



# HOOFER SAILING CLUB SAFETY MANUAL

Although sailing can be loads of fun, the potential hazards of water sports include serious risks such as injuries and drowning. As the skipper of your craft, it is important to recognize that the skipper is responsible for the safety of all your crew and equipment (your boat) at all times. Ask any longtime sailors about their “stories” about what went wrong. They will have plenty. As one sails more and gains more experience, one becomes wiser and more cautious in preventing potential hazards.

**There are two basic things you can do to increase your safety and reduce chances of drowning:**

- 1. Always wear a snug-fitting lifejacket.**
- 2. Stay with your craft at all times until help arrives. The boat gives you additional flotation and is easily spotted.**

**These are considered our two major safety rules!** You can take additional steps to increase your safety, such as:

- Check the weather forecast before you go out and watch the weather as you sail
- Teach your crew effectively on basic sailing to increase their safety
- Develop your skills by sailing as much as you can
- When at Hoofers, properly check out your equipment every time you are on the water (so that we know who is on the lake at all times)

Will knowing the potential risks associated with water sports diminish your fun? Certainly not. Knowing the potential dangers and the following safety rules designed to keep you out of danger is the best way to insure that you have fun.

**Safe sailing to you!**

## Hoofer Sailing Club General Information and Safety Rules

Policies change from time to time by action of the Board of Captains. The most current rules will be posted on the appropriate Hoofer bulletin boards or online and are required to be followed. There may be other policies or changes adopted that are not written into this manual, but yet are binding upon all club members! The rules below are made for the safety and the increased protection of the Hoofer Sailing Club members and equipment. This list is comprehensive and includes appendices for additional rules that apply to instruction, the Keelboats, the Undergraduate Racing Team, Windsurfing Lake Leaders, Mendota Yacht Club racers, and Snow Sailing/Snow Kiting. These rules are to be followed by all Hoofer members, including Hoofers who are hired, selected, elected, or appointed, and anyone else using Hoofer equipment. The Hoofer Board of Captains may modify rules for Hoofer club-sponsored special events. Lessons may only be posted or taught by Hoofer selected instructors. All suggested penalties for violations to safety rules recorded in this document are the maximum penalty that may be given.

When disputes arise over a situation or incident not explicitly covered by this manual, all parties will consult additional BOC posted policies. If no helpful information is still found, all parties agree to accept resolution as determined by a majority vote by current members of the Board of Captains who will rely on established policies, tradition, precedent, and good judgment to establish a verdict.

### Being Safe

As skipper of your boat, **you are ultimately responsible** for the safety of your crew and your equipment. When there is a potential for trouble, **always wear a lifejacket and stay with your boat** even if it is capsized. Monitor your crew closely after capsize.

### Safety Light and Flag Regulations

Determination of conditions as indicated by flags and lights is ultimately set by the UW Lifesaving Station, which is operated by the State of Wisconsin. The flagpole is located in front of the Boathouse. Lights are located at the top of the Lake Safety Tower which is on the northeast corner of the Helen C. White College Library.

The UW Lifesaving Station may sound the steam whistle located on the top of the Lake Safety Tower upon closing the lake due to a storm and one hour before sunset (to inform sailors they should begin to head in). In the event of a storm, red lights shall flash from the end of Picnic Point, the Tenney Park Locks, the Lake Safety Tower, and the UW Lifesaving Station. The mechanical warning devices are subject to failure so the flags take precedence if in conflict with the light signal. Hoofers are required to obey the following flags which tell current weather conditions. Flags may change in the middle of the day (green to blue, or non-yellow to yellow)—penalties will be incurred for not following the current flags. (*Penalty: one week "ratings hold" on all fleets. In the case of red flag, one week "no sail penalty."*)

**Green Flag**—light winds up to approximately 18 mph although this limit may be lowered to account for external factors such as incoming weather, wind direction, wave height, and availability of safety equipment.

- Sailors with a light weather rating may sail.

**Blue Flag**—Heavy sailing conditions with approximately 18 to 30 mph winds, although this limit may be lower to account for external factors such as incoming weather, wind direction, wave height, and availability of safety equipment.

- Sailors with a heavy weather rating may sail.

**Yellow Flag**—cautionary flag requires sailors to stay within the "Yellow Line" area which is an imaginary line running from the tip of Picnic Point to the red and white Oscar Mayer smoke stack. The yellow flag appears in addition to the green or blue flag and is flown when:

- Storms are possible
- Water temperature is less than 55 degrees F
- Visibility is very poor
- One hour before sunset (evening steam whistle warning)

**Blue/Red Flag**—Very challenging conditions with winds generally greater than approximately 30 mph. The yellow line is in effect regardless of other factors. The following are the only boats allowed out and the requirements of each are as follows:

- Windsurfers—when the sailor has a short board extreme rating.
- 420s—when the skipper has a heavy weather 420 rating and a heavy weather rating in any other fleet besides 420s, techs, and windsurfers, and the crew has a 420 heavy weather rating..
- Lasers are allowed out when the skipper has a heavy weather Laser rating and a heavy weather rating on any other fleet other than Techs and windsurfers.
- Keelboats follow keelboat policy addendum (Appendix D).

**Red Flag**—lake is closed. No sailing equipment is allowed out. If the lake is closed because of a storm, all sailors must return to Hoofers by the most direct method.

**No Flag**—lake is closed or the flag hasn't been put up yet. Ask the Boathouse staff what the flag is before going out. See section called "Sailing While UW Lifesaving Station is Closed."

## **Safety Rules**

**Besides wearing a lifejacket and staying with the boat, four other big rules are:**

1. Each person onboard must wear an appropriately sized lifejacket at all times.
2. **The skipper of a boat is ultimately responsible** for the safety of the crew and the boat at all times. If you damage or lose club equipment, report it to the shop and fix it with club permission or compensate the club. Displaying sailing incompetence (i.e., damaging equipment, ramming piers, colliding with other boats, running aground, causing injury, etc.) can also result in ratings removal, and financial liability for any damage. Collisions or incidents resulting in injury or damage to club/public/private property requires the filling out of an incident report form found in the Boathouse.
3. **Boats and sails must be properly signed in and signed out in the Boathouse** each and every time the boat is used. (*Penalty: two work hours after the second offense*). Failure to properly check out equipment more than three times in a season may

