier may be placed on a boat either at the request of the boat owner or in an effort to avoid bumping skiers.

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- iv. Sign up together – Paid skiers can sign up individually, or two can sign up together and indicate if they would like to be assigned to the same boat on Saturday, Sunday, or both days. These requests are generally honored.
 - v. Beginning skiers – Paid skiers can indicate on their sign up forms that they are beginners, or still learning to get up consistently.
 - vi. Teaching – Boat owners can volunteer to teach boat-driving skills. Those desiring instruction will be placed on the boats of those willing to teach when possible.
 - vii. Crew Requests – Each boat owner can request that two specific paid skiers be assigned to his/her boat on Saturday, and a different two specific paid skiers be assigned to his/her boat on Sunday. These requests are the privilege of boat owners; paid skiers do not request specific boat assignments from the Boat Commodore.
 - viii. Boat type – Due to the substantial differences in the wake properties of boats, a paid skier can request to be on a “wakeboard” boat or a “ski” boat. A skier’s preference is accommodated when possible.
- C. The Boat Assignments may only be changed by the Boat Commodore or the designated backup.

III. Bumping Skiers

- A. Scope: When the number of paid skiers signed up by 9:00 pm on Monday to attend an outing exceeds the number of boat spots available to put them on boats, as determined by the Boat Commodore, some of the paid skiers are informed they will not be able to participate in the outing. This practice is known as “bumping skiers”.
- B. Who: There is a predetermined order for bumping skiers. Every effort is made to assign skiers based on a first-come, first-served basis. The Boat Commodore may also use their discretion based on the following criteria, from first bumped to last bumped:
 - i. Bump Candidate List – when a member signs up for a Duty Roster duty for an outing but fails to complete that duty, their name is placed on the Bump Candidate List. Members who fail to return club equipment by 5:30 PM on Sunday will also have their name placed on the Bump Candidate List. These are the first skiers bumped from an outing. Once bumped, their name is removed from the Bump Candidate List. Their name can also be removed from the list if they sign up for and successfully perform a duty at a subsequent outing.
 - ii. One-day only skiers – because one day only skiers cause an inefficient use of the scarce boat resource, they are the next skiers bumped. Non-member one-day skiers are bumped before member one-day skiers.
 - iii. Non-member 2-day skiers - Participants signing up for the outing, as non-members, are the next skiers bumped. Members have priority over non-members.
 - iv. Duty roster – Of the remaining pool of skiers who wish to ski both days and are not on the Bump Candidate List, those who are signed up for a duty on the Duty Roster are exempt from being bumped.

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- v. Exception – it is generally undesirable to bump a skier more than once during a season. The Boat Commodore may, at his or her discretion, elect to exempt a skier from bumping if they have already been bumped during the season.
- C. The Boat Commodore may “conditionally” bump a skier if he/she decides it is likely more boat spots may become available. If a skier is conditionally bumped, then the Boat Commodore will contact the skier with the final decision by 9:00 PM Wednesday prior to the outing.
- D. How much: A skier who is bumped may have all their fees applied to another outing during the same calendar year, or may ask to have their fees refunded to them.

IV. Bumping Boats

- A. Scope: When the number of boat owners volunteering to bring their boat to an outing exceeds the number of boats required to accommodate the paid skiers (as determined by the Boat Commodore), the Boat Commodore must “bump” one or more boats.
- B. Who: the Boat Commodore determines which boat(s) to bump based on the following criteria
 - i. Volunteers – The Boat Commodore will generally ask the signed up boat owners if any of them would like to volunteer to be bumped. (This practice is called Stepping Down)
 - ii. Bump Candidate List – when a member signs up for a Duty Roster duty for an outing but fails to complete that duty, their name is placed on the Bump Candidate List. Members who fail to return club equipment by 5:30 PM on Sunday will also have their name placed on the Bump Candidate List. These are the first boat owners bumped from an outing. Once bumped, their name is removed from the Bump Candidate List. Their name can also be removed from the list if they sign up for and successfully perform a duty at a subsequent outing.
 - iii. Formal Bumping – If there are not enough volunteers to step down, the Boat Commodore will inform certain boats that they are bumped for the outing. If possible, the Boat Commodore will try to avoid bumping a particular boat more than once during the year.
- C. When a boat is bumped, the boat owner and boat guest are encouraged to attend the outing.
- D. How much: In consideration of the fact that the boat owner volunteered to bring his/her boat on the outing for the club’s use, the boat owner (but not boat guest) are offered the following benefits
 - i. Signed up – In order to be considered for bumping, a boat MUST be signed up to participate by 9:00 pm on Monday night.
 - ii. Skier fee – the boat owner’s skier fee is waived for that outing (but not their special event fee or dinner fee)
 - iii. Camping – the boat owner’s camping fees are reimbursed by the club for that outing.
 - iv. The boat owner may request the boat they and their guest are assigned to Saturday and Sunday.

