

TBYC Members Handbook



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Overview

This handbook is a summary of important information for *Thunder Bay Yacht Club* members, including extracts from TBYC policies and procedures. Those actual documents (on website tbyc.on.ca) should be consulted for additional items and information.

Please note the submission of membership fees and your club membership indicates your awareness of and commitment to comply with all TBYC by-laws, policies, procedures, and the Code of Conduct.

Please do your part to make the *Thunder Bay Yacht Club* and the yard a pleasant, clean, safe, and orderly place. In its most concise version, **some key points are:**

Be respectful and considerate of others. Keep your boat storage area clean, debris and hazard free, and the grass cut. Dispose of waste materials appropriately. Work safely and with protective equipment. Use club facilities and equipment responsibly and carefully. Clean up after yourself. Have respect and care for other members boats, equipment, and belongings. Secure sailboat halyards against noise. Use only approved and listed docks for transient launch and haul docking, not just an empty looking one. Follow launch and haul process requirements. Sling lift points to be clearly marked. Boat weight to be supported on keel before entering or working underneath. Ensure cradle pads will remain in correct position without being held. Occupy the mast hoist / pump out slip for minimal time. Use the mast hoist safely. Aerials, instrumentation, and spreaders to be removed from masts when stored, and mast identified with boat name. Tarps to be in good condition and secure. Lock up the clubhouse if one of the last on site. Keep dogs on leash and clean up after them. Please report problems and issues.

Club Operations

founded 1945... see history section at end of handbook.

The *Thunder Bay Yacht Club* fundamentally operates by member volunteer efforts. Please offer your skills, time, and labour to the variety of tasks required to operate and maintain the club and organize its activities. Not only does it keep costs down, it is a great way to get to know fellow club members and contribute. There is an annual membership requirement to donate volunteer hours. Some *volunteer opportunities* are listed on the club website.

TBYC is managed by a Board of Directors formed of elected club members and includes a 'Flag Officer' group of Commodore, Vice, and Rear Commodores. Directors serve staggered 2-year terms and manage various areas of operation such as Launch and Haul, Storage, Membership, Docking, Racing, etc., and along with a Treasurer and Secretary, and the past-Commodore make up the Board. The Board makes operational and planning decisions and maintains the By-laws, Policies, and Procedures required to run the club. A position of Facility Manager helps handle day to day issues and other important tasks. Contact information for *Directors* is available on the website under 'The Club' header.

Any member may make a presentation or submission to the Board. Please let the Commodore or Secretary know at least 5 days prior to the Board meeting (generally 3rd Tuesday of the month - September through June), and submit presentation information in advance.

For communications and important information, a TBYC website is found at *tbyc.on.ca*, and along with emails on specific items, a newsletter (*the Bulletin*) is periodically issued to keep members informed. Sailboat racing information is available at *TBYC-Racing*. There are also some TBYC related Facebook pages although not directly managed by the club.

An Annual Meeting is held in late November to provide information to members, review club finances, select new board directors, and address motions of business brought before it. Member meetings may also be called at other times. You are encouraged to attend these meetings to lend your voice, support, and ideas to the direction and functioning of your club. Members might also consider involvement in a Director or supporting role. Your interest would be welcome.

Also, towards the end of the year is the '*Close of Navigation*' or '*End of Nav*' gathering and party to celebrate the boating season just past, present various awards, and generally socialize with fellow club members. Other social events are held periodically through the year.

TBYC Code of Conduct

The club grounds and activities should be a safe and respectful environment for all Members and their guests. Members shall commit to complying with the TBYC Code of Conduct, and are also accountable for the behavior of their guests. In part:

- Adhere to all Club By-Laws and Policies/ Procedures, as well as local, provincial, and national laws and regulations.
- Not engage in illegal activities.
- Respect Club infrastructure and equipment, taking responsibility for any damages caused.
- Have respect for other members boats, equipment, and belongings.
- Not engage in any form of abusive, aggressive, disrespectful, violent, or discourteous behavior.
- Not display on Club property, their boat, or person, any images or messages that may be considered offensive.
- Conduct around Minors shall be beyond reproach.



General

All boats must have adequate liability insurance coverage and a copy be provided upon annual insurance renewal or change in policy.

In addition to Club Membership fees, there are fees for Winter Storage, combined Launch and Haul/ Summer Storage, and Docking (as applicable). Payment of membership and service fees can be made via on-line bank payment, e-transfer, or cheque, and is required for maintaining your membership.

The grounds of the club are a working boatyard, and water and other hazards are also present. **Members / guests should perform boat maintenance tasks and all other work with attention to safety and utilize appropriate protective equipment.** Be aware of others and your surroundings, and be considerate. Know the location of safety and rescue equipment (first aid, fire extinguisher, phone, and AED in clubhouse entrance). Children should always be under supervision. Please review the *TBYC Safety Awareness document*.

Members shall not spill hazardous materials or create environmental issues, and are responsible for **safe handling, storage, and disposal of all products**: antifreeze (glycol), lubricants, fuel, etc. Waste container drums (near garbage bin) should be used for disposal as appropriate. Please crush empty plastic containers prior to disposal. Used batteries and propane tanks shall be removed from site. No tarps, household, or off-site waste shall be placed in the garbage bin. Sandblasting and spray-painting activities require approval.