- result in a loss of privileges for the rest of the season. You need a current Hooper Sailing Club membership and the appropriate rating, as given by an authorized instructor, to check out the equipment (*Penalty: one week ratings hold on all fleets*). If checking out a boat that is coming in, the incoming sailor lowers the sail, raises the centerboard, and ties off the boat. Both the incoming and outgoing sailor then walk to the boathouse together with the incoming sailor checking in the sail and the outgoing sailor checking it back out. If a calendar sign-out system is in place for the boat you wish to sail, follow the sign-out procedures in place at that time. No boats can be checked out of the Boathouse within one hour of sunset. All sails and equipment need to be checked back in through the Boathouse by sunset. (*Penalty: two work hours*) If you arrive back at the pier at sunset, please check in your equipment and then go back to finish de-rigging the boat. This will help our security team determine that everyone is safely back.
4. **“Day-sailing” is only allowed when UW Lifesaving is open**, except when appendices show. Check the Boathouse door schedule for current hours. (*Penalty: five work hours must be completed before sailing again plus a two-week no-sail penalty.*)
  5. Consumption of Alcohol or illegal drugs is prohibited prior to or during all Hooper Sailing Activity (reference Membership form)

**More common-sense safety rules** (*Penalty: two work hours, unless otherwise stated.*)

6. Do not operate your boat in restricted areas such as a designated public swimming area or 100 feet from a scuba flag or approach public swimming docks except in case of emergency. Boats are not allowed to dock at non-Hooper piers except for emergencies or when Hooper Sailing Club approved.
7. Stay clear of race courses except when you are racing.
8. Do not allow the sail to luff (flap in the wind) unnecessarily even when exchanging boats because this will wear out the sail. Raise sails *just* before you leave the pier. Damaged sails (either ripped or with broken battens) should be lowered immediately and the boats towed in. All damaged sails are to be dried, marked, and placed in the sail repair area. When putting away sails, they are best folded or rolled when they are *not* on concrete or cement (wood is fine).
9. Boats must not be left at the pier unattended and all equipment shall be put away when you are done with it. When boats are put away, all lines and ropes must be off the floor of the boat so they don't rot. Hooper boats may remain at the pier for no more than 30 minutes during peak times (Monday-Thursday 5 pm - sunset, and Friday-Sunday noon - sunset), and even then, should be moved if causing a problem. Boats are to be derigged and put away properly, on-time (*Penalty: five work hours*).
10. A three hour boat usage time limit applies when people are waiting for boats (three hours for keelboats). Skippers need to check in at the Boathouse after two hours unless additional time has been Hooper approved. If no one else wants the boat, the skipper then can check out the boat for another three hours.
11. Sailors may not loan out sailboats or windsurfers to non-Sailing Club members or non-rated members (although as a skipper on a boat you will be teaching others and may allow others to steer that boat if done safely).

12. A wetsuit or drysuit is required for windsurfing when the water temperature is below 60°F.
13. Shoes or sandals are to be worn at all times when on the docks or on land (to avoid ripped flesh). No running is allowed on docks or in buildings.
14. Show respect for other club members and the public. No verbal abuse or swearing at others is tolerated. *(Penalty: one-week no-sail penalty and/or recommendation for club membership removal).*
15. Motorboats may only be used by those having a Hooper motorboat rating for authorized purposes such as rescues, instruction, transport to Hooper boats, and racing activities.*(Penalty: Two week no sail penalty.)* The motorboat operator shall be responsible for having all safety equipment and gasoline on the boat (i.e., anchor, lights, lifejackets for all passengers, etc.). People who are motorboat rated should follow current motorboat use guidelines posted in the tunnel. Motorboats should be available for rescues. If you were born after 1/1/89, you must take and pass a DNR boater safety course before operating one of our motorboats.
16. Sailors must know and follow applicable boating regulations and laws.
17. The Head of Instruction, Commodore, Vice-Commodore or his/her designee may decide not to allow any sailor or sailors or fleet of sailors out if he/she feels that the conditions are too severe for the sailors or the sailors' skill level.

### Right-of-Way Rules

The following right-of-way rules will be followed by all Hooper Sailing Club boats (except when racing rules supersede). Sailboats, as written below, include windsurfers.

1. Ultimately, **all skippers are responsible for keeping a lookout and maintaining a safe speed (such that one can take proper and effective action), to avoid collisions.**
2. Capsized, anchored boats, or boats involved in rescuing or towing have right-of-way over other moving boats.
3. **Swimmers, canoes, kayaks, scuba divers, and crew boats have right-of-way** over sailboats.
4. Sailboats have right-of-way over boats under motor power, unless the motorboats are being overtaken.
5. When two sailboats meet under sail power, these are the rules that apply:
  - a. A boat on **starboard** tack has right-of-way over a boat on port tack
  - b. If on the same tack, **leeward** boat has right-of-way over a windward boat
  - c. A boat changing tacks must stay clear of all other boats.
6. Hooper policy states that sailboats should keep out of the way of windsurfers at all times.
7. As a courtesy, private boats engaged in fishing or any boat engaged in organized racing shall be avoided as much as possible.

In addition to HSC rules, members are subject to [State](#)<sup>1</sup> and [Federal](#)<sup>2</sup> laws governing the operation of watercraft on inland waters. Members are expected to adhere to the "Navigation

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<sup>1</sup> <http://dnr.wi.gov/files/pdf/pubs/le/le0301.pdf>

<sup>2</sup> <http://www.uscgboating.org/images/420.PDF>

Rules” (the rules of the road - 72 COLLEGES) to determine the risk of collision and actions to avoid collisions.

**How Many People Can Come Aboard?**

Hooper Sailing allows the following minimum and maximum number of people per boat.  
*(Penalty: one week ratings hold on a specific fleet for minimum/maximum loading violations; two work hours for other items unless other rules apply.)*

<b>Fleet</b>	<b>Minimum sailors</b>	<b>Maximum sailors</b>
Windsurfer	1	1
Tech	1	3
Badger Sloop	2	6
420	2	2
Byte	1	1
Laser	1	1
I-20	2	3 <490lbs
C-Scow	2	4
E-Scow	3	5 <700lbs
J-22	2	8
J-24	2	9
J-29	2	15
O’Day 25	2	9
Knotty Rascal	2	13
Spray	2	14
Soma	2	15
Salaam	2	13

\*Children under 100 pounds are counted as 1/2 adult\*

**Payment for Penalty Work Hours**

1. Hooper Sailing work hour penalties may be satisfied by paying the rate of \$15.00/hour.

**Sailing While UW Lifesaving Station is Closed**

2. Sailing while UW Lifesaving is closed is only allowed during:
  - a. Instruction
  - b. Club-sponsored activities, or Mendota Yacht Club-sponsored racing
  - c. Undergrad Sailing Team practice when following Undergrad Sailing Team Policy
  - d. Windsurfing when following "Windsurfing Lake Leader" policy
  - e. Keelboats following keelboat policy

3. Hours are limited to sailing only from sunrise to sunset except for keelboats. Keelboats follow keelboat policy addendum (Appendix D).
4. The yellow line is in effect except for keelboats. Keelboats follow keelboat policy addendum (Appendix D).
5. A motorboat must be in the water, gassed and previously started before a sailboat leaves the pier. All other sailboats and windsurfers must be out of the water before the last motorboat is taken out of the water.
6. Individuals allowed to sail should use proper judgment in determining whether the conditions are safe for sailing without UW Lifesaving Station but the Head of Instruction, Commodore, Vice-Commodore or his/her designee may decide not to allow any sailor or sailors or fleet of sailors out if he/she feels that it is warranted.