V. Unattached Boats

- A. Scope: In the event that a boat owner wishes to attend a club outing but not make his/her boat available to the club (i.e., not accept club assigned skiers or participate in boat assignments), the boat and its crew are referred to as Unattached.
- B. Who: A member boat owner or prospective new boat owner and crew may come as Unattached.
- C. How: All participants (boat owner and guests) coming Unattached MUST submit appropriate payment by 9:00 pm Monday night prior to the outing. This is essential for planning purposes and to ensure enough food, beer, soda, etc for the weekend.
- D. What is involved: The Unattached boat and crew camp with the rest of the club, participate in the Saturday evening activities, enjoy the daytime use of the houseboat if there is one, and generally enjoy all the same privileges as other outing participants. The club does not assign any skiers to the unattached boat.
- E. How much: Each outing participant on the Unattached boat pays the Party fee as set by the board, as well as any Special Event fees for that outing. The unattached boat and crew receive no reimbursements for boat gas, launching, camping, or other expenses.

VI. Pets

- A. Policy: Pets are not allowed on “club boats” that are pulling club assigned skiers.
- B. Alternatives: If a club member wishes to bring a pet on the water, they plan to do so on an Unattached Boat that is not pulling club skiers, with the permission of the boat owner. Pets are not typically left in the campground during the day because of the extreme heat, and because of the length of time (> 8 hours) that the campground is unattended.
- C. Background: There have been numerous problems over the years when members have included their pets in the group’s activities. Some examples of these problems are allergies to pets, fear of pets, concerns about the welfare of a pet, member safety, hygienic complaints, etc. This policy protects club members who do not wish to boat with someone else’s pet, and it precludes the Club from having to make decisions of whose pet is acceptable/not acceptable.

VII. Running an Outing

- A. Scope: Every outing that Fun & Sun runs has someone in charge. This person is known as the Trip Chair. An outing may warrant a second Trip Chair at the discretion of the Special Events Director
- B. Who: The Trip Chair(s) are members of the club who volunteer for this important job.
- C. How: Members interested in becoming a Trip Chair should speak to the Special Events Director as soon as possible. The schedule for the season usually begins to take shape during the winter, so that is a good time to contact the Special Events Director and decide on a theme and date.
- D. What is involved: The one responsibility that all Trip Chairs share is to ensure that the Duty Roster is filled in, and that all duties are completed for their outing.

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Additionally, after the outing, check all consumables (water, soda, coffee supplies, cups, etc.) and report it back to the Events Coordinator (events@fun-and-sun.org). Beyond that, an outing can be as simple or complex as the Trip Chair desires. Some outings are scheduled as simply “General” outings, while others involve preparing food, costumes, contests, etc.

- E. Budget: The budget for the Event is the Event Fee x Number of Participants +\$75. The Trip Chair will be reimbursed for expenses not to exceed this budget. This budget covers expenses for 1) food, 2) special drinks (other than the beer & wine on the duty roster), 3) prizes, 4) decorations, or 5) entertainment. The current base event fee is \$15. The Trip Chair may set an additional per person Event Fee that will be charged to every participant but must contact the board for approval. Benefit: In exchange for managing the Duty Roster and all other aspects of an outing, the Skier Fees and Event Fees for the Trip Chair(s) are waived for that outing.
- F. Resource: The document Words of Wisdom for Trip Chairs contains more information and details about being a Trip Chair, and is recommended reading.

