



Charter Manual

The Royal Hamilton Amateur Dinghy Club RS21 Fleet has been established 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 RHADC RS21 Charter Agreement and provides additional resources and answers to frequently asked questions.

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Contacts

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Charter Fees

Charter	Fee	Description
Skipper Certification	\$75	Ensure operational procedures are understood - requirement may be waived at discretion of Fleet Manager
RHADC Wednesday Night Racing	\$350	One Series (7 Races)
RHADC Wednesday Night Racing	\$950	Three Series (21 Races)
RHADC / RBYC PHRF Racing	\$150	One Race Day
RBYC Saturday Fleet	\$300	Three Race Days
RHADC Sunday League Series	\$350	One Series (7 Races)
Daily Rate	\$150	Ad-Hoc Regattas
Damage Deposit	\$750	Applied to RHADC Account for all charters until after boat condition review

- * Other regatta pricing to be advised
- * 25% discount for under 18's and female helms

Skipper Certification

All RHADC 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

48 HOUR (Minimum) ADVANCED RESERVATION IS REQUIRED FOR ALL CHARTERS

Charter reservations can be made on the RHADC website using the reservation button

Events and Instruction

RHADC members are encouraged to charter RS21's for Keelboat Regattas organised by RHADC and RBYC. Additionally, there will be special RS21 specific events scheduled.

CHARTER POLICIES

Adherence to the following policies, terms and conditions as agreed to in the RHADC RS21 Charter Agreement, is mandatory for all RS21 Members, Charterers, and their Crew. It is the responsibility of the Charterer to ensure that they 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.

The Charterer shall be familiar with the Inland Rules for the Prevention of Collisions at Sea ("COLREGS"), Bermuda Marine Regulations and, if he or she intends to participate in any regatta or other race using the RS21, with World Sailing Racing Rules of Sailing.

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. Youth boats will be allowed at the discretion of the Club with required parental waivers.

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:

- Compliance with all marine police, port, harbormaster, regulations including speed and anchorage restrictions.
- 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 other than as part of an organized regatta, Charterer is required to supply a working hand-held VHF radio.

The following items and actions are permitted:

- It is permitted to take on board the following equipment:
- Basic hand tools

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

And to use these items in the following ways:

- Attach tell tales
- Prevent fouling of lines, sails and sheets, or securing the spinnaker halyard
- Prevent sails being damaged or falling overboard
- Mark control settings
- Make minor repairs and permitted adjustments
- Make signals as per Regatta Sailing Instructions

DON'Ts: Prohibited Items and Actions

The following items and actions are prohibited:

- Use of the boat in any regattas or races other than those listed on the RHADC website.
- Use of the boat outside the Navigational Limits of:
 - Race areas of regattas in which the Charterer is competing.
 - For non-race sailing outside the limits of The Great Sound
- Use of the boat outside of the Charter Term
- Use of the boat for practice when the sustained wind is over 20kts
- Rafting of boats
- Leaving the boat unattended
- Leaving the boat at anchor or on a mooring
- Using the boat to tow any other vessel
- 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 Coast Guard, 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
- R. 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 Club 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

Supplied Equipment by RHADC , 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.

DELIVERY AND REDELIVERY

A smooth delivery and redelivery process is key to the success of the RHADC 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 RHADC Marina
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. 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 at The Marina post sailing.
8. The Charterer should not move the boat from the slip until delivery is complete and confirmed by the Fleet Manager.
9. Unless otherwise agreed to or instructed by the Fleet Manager, the Charterer is to remove the boat from RHADC Marina within 30 minutes of the delivery process.

Delivery Process

The Fleet Manager will:

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

The Charterer will:

3. Review the RS21 Equipment Checklist and note on the form any missing items before signing returning it to the Fleet Manager for countersigning.
4. 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.

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 RHADC Marina 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. If a read receipt is not received within 15 minutes of submission, call the Fleet Manager by telephone:

Nico Stefani Sailing Director	sailing@rhadc.bm (441)236 3077
Jared Hollis Dockmaster	dockmaster@rhadc.bm (441)538 0050

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:
3. Any lost or damaged running rigging, deck hardware or items listed on the RS21 Equipment Checklist.
4. Any equipment malfunctions.
5. Injury to Crew or any other persons;
6. Collision with another vessel or object (e.g. dock, race mark, government or other mark, floating debris, lobster pot line),
7. Grounding, fire, lightning strike,
8. Theft or vandalism,
9. Propeller entanglement,
10. Any other notable event which could have resulted in damage or injury.
11. Leave the Boat in a clean and seaman like manner:
12. Ease backstay tension to a soft but not loose setting.
13. 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.
14. Secure all halyards to prevent slapping.
15. Secure the tiller on centerline.
16. Store all loose Supplied Equipment in the Back Hatch or Spinnaker Turtle.
17. Check all slings or dock-lines are secure and not at risk for chafe.
18. Bail and/or sponge the bilges dry.
19. Remove all trim marks, tape, Velcro tabs etc. and clean off any tape residue.
20. Lock the forehatch and aft hatch.
21. Main and jib should be rolled and in sailbags on dock at slip. Spinnaker should be flaked and bagged.
22. Remove and dispose of all garbage in an appropriate manner.
23. 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 Coast Guard 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 Bermuda waters:

Hail "Bermuda Harbour Radio" on VHF Ch. 16.

They will ask the following 5 questions:

- Position (lat/long and/or geographic)
- # of people involved
- Nature of distress
- Description of vessel or person
- Whether participants are wearing PFDs

Bermuda Harbour Radio 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.

Bermuda Harbour Radio 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 RHADC an Automated External Defibrillators (AED) units are located in the clubhouse and on the Marina (Sailing Office)

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 Coast Guard.

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

Nico Stefani Sailing Director	sailing@rhadc.bm (441)236 3077
Jared Hollis Dockmaster	dockmaster@rhadc.bm (441)538 0050

Frequently Asked Questions

Q: Who can helm an RHADC RS21? Who can crew?

A: For member, club, and Bermuda events, all charterers will be RHADC members who are certified through the one-time check-out session. The certified RHADC 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 RHADC member charterer may invite non member or non certified crew.

For open or invitational RS21 events hosted by RHADC, 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 Bermuda events, skippers do not need to be a member of the RS21 class association. For open or invitational RS21 events hosted by RHADC, skippers will need to check the Sailing Instructions for any required fleet or organization membership.

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 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.

Q: How do I reach RHADC for non-emergency?

A: Non-emergency or urgent situations not requiring Coast Guard should contact the following persons:

Nico Stefani Sailing Director	sailing@rhadc.bm (441)236 3077
Jared Hollis Dockmaster	dockmaster@rhadc.bm (441)538 0050

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