### **Enforcing the Safety Rules**

When penalties and membership removals are necessary, the following applies:

1. Instructors have the authority to give ratings holds, give ratings removals, or give no-sail penalties for infractions.
2. Members of the Board of Captains have the authority to give ratings holds, or give no-sail penalties.
3. The Board of Captains, as a whole, has the authority to invoke any of these penalties and also to remove a membership.

Appeals of penalties (from 1 & 2) may be made to the Head of Instruction then to the Board of Captains.

Definitions:

1. A **ratings hold** means that the person is not allowed to check out a specific craft for a defined amount of time.
2. A **ratings removal** means the person must re-earn each rating lost.
3. A **no sail penalty** means a person cannot be on a Hooper boat during a defined period.
4. A **removal of membership** means the person is removed from the club and has no access to club equipment or club activities for a defined length of time. A subsequent membership requires approval by the BOC.

### **Boat Priority Rules**

When two or more parties are claiming the right to use a particular vessel, the following list shall be used to determine the order of priority:

1. Shop staff needing to perform timely and necessary maintenance have priority over all other uses of vessels. Keelboats must still be signed out in advance before work parties can commence.
2. Youth lessons have the next level of priority.
3. Scheduled lessons have priority over everything except for youth lessons and shop staff usages.
4. Conference Sails, properly scheduled, have priority over other uses except for lessons and shop staff usage.

5. Day Sailors may use any other available boats.
6. Note: Hooper staff, when needing a vessel for a **pre-scheduled lesson or conference sail**, have the right to “commandeer” a vessel if no suitable vessel is available at the start of the lesson or conference sail.

### **Boat Usage Policies**

Earning a rating to take out a boat is a great achievement, and we expect you to day-sail and have a great time! But, we expect you to also follow some common sense rules as well as being courteous to the next user:

1. Day sailing on all boats is restricted to **three hour blocks**. If upon returning, you discover no one else is requesting use of the boat, you may continue sailing. Please re-sign out boats if applicable.
2. Boats must be properly stowed away after each use. (*Penalty: two work hours*).
3. Please remember to remove all articles of clothing and personal belongings from the vessel. Hooper is not responsible for any personal articles left aboard a boat.
4. Remove all trash from aboard the vessel. (*Penalty: One Week No-Sail Penalty*).
5. Record any damage or broken parts in the appropriate location. (On the keelboat’s logbook and on the tunnel wipe board, on the shop clipboard for small boats and windsurfers.)
6. All other safety, flag, and other regulations written elsewhere in this manual must also be adhered to.

### Appendix A: Instruction

During instruction when Lifesaving Station is closed, the following policy will be followed:

1. The yellow line restriction is always in effect. Keelboats follow keelboat policy addendum (Appendix D).
2. Lifejackets will be worn at all times.
3. All boats in each lesson will attempt to stay within a reasonable distance of each other, or the Hooper pier area.
4. Hours are limited from sunrise to sunset Keelboats follow keelboat policy addendum (Appendix D).
5. A roster of students should be posted in the Boathouse or at a Lakefront location where designated when the Boathouse is closed.
6. All boats **MUST** be checked out using the boat checkout system

### Appendix B: Undergrad Racing Team Policy

It will be the responsibility of the team captain(s) to ensure that each practice is run by an approved team lake leader. The lake leader is responsible for the conduct of team members during practice and for enforcing the following rules:

1. The yellow line restriction is always in effect.
2. Lifejackets must be worn at all times.
3. A motorboat must be in the water, gassed, and previously started and within 20 minutes of the lake leader at all times.

4. Wetsuits/drysuits must be worn if the combined air and water temperature is below 120 °F.
5. All boats participating in practice must remain within hailing distance of one another at all times.
6. At the end of practice, the lake leader is responsible for securing the fleet upon which the team held practice.

### **Sailing Team Lake Leader**

7. Responsibilities include:
  - a. Seeing that all rules are followed to increase safety of team members,
  - b. Using common sense to keep safety the top goal for all members at all times.
8. Eligibility
  - a. Is a hired or official volunteer staff member of the club (i.e., instruction or maintenance staff, etc.)
  - b. Any team member designated by the team captain(s).
9. Approval
  - a. All lake leaders must be approved by the team captain(s).
  - b. Lake Leader status is not effective until proper motorboat orientation has been completed.
  - c. A current list of approved Sailing Team lake leaders should be posted on the sailing team board in the tunnel.

## Appendix C: Windsurfing

### **Equipment Rules:**

Light wind rated members may only use *B* sails and 175-225 liter boards that have been designated beginner boards. Insufficient knowledge about which equipment may be used under what wind conditions and for whom may result in a ratings suspension.

The one exception to members having to use *B* sails is that if all *B* sails in a needed size are in use, then the member may ask a windsurfing instructor, the windsurfing instruction

Supervisor, or the Windsurfing Fleet Captain for permission to use an *R sail*

All members must know the proper procedure for securing and documenting damaged equipment. The equipment must be secured with visible tape provided in the Lake Lab and the damaged equipment must be documented either on the Lake Lab whiteboard or else an email notification may be sent out to either the Windsurfing Fleet Instruction Supervisor or the Windsurfing Fleet Captain.

### **Launching:**

No deck launches are permitted. For proper launch procedure, see the Windsurfing Fleet Manual.

All windsurfing sails must be carried with the mast perpendicular to the wind. Not being perpendicular can lead to loss of control over the sail and injury to the person carrying the sail as well as people around that windsurfer.

### **Safety during cold weather**

Windsurfing is unique among the sailing disciplines because falling in and/or getting splashed on will be a given for any windsurfer in almost any conditions. This can become dangerous when EITHER the water or the air temperature is low (or both). There are some general windsurfing guidelines for how to stay safe on the water when the water is cold.

