



**Gull Lake Sailing Club  
Richland, Michigan  
Operating Policies**

**1. Finances**

Gull Lake Sailing Club shall have an annual budget as approved by its Board of Directors.

**2. Bank Signatories**

Gull Lake Sailing Club shall have two or more signatories on all bank accounts. The Treasurer and President shall be signatories.

**3. Committees**

Social Committee

Race Committee

Marketing and Communications Committee

Membership Committee

Nominating Committee

Safety Committee

The Safety Committee shall set a written policy and distribute it to the membership annually. The policy shall be reviewed annually.

**4. Logo**

**A. Burgee**

The Burgee of the Gull Lake Sailing Club shall be a triangular flag with a dark red border, a royal blue field, and the outline of Gull Lake, Michigan, in white, including designation of Gull Lake Island in royal blue.

**5. Logo Policy**

**A.** The use of the Gull Lake Sailing Club logo and related logos is controlled by Gull Lake Sailing Club.

**B.** Members of Gull Lake Sailing Club are permitted and encouraged to utilize the logos, name, banners, flags, or the burgee of Gull Lake Sailing Club in a non-commercial manner to promote its visibility within the sport and to the general public, reinforce its purposes stated in the bylaws, and promote a positive, healthy image. Such use shall not imply any endorsement by Gull Lake Sailing Club for the associated activity. In cases of improper use, such permission may be withdrawn by the Marketing Chair.

**C.** Corporate sponsors and licensees of Gull Lake Sailing Club may use the Gull Lake Sailing Club name and/or logos for commercial purposes in accordance with the Logo Use Guidelines published from time to time by Gull Lake Sailing Club. Unless expressly agreed to by Gull Lake Sailing Club in writing, such use shall not imply any endorsement, accreditation, or sponsorship by Gull Lake Sailing Club. Administration of the logo use by corporate sponsors and licensees shall be the responsibility of the Marketing Chair.

**D.** Questions arising under this policy which cannot be resolved by the respective Director as provided above will be referred to the Commodore.

**6. Safety**

All participants shall meet Michigan DNR Safety Rules. See <http://www.boat-ed.com/michigan/handbook/book.html>.

**7. SafeSport**

All participants in any Gull Lake Sailing Club event or activity agrees to comply with and be bound by the safe sport rules of the U.S. Center for Safe Sport and to submit, without reservation or condition, to the jurisdiction and rules of the U.S. Center for Safe Sport for the resolution of any alleged violations of those rules, as such rules may be amended from time to time.

**8. Safety Plan**

Strive to prevent an accident/emergency from happening:

- Identify and mitigate potential safety hazards
- Be proactive in all manners regarding safety
- Be prepared in the event of an accident, so the situation is not made worse

### Capsize

Capsize is not an emergency. It is an outcome of a centerboard sailboat being overpowered in a maneuver. The sailor shall strive to hold onto the boat, stay with the boat, work to right the boat, climb back into it and resume sailing. Occasionally the sailor may become too fatigued to right and recover.

### Breakdown

Occasionally a boat suffers an equipment failure that causes it to be unable to sail.

- **A sailor that is OK and will work to right and recover shall signal this intent by holding up a closed fist.**
- **A sailor that needs assistance shall signal this intent by waving with an open, flat hand.**

What to do in the unlikely event of an accident or emergency:

1. Assess the situation - understand what is unfolding.
2. As quickly as possible, develop a reaction plan to the incident.
3. Execute your plan - be sure other participants are not interfering with your operation.
4. Take the necessary steps to be sure the plan is completed. On the water, follow these instructions:

Control the rest of the group.

Notify appropriate resources per Marine VHF or telephone if needed.

Send group to dock, and ensure the injured party is brought into the dock as soon as possible.

Another staff member can be dispatched to deal with the boat or the other sailors if needed.

Make sure the sailor is taken care of on land and emergency contact is notified.

5. Make sure the family is notified and the sailor is taken care of.
6. Ensure the other sailors and equipment is taken care of.
7. Conduct an After Action Review with involved parties.
8. Be sure to record, in detail, the incident, its cause, and your response.
9. Follow up with the sailor and if requested give him or her a copy of the report.

Try to remain calm and relieve yourself of stress. Review situation with club leaders again, be sure the correct course of action was taken during the incident, and review lessons that may be taken away from it.

Emergency Phone Numbers:

Prairieville Township Police/Fire: 911

Prairieville Township Police: 269.948.4800 (Non-Emergency Dispatch)

## 9. Privacy Policy

All personal data provided to Gull Lake Sailing Club shall only be used to further Gull Lake Sailing Club's purposes. Gull Lake Sailing Club shall not give or sell personal data to any person or organization. Gull Lake Sailing Club may use personal data to assist with distribution of club announcements.

## 10. Digital & Communications

The board, committee, and member deliberations of Gull Lake Sailing Club will commonly have differing opinions, with sides taken, and a vote providing a majority and a minority. Leaders represent others and sharing the deliberations with those who you represent is expected, however, we ask that all members keep the deliberations to themselves.

It provides no benefit to anyone to open these dialogues into the internet posted anywhere. Please keep these deliberations out of public forums.