

# Skipper's Letter 2023

## General

The sailing season has been opened with course activities, and all three boats are now fully operational!

As the boats are shared and therefore have a significantly high utilization rate, it is natural that occasionally various damages occur. However, it is the responsibility of all skippers to ensure that damages do not occur due to their own negligence and that the boats are taken care of as well as possible. They should be sailed with the diligence and caution required for shared and club use. It is especially important that if something happens, it is reported immediately to other skippers, the boat maintenance team, and the board, and all possible efforts are made to repair the damages or faults. A maritime declaration should always be written when necessary.

The skipper is also responsible for leaving the boat in a clean condition after use and for refilling the diesel tank and gas bottles as soon as possible if they become empty during the sailing. All boats are equipped with cleaning tools, and it is the responsibility of everyone using the club boats to maintain and replenish them. Each skipper is also responsible for boat maintenance, so please check the boat's fault list during your sailing and try to fix any issues that you are able to. In return for repairs, the skipper will receive voluntary work hours from the club. Let's all take care to keep our boats in good and tidy condition so that the next skipper and their crew can enjoy using them too!

## Boat Reservations

The Boat Reservations for both Common Sails and own reservations are marked in the booking calendar (Google calendar on our webpage). All the skippers should be able to make changes in the calendar. If you don't have the needed rights, you will get them by asking the board ([hallitus@teekkaripurjehtijat.fi](mailto:hallitus@teekkaripurjehtijat.fi)). In every marking, a reserver's name or alliance name must be used. In case of an alliance, please also use the name of the alliance's contact person.



All new reservations or changes have to be made in the calendar and informed to the kipparit-emailing list. One should never delete any reservations from the calendar. If you want to release your reservation, add "FREE/VAPAA (your name)" in the title, don't delete the reservation.

During the season, all members who have the Boat Reservations Right are allowed to book cancelled reservations. For the Boat Reservation Right, you need to have done 20 bee-hours during the last year, and the Boat Reservation Rights are confirmed in the Skippers' Meeting. Reservations in the Skippers' Meeting are distributed based on the amount of bee-hours. Unlike the reservations in the Skippers' Meeting, when reserving the free days during the season, you don't need a certain amount of bee-hours for each day. During the season, the reservations are made on a first-come-first-served basis, and you just need to have done the 20 hours to get the Reservation Right. vapaasti, eikä niihin vaadita tiettyä määrää talkootunteja kuten kipparikokouksessa.

## Common Sails

The Common Sails have been booked in the calendar for the whole season. We hope that you will make use of these days, so that our members will get plenty of opportunities to go sailing together with other club members, also despite not having enough bee-hours for reserving the boats themselves. The Common Sails are particularly important since they offer sailing opportunities for new members that might want to engage themselves more in the club and become possible future skippers. Most of you skippers have begun your career in the club through the Common Sails, so it would be great if you offered the same opportunities to new generations as well.

The board has already booked the Common Sailing days in the calendar. The following guidelines will apply for the skipper:

- For the season, a skipper can book one Common- or Introductory Sail in advance without any time limits ("pre-booking").
- The rest of the Common Sails are allowed to be booked max. 2 weeks before the assigned Common Sail in the calendar.
- One skipper can have max. two upcoming Common Sails reserved at a time.

The skipper responsible for the Common Sail will send out an invitation to our jäsenet-mailing list. Max. six (6) people can be fitted into each keel boat, but for ElecTrip the recommendation is max 5 people due to the limited space. The skipper has the right to choose their First Mate, the other places will be filled on a first served basis. The Common Sails are for TRIP members only and the members can't sign up anyone else than themselves.



The skipper can ask the TRIP Board for special permission to set regulations for the Common Sail (race, rough weather, educational program). If these regulations are put into practice and there will be empty spots, the places will be filled by sending an open invitation to jasetnet-email list.

According to the Boat Reservation Rules, we are demanding that all skippers must skipper a minimum of two (2) Common and/or Introductory Sails per season in order to preserve their boat reservation rights for the next season.

If no skipper has booked a Common Sail, it can be booked as an own reservation max. three (3) days before the sail.

## Boat Reservations fees

For all personal Boat Reservations, a boat reservation fee will be charged. The fees cover the expenses of everyday use (for example fuel and gas). The fees will be collected at the end of the season during autumn. Fees are the same for all three boats.