1. Check a local weather forecast or radar imagery before you go out. At Hoofers you can also check with Outdoor UW staff. Check yourself out through Outdoor UW so staff know you are on the water. When windsurfing elsewhere, make sure to tell a buddy where you are. When out on the lake, periodically check the weather, lights, and flags. Always stay alert for quick-moving dark clouds since conditions can change rapidly, particularly during the exciting Wisconsin primary storm season (mainly April through September). (From Windsurfing Fleet Manual)
2. Don't let yourself drift out too far. If you are having trouble sailing back to the pier, you might need to pop your centerboard up, and paddle your Board and rig in with your arms. On Lake Mendota there is a **Lifesaving** station available for emergencies. If you need their services, slowly wave your arms back and forth above your head until you are noticed by the Hooper Sailing Club or **Harvey**, the UW Lifesaving Station. Slowly drifting windsurfers are lower priority than boats in danger, so it may be a bit of a wait. (From Windsurfing Fleet Manual).
3. Water evaporating off of the skin is what causes cooling and can lead to hypothermia. To prevent this from happening wear a layer between your skin and the water. This could be a layer as simple as a rain jacket but a wetsuit - located in the Lake Lab - is even better. The wetsuit traps water between your skin and the neoprene, keeps it at a comfortable temperature, and since water is a great insulator, it protects cold weather sailors.

### **Windsurfing Lake Leaders**

The Windsurfing Lake Leader may decide whether or not to allow windsurfers out on the lake depending on their abilities and the weather. This is only in effect when the lifesaving station is closed and only between the dates of April 1 and November 15.

*(Penalty: Not adhering to these rules will result in at least a two-week suspension of one's ratings. Maximum: removal of membership)*

Lake Leaders are Hoofers who are very experienced in heavy weather sailing, proficient in handling motorboats in heavy weather, and extremely responsible. They are appointed *jointly* by the Head of Instruction and the Windsurfing Fleet Captain.

### **Rules for Windsurfing with a Lake Leader**

1. A minimum of two windsurfers are required at all times – no one is allowed to go alone.
2. Hours are limited to daytime hours (sunrise to sunset).
3. Life jackets must be worn at all times.
4. A wetsuit or drysuit must be worn if conditions warrant their use as determined by the Lake Leader.
5. No more than three windsurfers are allowed per Lake Leader and no more than eight windsurfers (including two Lake Leaders) are allowed on the Lake at any time.
6. Yellow Flag Rule is in effect.
7. All windsurfers must be safely on shore before the Lake Leader leaves the lakefront.
8. When water is less than 50°F, only two windsurfers are allowed out per lake leader and all windsurfers must wear a dry suit, booties, hood and gloves.

### **Windsurfer Responsibilities**

1. Get personally approved that day by the Lake Leader.
2. Sail within a reasonable distance of the Lake Leader.
3. Head in when the Lake Leader heads in.
4. Those who choose to windsurf when the water temperature is less than 50°F must comply with pier-in policies (details can be discussed with the fleet captain).

### **Lake Leader Responsibilities**

1. A motorboat must be in the water, gassed, and previously started and within 20 minutes of the lake leader at all times. For North-Wind days ONLY, a Motorboat must just be ready to go in the water, but may remain on its lift to prevent damage caused by wave action.
2. If the water temperature is below 50°F, someone must be in a motorboat at all times. If an agreement is made with the UW Sailing Team, the windsurfing Lake Leader must have a radio to contact the individual operating the team motorboat.
3. Assist and, if necessary, rescue any windsurfers who are fatigued, injured, or who are having equipment problems.
4. Secure the motorboat and equipment if you are the last one in.

## **Appendix D: Keelboat Policy**

The BOC has designated some Hooper boats as “keelboats.” They are ballasted and fitted with motors, permanent navigational lights and rescue equipment. Large Keelboats may be designated to a specific fleet corresponding to their intended instructional purpose, such as racing or cruising. The Light Keelboat Fleet (such as the J-Fleet) is made up of all other keelboats. Keelboat sailors are required to abide by General Club Rules, including “Sailing While UW Lifesaving Station is Closed”, Wisconsin State boating statutes and the following rules and additional rules as approved by the BOC.

1. Lifejackets must be worn at all times
2. Keelboats may be operated when the UW Lifesaving Station is not in operation under the following restrictions:
  - a. Rated skipper for that fleet must be on board.\*
  - b. Navigational lights and motor must be operational

- c. Weather reports do not predict lightning or >30 mph winds
- d. PFD's are to be worn at the skipper's discretion after sunset.
- e. Operational hand-held spotlight (flashlight is OK) must be on board
- f. Operational marine radio onboard at all times.
3. Yellow-line restrictions do apply to Large Keelboat, Light Keelboat (J-Fleet), or Accessible Keelboat "skipper" (night) rated sailors under blue/red flag conditions and when weather reports predict lightning or >30 mph winds.
4. Keelboats may be tied up at Hooper piers for 30 minutes maximum (or less if causing problems), bow to, during peak hours of use. *(Penalty: one week hold on all keelboat ratings)*
5. Use of the ship's log is required anytime the boat suffers any damage or parts are broken. *(Penalty: three work hours.)*
6. Keelboat skippers will be responsible for ensuring that a boat is properly secured and clean after each use, including stowing all gear according to keelboat procedures. *(Penalty: three work hours)*
7. Only Hooper selected instructors are allowed to post or teach lessons. *(Penalty: two week ratings hold)*
8. Large Keelboats other than light keelboats shall be used for recreational sailing only with a rated skipper for that boat and at least one other keelboat-rated person.
9. Ratings on Large Keelboats are boat-specific.

\* For Cruising Keelboats a "full skipper" rating is required for sailing when the UW Lifesaving Station is not in operation (except for purposes of instruction or maintenance).

## Rating Policy

### I. Light Rating Restrictions for Keelboats:

- May only sail in Green Flag conditions.
- Must return immediately to the pin if Flag changes to Blue or Red.
- UW Life Saving Station must be open.
- The boat must have a working engine (must be tested prior to leaving pin).
- No Pier Landings may be made under sail while under a Light Rating. \*
- \* (Note: Pier Landings under sail should be mastered under the supervision of an Instructor).
- Must have a working VHF Radio on board, have it on, and know VHF Radio protocol.
- Must check weather forecast and tunnel boards prior to boarding.
- Must always maintain a visual line of sight with either the UW Boat House or the UW Life Saving Tower (e.g., can NOT go on the West side of Picnic Point).
- No Alcohol allowed on boat while under a Light Rating.
- Must have a second, Crew Rated, person on board at all times.
- Must fill out a Boat Log after each sail.
- Enforcement – The penalty for violating any of the above restrictions will be Suspension of Light Ratings on all Keelboats for a period of 3 weeks.

The idea behind the Keelboat Light Rating is to let more qualified members use the Keelboats during the day under Green Flag conditions and the above list of restrictions. This will allow them to get more quality time at the helm than they would in a typical group lesson. It is similar to a "probationary, learners permit." When the Light Skipper has demonstrated adequate skill levels by sailing the boat for the requisite number of hours, he or she may request a Test Out for a Day Skipper Rating.