VIII. Reimbursement

- A. Scope: Club members incur expenses to support the operation of the club and its activities. The club Treasurer is responsible for approving and reimbursing these expenses in a timely manner so that the members are not financially burdened and so that the Treasurer can make timely reports to the board on the club's financial status.
- B. Who: Boat owners (camping fees, launch fee, boat gas, skier stipends, other boat operating costs), members (duty roster purchases), trip chairs (special event food, entertainment, decorations, prizes and special beverages) and board members (bulk supplies in support of all outings such as coffee and supplies, cups, dinnerware, napkins, etc.).
- C. How: Members shall complete a Reimbursement request form, attach supporting receipts and submit to the club Treasurer via email at treasurer@fun-and-sun.org. Receipts are not required for ski stipends.
- D. Timing: the Treasurer will typically provide payment within 2 weeks of receiving the Reimbursement Request. If any item on the request is challenged, the Treasurer will contact the submitter to resolve the issue within the same 2 week period.
- E. Deadlines: Reimbursement requests should be submitted within two weeks of the expense. Reimbursement requests may be refused if submitted later than 6 weeks from the associated club event. Requests will be refused if submitted after the published deadline for the fiscal year, usually November 30.

IX. Club Approved Driver - CAD

- A. Scope: Boat owners bring their boats to the club events because they enjoy the people, are able to ski, and also because the club ensures that a club approved driver (CAD) is assigned to their boat each day if needed. At times, a CAD is not assigned because the boat owner has stated that their guest is qualified to drive their boat safely. (This is identified on the Boat Owner Signup Form.)
- B. Requirements: To be a CAD, the person has exercised demonstrated skills that consist of the following:

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- i. operate the boat in a safe manner. Boating safety is number ONE!
 - ii. launch, dock, and trailer the boat
 - iii. pull and retrieve the skier from the water
 - iv. obey boating laws
 - v. Possess a California Boat Driver's License (new for 2018) if required for your age group.
- C. Process: A person interested in becoming a CAD may express an interest to the Boat Commodore via their Skier Sign Up form. Members having previous boat driving experience should also indicate this to the Boat Commodore. (Existing club boat owners are by default - a club approved driver, otherwise they would not be allowed to participate with their boats.)
 - i. When an individual expresses that they wish to become a CAD, they are typically called 'CAD To BE' (CAD2B) and they are assigned to several boats where the boat owner is willing to help them hone their boat driving skills.
 - ii. After a period of time behind the wheel, the person can be certified as a CAD by recommendation of club boat owners to the Boat Commodore. (There is no preset time as people learn at different speed and they may or may not attend many outings.)
- D. Resource: The 'Words of Wisdom for CADs' document highlights details a CAD should know.

X. New Boat Owners

- A. Scope: Every year, new boat owners join the club. The Boat Commodore talks to them about what is expected and what the club has to offer in return for them bringing their boats on the club events.
- B. Requirements: Prior to participating in their first outing, boat owners shall:
 - i. Provide a copy of their boat insurance declaration that identifies the boat owner, coverage period, and liability limits if available. Reimbursements are withheld if current insurance is not on file with the Boat Commodore.
 - ii. Provide a copy of the California Boat Drivers License, if required
 - iii. All boat owners must be members of the club and pay annual membership fees.
- C. Procedure: In order to ensure a new boat owner is safe and provide guidance on club processes and local regulations, a board member or an experienced club driver (CAD) will be assigned on their boat the first weekend by the Boat Commodore. If there is any concern over the safety of the boat owner, the matter will be addressed immediately. Usually, this is not a concern however it has happened in the past. Boating safety must not be compromised.

Approvals

Last revision approved by the Board of Directors on February 18, 2018.

Signed, Terri Bartos
President 2018

Signed, Jessica Nocelli
Secretary 2018

Revision History

| Revision | Name(s) | Date | Notes |
|----------|--|---------------------|---|
| 1 | Erin Barnett (President) Rob Wright (Secretary) | October 26, 2004 | Most recent/current approved version |
| 1a | Terri Bartos (President) | July 20, 2016 | No existing content was changed. Added Revision History table and added Approvals heading to the Approvals section. Minor formatting. Changed the club name to be current club name. |
| 2 | Terri Bartos (President) | Feb 18, 2018 | Updated to current club operations procedures, e.g., signups are now online only. All present Board Members Approved: Terri Bartos Nathan Parrott Michelle Nicely Marc Chapin Sheila Whitling Jessica Nocelli |