During this sailing season 2023, the booking fees are the following:

- From Monday to Thursday: 20 € / Boat Reservation day
- From Friday to Sunday: 30 € / Boat Reservation day

The booking fee for the Long Sail/Pitkä:

- From Monday to Sunday: 30€ / Boat Reservation day

You will be freed from obligation to pay the reservation fee, if you cancel and release your reservation at least 2 weeks in advance. You will be freed from the charge also when cancelling less than 2 weeks in advance, if

- someone else reserves the boat, and the new reserver pays the fee, or
- You or someone else books it as a Common Sailing and skippers it.

For Common Sailings, No Boat Reservation fees are charged.

## Reimbursement of expenses

The club will cover expenses of everyday usage. The payment is declared through the Expense Claim form ("Kulukorvauslomake" in Finnish), which you will fill in, attach the receipt and send it to the treasurer (by email). Based on the receipts, the board will accept the justifiable bills, and pay the costs back to you by a bank transfer,



Costs that will be covered without pre approval:

- fuel
- toilet paper and cleaning supplies
- Gas bottles (TRIP has a deal with Kaasutalo Wilhtom!)

For all other purchases, e.g. spare parts and boat equipment (ropes, rope blocks etc.), ask the Head of Boat Maintenance or some other board member first, to approve the purchase and cost. If you haven't got an agreement beforehand on reimbursement of expenses, the board has the right to deny reimbursement.

## Skipper's Responsibilities on the Boat

### Crew

In the club's boats, the skipper is always considered the person in charge of the vessel as defined by the maritime traffic law. There can only be one responsible skipper or leader on board at a time, and it should be clear to everyone who the skipper is before departing from the shore. The skipper's name should also be recorded in the logbook before setting sail.

In order for the skipper to fulfill their responsibilities, everyone on board the boat must strictly follow the skipper's instructions and orders. There are often multiple ways to do things, but one must be chosen. Seamless cooperation is required on the boat, and ultimately, the skipper selects the appropriate approach. The skipper is expected to maintain a professional and calm demeanor in all situations. The skipper is also responsible for ensuring that everyone feels safe and comfortable during the sailing trips and, in addition to boating safety, intervening if necessary in inappropriate behavior, for example. The club's harassment contact persons provide support to skippers in these situations. Their contact information can be found on the club's website. Additionally, safe space principles have been established in 2022, which must be followed in club activities.

### Environment

The skipper is responsible for operating the boat with respect for the environment. They serve as an example and provide guidance to the crew in adhering to proper practices. On the boat and in sailing locations, including harbors, considerations such as resource conservation (fuel, water, electricity, gas), proper waste handling and disposal, and

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environmental awareness in route planning, cooking, personal hygiene, cleaning, and boat maintenance are taken care of.

Examples of the aforementioned include:

- Primarily using sails for propulsion.
- Exercising caution during fueling to prevent fuel spills.
- Absorbing oily or otherwise dirty bilge water with a cloth and properly disposing of the cloth.
- Adjusting the gas flame according to the size of the pot when cooking.
- Sorting and disposing of trash onboard in designated collection bins on land or at home (refer to <https://www.roopekartta.fi/map> for proper recycling options for electronics, medical and hazardous waste).
- Considering the locations of waste pump-out stations in route planning (see <https://septit.net/>).
- Utilizing burnable waste (excluding metal or plastic) in campfire sites.
- Minimizing the use of detergents and using eco-friendly cleaning agents for cleaning the boat's exterior and interior, dishes, and personal hygiene.
- Vinegar, baking soda, lemon, and citric acid are suitable for cleaning.
- Choosing biodegradable, phosphate-free, surfactant-free, colorless, and odorless cleaning products are good choices (source: PSSry).
- Regular and thorough cleaning to prevent dirt buildup and facilitate easier cleaning.
- Conserving water during personal hygiene and dishwashing - utilizing onshore facilities whenever possible.
- Bringing personal mugs and water bottles to reduce the need for dishwashing when everyone takes care of their own.
- Using seawater for rinsing dishes and deck cleaning, but ensuring that wastewater does not end up back in the sea.
- Proper handling of washing water (to pump-out stations, seepage into the ground away from the shore, or using onshore facilities).
- Planning the menu with a focus on plant-based options and utilizing leftover food in recipes.
- Bringing personal food containers to fill with surplus food at the end of the sail, reducing waste.
- Observing forest fire warnings and landing prohibitions to ensure the well-being of animals and vegetation.
- Diligently maintaining a maintenance checklist and communicating with the necessary individuals to ensure timely boat maintenance before, for example, a part breaks.