II. **Qualifications for a Keelboat Light Rating :**

- Member must complete all sections of the Keelboat Light Rating Check Sheet for the boat(s) he or she wishes to sail, including boat specific items.
- Member must successfully complete an on-the-water Check Out Cruise on the boat(s)\* he or she wishes to sail.
- There is no minimum time on the boat requirement to get a Light Rating, but it is assumed adequate time will be logged in satisfying the above two requirements.
- \* (Note: a member may have a Light Rating on more than one boat)

III. **Qualifications for a Keelboat Day Skipper Rating:**

- A Keelboat Light Rating on the boat in question is a prerequisite.
- Minimum Sea Time – a member must have a minimum of five (5) sails on the boat while acting as the Skipper. A sail is generally defined as a 3 hour event.
- Multiple Ratings – if a member is going for a Day Skipper Rating on a second boat, he or she only needs a minimum of three (3) sails as Skipper on the second boat.
- Heavy Weather - The member must log a minimum of two (2) sails in Heavy Weather (i.e., winds in excess of 18 mph) on the boat. He or she must log a minimum of one sail in Heavy Weather for a rating on a second boat. Lessons taken on the boat in Heavy Weather conditions after acquiring a Light Rating may apply to this requirement.
- Sailing Resume – The member must submit a written resume summarizing his or her sailing experience including, boats, venues, conditions, accreditations, first aid and safety training, etc. A form will be provided.
- Check Out Cruise - Member must successfully complete an on-the-water Check Out Cruise on the boat under the direction of two qualified Instructors. Ideally, the Instructors will have either taught lessons for or sailed with the member in the past and be familiar with his or her skill levels.
- Judgement & Seamanship – During the Check Out Cruise, in addition to being able to perform the mechanics of piloting the sailboat, the member will

also be evaluated on the basis of Good Judgement, Sound Seamanship and his or her ability to lead a crew.

- Record Keeping – Sea Time and Heavy Weather days will be taken from the back page of the Keelboat Ratings Check Sheets and any other verifiable references.

**IV. Qualifications for a Keelboat Full Skipper Rating:**

- All of the same requirements as the Day Skipper ... plus
- Night Sailing – member must be able to document a minimum of five (5) Night Sails either while taking Instruction at Hoofers or participating in other sailing events on or off of Lake Mendota.
- Check Out Cruise - Ideally, the Test Out will be conducted at night in moderate to heavy winds.

**V. Recognition of ASA Ratings towards Keelboat Ratings:**

- If a member has successfully passed ASA 101, Basic Keelboat, they will not have to take the Keelboat written exam required for a Crew Rating.
- If a member has successfully completed ASA 103 & 104, they will not have to take the Keelboat written exam required for a Light, Day, or Full Skipper Rating.

*Appendix D – Keelboat Policy revised by Hooper Sailing BOC 8/21/00, 4/2/01, 4/2/02, 4/7/03 3/22/04, 4/10/07, 4/15/13*

**Wisconsin Boating Laws and Responsibilities**

Wisconsin boating regulations can be found in the Handbook of Wisconsin Boating Laws and Responsibilities <http://dnr.wi.gov/files/pdf/pubs/le/le0301.pdf> The topics covered in the handbook and corresponding page # are listed below.

- Registering Your Vessel ..... 3
- Other Facts About Titling and Registration ..... 4
- Hull Identification Number .... 5
- Who May Operate/Age Restrictions ..... 6
- Local Regulations ..... 7
- Enforcement ..... 7
- Personal Flotation Devices (PFDs) ..... 8
- Sound-Producing Devices ..... 9
- Fire Extinguishers ..... 9
- Navigation Lights ..... 10
- Ventilation Systems ..... 12
- Backfire Flame Arrestors ..... 12

- Mufflers and Noise Level Limits ..... 12
- Visual Distress Signals (VDSs) ..... 13
- Unlawful Operation ..... 14
- Alcohol and Drugs ..... 16
- Obstructing Navigation ..... 16
- Homeland Security Restrictions ..... 17
- Boating Accidents ..... 17
- Diving and Snorkeling Activities ..... 18
- Boat Battery ..... 19
- Discharge of Waste ..... 19
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- Discharge of Oil and Other Hazardous Substances ..... 20
- Aquatic Invasive Species ..... 20
- Vessel Capacity ..... 24
- Trailering Your Vessel Safely ... 24
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- Nighttime Navigation ..... 26
- Non-Lateral Markers ..... 28
- Boating Emergencies ..... 29
- Sunrise and Sunset ..... 31-33
- Wisconsin Required Equipment Checklist ..... 34

## Appendix E: Tech Fleet

Now that you have the safety of your crew in your hands, how can you make sure you have a fun sail and make it back safely? Here are a few items that are useful in making your sail safe for yourself, your passengers and the craft you use.

### **Wear a lifejacket**

This is one of the two rules that are most useful for reducing drowning if you are in danger on the water. People with little body fat (including children) often get cold quickly and simply sink when they hit the water. Wear your lifejacket!

### **Stay with your craft**

Unless someone is right there to help you off of your craft and into their rescue boat, stay with your boat at all times! Motorboats and lifesaving craft can see and avoid a larger object (such as a boat) much better than a smaller object (such as your little floating head). Also, the craft floats and is like wearing many lifejackets in that it will keep you above water. . .

### **Dress appropriately**

In the summer a pair of shorts, t-shirt, non-marking shoes with grip (such as

lightweight tennis shoes), sunglasses, sun protection, a water bottle and a hat are items that you may need.

If it is cooler, such as in rainy or windy weather and spring or fall, a windbreaker and dressing in layers is advisable. Even on the hottest days, when there is a strong breeze one may become "chilled" out on the water.

If you have any medications, you might need to take while on the water (such as asthma meds) get a waterproof container to bring them along in.

### **Additional safety tips**

Here are a few more helpful hints on safety:

- **Know** your equipment and how to use it safely and effectively.
- **Practice**, practice, practice!
- **Check** the weather forecast before you go out.
- **Educate** your crew on that they need to do and when. (Going over when to duck their heads is particularly useful)

### **Remember .....**

When people drown they often do so because they sink in the water. To reduce this from happening wear a snug, quality lifejacket and stay with your craft always! Sound simple? It is.

## Appendix F: 420 Fleet

There are several things that responsible 420 sailors will do to make sure that the 420s are sailed both safely and correctly to help minimize unnecessary wear and tear on the boats. Please follow this list and do your part to help keep the 420's looking like new. Present and future 420 sailors will appreciate your respect and care for these boats.

- DO wear your lifejackets.
- DO stay with your boat always, even in the event of capsize.
  
- DO sail with only two people (maximum and minimum).
  
- DO LIFT the boat onto or off of the cart with 2 or more people IN THE WATER while launching or retrieving the boat.
  
- DO have one person with the boat on the pier at *ALL* times.
- DO leave from the least crowded area on the pier, which is usually at the end. DO land by doing close-hauled landings.
- DO avoid landing in crowded pier areas.
- DO leave your sail bags onshore.
- **DO return the sails and the rudder and tillers to their appropriate storage location. DO report all problems or breakdowns to the Maintenance Shop IMMEDIATELY.**

- **DON'T step on the bow of the 420. Stepping or sitting on the reinforced V is O.K.**
- **DON'T step in the boat while it's on land. The hull was designed to support your weight only when it's being supported over its entire length in the water.**
- DON'T tie the painter on the boat to its cart until it is COMPLETELY out of the water.
- DON'T sail a boat with a "secured" tag on it.
- **DON'T use sails with rips, tears, or holes in them.**
- DON'T cut, trim, or remove line from a 420, unless being repaired.

## Rigging/Derigging

When sailing a 420, on your own or in a lesson, please follow these guidelines to ensure the safety of yourself and the boat.

### When Going Sailing

- Grab any set of day sails. Check out your boat by the sail number on the bag. Match the rudder and tiller with the sail bag number and place them in the boat.

### On-shore rigging

- put all the plugs in (1 outer-hull plug/tennis ball, 3 inner-hull plugs)
- undo any knots in the mainsheet and make sure there is plenty of slack in the boomvang and the mainsheet.
- feed the foot of the main into the boom, attach the outhaul and main halyard to it (but DON'T raise it)
- connect the jib tack to the pin at the bow, connect the jib head to the jib halyard.
- whether or not to raise the jib on-shore is a judgement call. If the winds are light, and especially if it is wavy, then it is advisable to raise the jib on-shore. If you don't raise the jib onshore, then be very careful -without the additional tension of a properly tensioned jib, the mast can jump out of its step, and, if it does that, it is possible for the bottom of the mast to punch a hole thru the hull. .
  - run both jib sheets through the jib fairleads.

### On-the-water rigging

- raise the mainsail
- put in the rudder and tiller, tie into boat with attached line
- immediately before leaving, lower the centerboard and put tension (if need be) on the boomvang
- When underway, put appropriate tension the boom vang and outhaul, secure the painter/bow line, and make other appropriate adjustments to the running rigging

## Appendix G: Scow Fleet

- Know your weather. Check the forecast ahead of time, and if foul weather is in the area, consider taking along a NOAA weather radio.
- **C Scows do not sail in blue flag conditions.** E-Scows MAY go out on Blue Flag days PROVIDED they have called into UWLS for permission.
- Review crew safety. Make sure everyone knows what to do in overboard and capsize situations, and emphasize staying clear of the scow's boom.
- Make sure boat has Type IV flotation and paddle.
- Close autobailers before putting the boat in the water
- In an attempt to avoid damage to the fleet coming from collisions with the piers on landings, the procedure for **landing C scows** will be to **stop the boat at least a boat length from the pier, OUTSIDE of the docking alley**. So the skip comes out of the mooring field upwind of the scow dock, turns into irons, crew drops the sail, and with the person on the stern steering the fore-crew paddles the boat in.
  - On north-wind quadrant days, the scow should be placed against one of the plastic dock poles to avoid dock rash from the wood or not sailed at all if there is a lot of swell.
- If you are seen landing a C scow under sail, you will be given a **one week suspension** from any kind of scow. If it happens again, you will have to take a lesson with an instructor before you can check the boat out again.
- E scows MAY land under sail. There is too much sail to take down, the boat is difficult to paddle, and the crew is highly trained to make a pier landing.
- Capsizes:
  - Crew, try to stay on the boat by always gripping a line (e.g., windward bilgeboard line or running back) while sailing.
  - Anyone thrown into the water swims to take hold of the boat, while someone immediately climbs onto the lower bilgeboard to prevent turtling.
  - Everyone checks for injuries. (If someone is seriously hurt, signal for help from Hooper Shore/UW Lifesaving by slowly waving your arms over your head. Halt the righting of the boat if need be.)
  - The crew releases the sail controls—vang, outhaul, cunningham—and checks that the mainsheet can run free. On E and C scows, both running backs should be off.

- The crew extends the upper bilgeboard (making sure not to hit the person standing on the lower board) and carefully moves weight onto it while gripping the hull.
- On E and C scows, the person on the lower board can climb onto the upper board or use the running backstay to haul down on the side as the boat begins to come up (a very slow process on scows).
- If there's less than 3-4 inches of water in the boat when righted, sail it and bail it, using the autobailers. But if there's more water, lower the sail/s and signal for a tow.
- If an E scow or I-20 goes over while flying the spinnaker, the skipper or crew should release the spin halyard as soon as possible to prevent the balloon-like sail from acting as an anchor. In the water, a spinnaker can easily catch on the mast or stays, which can both tear the sail and keep the boat from being righted. So someone needs to quickly untangle and collect the sail while another person stands on the lower bilgeboard to prevent turtling.
- COB under spinnaker: If you lose someone overboard while flying a spinnaker, focus immediately on setting up a clean, quick douse—because as long as that sail is up, you can't mount any kind of rescue. The leeward douse is the safest but slowest; the jibe douse (the Mexican) is the fastest, but should be done only by experienced E and I-20 sailors.

## Appendix H: Sloop Fleet

- Minimum # of Crew: 2 Maximum # of Crew: 6
- As with all Hooper boats, each crew member is required to WEAR a personal PFD and have it secured.
- A paddle and Throwable Type-IV PFD are required to be aboard. One or more bailers are recommended.
- Always avoid fending off obstructions with Hands or Feet
- Do not have crew on the foredeck until just before reaching the pier. Especially if sharp turns are anticipated.
- Never swim away from the capsized boat
- Always make sure to check out and check your boat back in
- These boats are air bagged now. Thus, prior to leaving the rack, the skipper should check to see that the air bags are present and inflated.
- When using the winch on the railroad system, do not stand directly behind the cable in the event it were to fail and would whip back toward the winch.