Environmental considerations are likely familiar to you but may not be known to all participants in sailing. It is good practice to go through proper procedures at the beginning of the trip, possibly during a safety briefing, and also to remind and reinforce them during the journey. Leading by example!

## Boat

The skipper is responsible for the boat and its safe operation. Before departure, the skipper must assess whether the conditions for safe sailing are in place. This includes checking the boat's condition and equipment, considering the crew's experience and alertness, and particularly evaluating weather conditions. Risk-taking should be avoided. Costs resulting from negligent use of the boat will be billed to the skipper by the club's board.

All accidents and dangerous situations must be reported promptly to the "kipparit" email list and the details must be recorded in the logbook. A template for maritime declarations can be found in the club's website material bank. Maritime declarations are welcomed to be written even for accidents that only almost happened, and any other situation from which other skippers can learn. Mistakes should be learned from, but let's remember good seamanship when those incident reports arrive in the "kipparit" email.

If a skipper's negligence and resulting accidents are repetitive or serious in nature, the club's board has the authority to revoke their skipper privileges. This can also be done if the skipper neglects their duty to report accidents or fails to disclose essential details about an incident.

The minimum crew size on the club's boats is always two people, and there must always be a skipper on board with the necessary skipper qualifications and familiarity with the specific boat. According to the updated boat reservation rules, prior permission must be obtained from the board for taking the boats abroad, such as to Tallinn.

## Deductible fees in case of damage

Teekkaripurjehtijat is a member of Suomen Purjehdus ja Veneily ry (SPV) and thereby each member has an accident insurance. More information about the insurance can be found at [spv.fi](http://spv.fi) (in Finnish).

The keel boats are insured by OP Pohjola, and in case of damage the deductible fees in case of damage are the following:

- First Trip 420 €



- GinTrip: 420 €
- ElecTrip: 420 €

Deductible fees in case of damage guidelines are carried out in the following order:

- Accidents during Common / Introductory Sails – the club covers the deductible (420€)
- Accidents during own Boat Reservations – the skipper will cover the deductible themselves (420€)

The board of the club and Heads of Boat Maintenance always have the right to choose whether they want to get the boat checked and/or repaired, and ban the use of the boat. The deductible fee will always be charged from the skipper, if the boat needs immediate repair and the damages/repair cancels boat reservation days of other members. If the boat check will show that the boat doesn't need immediate attention, no deductible fee will be charged from the skipper. If the boat is repaired after the season, by insurance, the club will cover the deductible. In unclear cases, the board will decide on the responsibility to cover the deductible on a case to case basis.

In situations where the insurance won't cover the accident, the skipper will cover the whole amount, unless the board decides otherwise.

Favourable winds!

## Links to remember

### **Form for adding an issue to the Keel Boats' Bug List:**

<https://docs.google.com/forms/d/e/1FAIpQLScitQKcysj2OFySbwODSeflKFuM2nmNuGiX3vUAwhAVM1QGWw/viewform>

### **Real time Bug List of Keel Boats:**

<https://docs.google.com/spreadsheets/d/19CDP2YN20YZ05HdkBr9rY-O1GOEbwM01ie5ruETI-tI/edit#gid=434777365>

### **Contacts of Main Heads of Boat Maintenance:**

- FirsTrip: Claudia Diaz, [claudia.diaz@teekkaripurjehtijat.fi](mailto:claudia.diaz@teekkaripurjehtijat.fi), +358 40 8218125
- GinTrip: Joel Haavisto, [joel.haavisto@teekkaripurjehtijat.fi](mailto:joel.haavisto@teekkaripurjehtijat.fi), +358 40 2189022

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- ElecTrip: Bernard Spiegl, [bernard.spiegl@teekkaripurjehtijat.fi](mailto:bernard.spiegl@teekkaripurjehtijat.fi), +358 40 8733867

**Harassment Contact persons 2023:**

- Karri Pönni, [hairinta-mies@teekkaripurjehtijat.fi](mailto:hairinta-mies@teekkaripurjehtijat.fi)
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