- Keep in mind that you should launch and land the Boat with The JIB UP. You can have the crew “blow the jib”, but you should keep it up.
- In the event of a capsize: the heaviest person on-board to go right to the keel. The crew immediately needs to un-cleat the main and jib, THEN go back and stand on the keel. The boat will slowly right itself. As it does, crew need to grab the gunnel, pull themselves in, dump the sails, and bail

## Appendix I: Mendota Yacht Club Racing

Individuals using Hooper boats related to Mendota Yacht Club competition are required to follow these safety rules. These rules do NOT supercede General Hooper Safety Rules. *(Penalty: Not adhering to this policy will result in a two-week ratings hold.)*

1. **The skipper of a boat is ultimately responsible** for the safety of the crew and the boat at all times. If you damage or lose club equipment, report it, and fix it with club permission, or compensate the club. Displaying sailing incompetence (i.e., damaging equipment, ramming piers, colliding with other boats, running aground, causing injury, etc.) can also result in ratings removal, and financial liability for any damage.
2. Lifejackets are to be worn at all times
3. Those steering or skippering the boat are to follow current Mendota Yacht Club policies on providing insurance coverage. Medical and liability insurance is highly recommended for all racers.
4. If flags are not up upon leaving Hoopers, heavy ratings are required to race if sustained winds are above 18 mph. If sustained winds are above 30 mph, see individual fleet requirements for sailing under blue/red flag conditions. Scows will not race under blue/red conditions. There is no racing during thunderstorms. If the yellow flag is up, racers may cross the yellow line as necessary to race.
5. If there is a possibility that racing, or the return to Hoopers from racing, will extend beyond sunset, racers must carry appropriate lights. Fines incurred from lack of proper lighting (or other safety equipment) are the responsibility of the individual skipper.
6. MYC racing of Hooper boats is a privilege. Permission for MYC racing is determined by the current BOC policies. Individual Fleet Captains may suspend MYC racing privileges due to neglectful or irresponsible actions. This suspension is subject to appeal to the BOC.
7. It is required that all skippers know and understand racing and “right of way” rules. These rules can be found in the International Sailing Federation’s “The Racing Rules of Sailing.”
8. Racers are responsible for the maintenance of the boats they are racing. Keep in mind, however, that these boats remain at all times Hooper club boats. This is NOT a long-term rental situation. In the event that a registered boat is damaged and not able to race, racers may only use another boat (or parts from another boat) if they have obtained prior permission of the Fleet Captain, Maintenance Rep., or Shop Supervisor. Racing is to take place under the MYC-registered sail number.

## Appendix J: Bytes and Lasers

1. Keep the boat pointed into the wind at all times while rigging on land.
2. Don't leave the boat unattended at the pier. Always be using feet to fend it off the pier. Don't let the nose get stuck under the pier.
3. Avoid tying bytes up at the pier with the sail up, launch from the ramp without tying the boat up and take the sail down immediately after you land.
4. **Don't jibe by the rocks!**
5. Always launch facing toward the lake.
6. Both boats have low booms, so keep your head down while at the pier and while tacking.
7. Avoid holding onto the boom while rigging as this will power the boat up into the pier.

## Appendix K: Snow Kiting

During the winter months, while the lake is frozen, the Hooper Sailing Club leads riding lessons and outings with snow kites and other devices to traverse across the ice and snow. Current Hooper Sailing Club members can take kite flying and harness lessons. Lessons are taught year round. Once rated, kites are allowed to go out kiting with a lake leader by signing up for a "Kiting C" lesson. The following rules must be followed while kiting using Hooper equipment:

1. All riders must wear an appropriate helmet, and additional safety gear as judged by the kiting instructor (life jacket, picks, etc).
2. No more than 4 rated snow kites are allowed out per present kiting instructor.
3. All snow kites will meet with the kiting instructor on shore before going out on the ice.
4. Kiting instructors may decide whether or not to allow snow kites out depending on their abilities and the riding conditions.
5. All snow kiting is to be completed by sunset and may not be initiated before sunrise.
6. All riders must actively check in and check out themselves and their equipment with their instructor
7. Riders must stay within the boundaries and time frame assigned by their instructor.
8. Kites must be launched and landed a safe distance from shore to be determined by the instructor.
9. Riders must be aware of and aim to avoid hazards on the ice. Obstacles that are potentially hazardous to the safety of riders are located both on the ice and on the shoreline of the lake.
10. Riding with club gear is expressly prohibited when the Dane County Sheriff's Department says the ice is unsafe.
11. Not adhering to these rules will result in at least a two-week suspension of one's ratings. Large infractions may result in rating revocations or winter season suspensions.

Kiting instructors are Hoopers who are experienced in kiting and have demonstrated their knowledge of the sport and local potential hazards. The kiting fleet captain and the head of instruction jointly appoint the kiting instructors.

### **Kiting Instructor Responsibilities**

1. Ensure riders are signed up for the lesson using the Hooper lesson website and sign out their equipment on the equipment sign-out sheet.
2. Have some form of communication (VHF radios are preferred, cell phones are unreliable as they often get cold and shut down) with you in case of emergencies.
3. Assist and, if necessary, help to rescue any riders who are fatigued, injured, or who are having equipment problems.
4. Approve each rider and the equipment they will use for the present and anticipated conditions.
5. Check and be aware of ice conditions and weather (including wind and snow conditions).
6. Designate an approved riding area for each of your riders, and make them aware of potentially dangerous areas.
7. Check in with each rider frequently, and establish a time frame for their return.
8. Assess the riding conditions early and often, and be prepared to limit the riding boundaries, or to cancel the outing based on judgment of ice conditions and safety, wind speed, and rider experience and ability.
9. See that all club gear is returned and stored properly. Dry kites, if necessary, and mark them appropriately for repair or maintenance as needed. Teach proper procedure and demonstrate easy repairs to promote competence in fleet stewardship.

In any number of instances, it may be necessary to depower your kite &/or detach your kite from you. Attach the safety leash to the total flag out system (center line on the kite, connects between the bar and the flyer near where the chicken loop connects to the bar). In an emergency situation, when the chicken loop is released, the kite will flag out completely and fall to the ground.

Alternatively, attach the safety leash to the hand brake line that connects to the back leader lines. In an emergency situation, when the chicken loop is released, the kite will stall and reverse to the ground. NOTE: The kite will not flag out on the safety line.

DO NOT attach the safety leash to the suicide leash ring on the chicken loop. This is not a safety option as when releasing the chicken loop or letting go of the bar, the kite will remain powered up. This option is only for advanced riders doing unhooked tricks.

Safety releases:

- Primary Safety: The first safety release is to pull the brake line release. The front lines will release and the kite will stall and reverse to the ground with 100% depower. The flyer will still be attached to the kite via the Chicken Loop.
- Chicken Loop Safety: If needed, release the chicken loop to release the kite from the harness and onto the kite leash. The kite will stall and reverse to the ground with 100% depower and will still be attached to the flyer by the leash.
- Leash Safety: If it is necessary to detach the kite, pull the leash release or un-velcro the wrist strap to detach the kite from you completely. Use with extreme caution as the kite will be completely detached from the rider and will hit anything or anyone downwind of the flyer. Practice with all of the safety releases because when you need them most you may be upside down and on your back being dragged across the lake, so know how to find them without looking!

## **Ice Safety & Hypothermia**

Hypothermia is a risk for anyone who enjoys water activities like kitesurfing, fishing, swimming, or skiing. It can occur quickly and it can be fatal. Hypothermia occurs when the body's core temperature falls below its normal level of 98.6°F to 95°F or cooler. It is the opposite of fever, when the body's temperature is above normal. Hypothermia is dangerous because it affects the body's core - the brain, heart, lungs, and other vital organs. Even a mild case of hypothermia affects your physical and mental abilities, and increases the risk of accidents. Severe hypothermia causes loss of consciousness and may result in death. Cold water is especially dangerous because loss of body heat occurs 25 times faster in cold water than in cold air. How quickly you become hypothermic depends on many factors, including your personality and behavior, environmental factors, how you are dressed, and your physical condition. Everyone reacts differently to the cold, even under the same conditions. Hypothermia can creep up on you when you are participating in an exhilarating sport like kite surfing.

- **Symptoms of Hypothermia:** When you first fall into cold water you gasp, your skin begins to cool, and your body constricts surface blood vessels to conserve heat for your vital organs. Blood pressure and heart rate increase. Muscles tense and shiver; this produces more body heat, but results in a loss of dexterity and motor control. As your body's core temperature drops further, blood pressure, pulse, and respiration rates all decrease. As conditions worsen, your mental attitude and level of consciousness change. Resisting help and acting irrational or confused are common indicators of hypothermia. As your core temperature drops dangerously low (from 90°F to 82°F), you become semiconscious, then unconscious. Stress, shock, and low core temperatures may cause cardiac and respiratory failure. If you begin to notice any early symptoms of hypothermia, land your kite and either pack it up or gather it up and get off the ice and pack it up after you warm up.

Ice claws are a pair of plastic grips with hardened stainless steel spikes protruding from one end. They come in a protective plastic holster with a nylon strap. Wear them around your neck where they'll be easy to reach in an emergency. And they float! If you fall through the ice, stay calm. Tread water and move back to the edge you fell from.

There you know the ice will hold you. Keep your gloves on. Pull your ice claws out of their protective holster and hold one in each hand. Reach as far as you can onto the ice and stab both ice claws into the ice. Kick your legs to get them up to the surface, and then pull yourself out of the water and onto the ice. Once you're on the ice, don't stand up yet. Slide forward on your stomach until you're sure the ice is thick enough to support your weight.

General ice thickness guidelines

For new, clear ice only
2" or less - STAY OFF
4" - Ice fishing or other activities on foot
5" - Snowmobile or ATV
8" - 12" - Car or small pickup
12" - 15" - Medium truck

Note: these guidelines are for new, clear solid ice.  
Many factors other than thickness can cause ice to be unsafe.

### Checking ice thickness

Before heading out on ice:

1. Check ice thickness once you get there.
2. Temperature, snow cover, currents, springs and rough fish all affect the relative safety of ice. Ice is seldom the same thickness over a single body of water; it can be two feet thick in one place and one inch thick a few yards away. Check the ice at least every 150 feet.

Check ice thickness using the following:

#### Ice chisel

An ice chisel is a metal rod with a sharp, flat blade welded onto one end. Drive the chisel into the ice, using a stabbing motion, to create a hole. Next, measure ice thickness with a tape measure.

#### Ice auger

There are 3 different kinds of augers: hand, electric and gas. Hand augers are low cost, lightweight and quiet. Electric augers are also quiet, but use less manual labor than a hand auger. Gas augers drill through ice the fastest, but are heavier, noisier and generally more costly than hand or electric models. After drilling a hole with the ice auger, measure ice thickness with a tape measure.

#### Cordless drill

Using a cordless drill and a long, five-eighths inch wood auger bit, you can drill through eight inches of ice in less than 30 seconds. Most cordless drills that are at least 7.2 volts will work, but the type of bit is critical. You need a wood auger bit since they have a spiral called a "flute" around the shaft that metal drilling bits don't. The flutes pull the ice chips out of the hole and help keep it from getting stuck, much in the way a full-sized ice auger works. After drilling a hole, measure ice thickness with a measure tape. Dry the bit and give it a quick spray of silicone lubricant after each use to prevent rust.

#### Tape measure

Use a tape measure to find ice's true thickness. Put the tape measure into the hole and hook the bottom edge of ice before taking measurement. You can also use an ice fisherman's ice skimmer with inch markings on the handle in place of the tape measure. Don't judge ice thickness by how easily a chisel or drill breaks the surface. It happens so quickly that it's easy to overestimate the thickness.

## Appendix L: Firearms Policy

Weapons are banned from all Union facilities and programs, including those weapons covered under the concealed carry laws, to the extent that the WI law allows. Hooper Sailing Club has adopted a zero tolerance policy for concealed carry weapons. Anyone caught violating this

policy risks expulsion from the club. The Board of Captains shall provide a hearing to anyone caught violating this policy. Decisions regarding expulsion shall be decided by majority vote of current voting members of the Board of Captains.

## Appendix M: Outdoor Programs Office Information

The Outdoor Programs Office (OPO) is located by the Hooper Lounge and serves as the business office for all the Hooper Clubs. The OPO is open during the following hours (M-F 10-8) (Sat 12-5) and can be reached by phone at 608-262-1630. Members may pay for their memberships, youth classes, ASA classes, and any other specialized programming here. The club also encourages members to show off their “Hooper Spirit,” by purchasing a variety of Hooper merchandise from hats, visors, shirts, water-bottles, logos, and much more. Stop by the OPO soon, and pick up your Hooper merchandise!

## Emergency Action Plan (EAP)

In the case of an emergency on the lakefront, whether it be Hooper Sailing related or otherwise, please follow these steps to ensure any situation is handled properly. For all non-emergency situations contact a building manager.

### **\*\*DO IMMEDIATELY\*\***

1. If this is a life-threatening emergency **DIAL 911.**
2. If this emergency takes place on the waters of lake Mendota, contact UW Lifesaving. **608 262 3505 OR VHF CHANNEL 16.**
3. Regardless of type of emergency, contact a Memorial Union building manager **608 265 3338.**
4. Find a staff member to access and contact the member's emergency contact: found on the **LESSONS WEBSITE.**

### **\*\*DO POST-EMERGENCY\*\***

1. Fill out an **INCIDENT REPORT FORM** made available in the **OUTDOOR PROGRAMMING OFFICE** and provide a copy to the HOI and Building managers.
2. If during a lesson, contact the Head of Instruction at **HEADOFINSTRUCTION@HOOFERSAILING.ORG | 608 262 1630**
3. If during day-sailing, contact the **COMMODORE** or **CURRENT HOOFER SAILING ADVISER**
4. **Avoid** discussing any incident directly with media and or external organizations; please direct all questions to the **BOARD OF CAPTAINS**

### **\*\*Location of Emergency Equipment\*\***

**First Aid Kit:** Made available in the Lakefront Locker and Outdoor Programming office

**AED:** Made available in the Lakefront Locker and Outdoor Programming Office

**VHF Radios:** Made available in the Lakefront Locker

**Fire Extinguisher:** Available in the Shop and Lakefront Locker

**EyeWash Station:** Available in the Shop

**MSDS Binder:** Available in the Shop