Vehicles shall not be left in areas designated as no parking or where they might block or hinder boat or equipment movements. Avoid the entrance side of the clubhouse closest to the launch ramp.

Dogs must be leashed and under the owner's control at all times. Clean up after your pet. No animals in the clubhouse.

Launch and Haul

There is no guarantee a Member's boat will be launched, hauled, or lifted.

The club operates a travel lift and boat slip, for vessels up to fifteen (15) foot beam and twenty (20) US tons displacement.

No vessel larger or heavier than this shall be brought to site.

Arrangements for launch or haul-out are made through the online booking system via the Member portal of the TBYC Website. All boats are required to have valid liability and property damage insurance, and the boat weight on file (manufacturers listed value), before any lift, move, launch or haul will be approved.

The requirements and process for launch and haul noted on the website shall be reviewed and followed. **Members shall follow the directions and instructions of the travel-lift operator and team**, along with any procedures designated for their particular boat. Be observant, careful, and minimize personnel around equipment, particularly under the boat.

It is expected that Club members will assist other members to launch and haul when requested.

Prior to launch or haul, storage areas shall be clean, with grass cut, and free of debris and hazards.

The Member shall arrange for a minimum of two (2) additional persons to assist with any launch, haul, lift, or move. Heavy boats or those with complicated storage blocking may require additional personnel.

Lifting points on the hull should be clearly marked. Ensure correct positioning and securing of slings prior to any lift.

All sailboats should disconnect either forestay or backstay so rigging will not contact the travel lift. Place a mark on the keel to show correct cradle frame position.

Prior to being launched, all boats shall have water systems, engines and exhaust systems pumped clear and clean of winter antifreeze of any kind. No Exceptions.

At haul out, cradles, cribbing and/or stands shall be prepared and positioned to receive the boat. Boat weight should be supported on the keel prior to entering underneath. Support pads MUST maintain the proper position without personnel assistance or being held.

A boat shall not move into or out of the haul-out slip until so notified by the Lift Operator. Ensure the lift straps are well lowered.

Boat Storage

Club Membership does not guarantee the availability of boat storage. Assigned storage spaces are not permanent and boats may need to be relocated according to the needs of the Club.

Storage space is assigned for boat, cradle, and blocking or boat trailer storage only. Boat storage related materials must be neatly stored within or on the cradle or trailer.

Members are expected to maintain their assigned space by removing any debris and regularly keeping grass trimmed. Members not addressing this will be charged for the work done. All hazards (i.e., materials and power cords) shall be removed. Nothing shall be attached to or leaning against the perimeter fence or club buildings.

Containers of antifreeze, oil, or similar products are not permitted to be kept in the storage space.

Members are required to be considerate of neighbouring boats and of the environment when performing boat repairs, maintenance, or tarping.

Please tarp underneath or otherwise collect debris when scraping paint. Sandblasting, soda blasting, and spray-painting are restricted activities and require the written permission of the storage director. Area must be enclosed and ground tarped.

Sailboat halyards and lines must be well secured away from the mast to eliminate noise.

No electric heaters or high consumption appliances shall be used on the property.

Tarps shall be maintained in good condition and kept well secured. It is recommended to periodically check on your boat, particularly during the winter.

Boats must be kept in reasonable condition. Poorly maintained, abandoned, or derelict project boats shall not be stored on club property.

Mast Storage

Masts must be stored on mast racks in the designated storage area or in an upright position on the boat.

All antennae (or similar protruding equipment) and spreaders must be removed for mast rack storage. No exceptions. Masts must be clearly identified with the boat name or owner's name (permanent marker inside the base or at the top is recommended).

Use the minimum possible rack space and please be considerate. Place lighter and shorter masts on the upper levels. Do not climb on masts stored upon the racks. Ensure no equipment touches other masts.



Pump-out / Mast Hoist Slip

Boats shall not be left overnight or unattended in the pump-out /mast hoist slip.

Boats shall occupy the slip for minimal time. When rigging, once mast in place and sufficient rigging attached to support it, move the boat to another dock to complete the remainder of set-up tasks. Similarly for mast removal... ensure all is ready before entering (sails, etc., removed) and reposition the boat directly after the mast is out (not after placement on the rack). Mast carts shall be returned to the mast rack area after use. For extended working periods transfer mast off the cart.

Review the *Mast Hoist Usage* guide found in the website documents section. Persons who have not used the mast hoist or without experience must be assisted by an experienced person. Ensure adequate assistance is available for the safe raising or lowering of a mast. Do not stand under a load. Do not remove tension on the wire cable provided by the hook ball weight. Do not alter the installed equipment. The mast hoist is for lifting masts only. It is strictly forbidden to lift people. Report any issues.

Boats shall depart the pump-out dock as soon as possible after pumping out. Only black (sewage) or grey (waste water) may be pumped into the storage tank. Ensure no spillage or discharge occurs into the river or onto the land.

Pump out operations... uncoil waste hose and wash water hose lines. Screw appropriate fitting to boat, connect hose cam lock fitting, start pump (start switch on left hand side inside the equipment enclosure), open valve, close on conclusion, detach cam fitting, partially open valve open and flush hose with water, close valve, stop pump, rinse connection fitting, remove and return. Do not place wash water hose directly into boat discharge fitting, and never use the potable water hose. Switch off and lock up. Re-coil and hang up hose lines. Report any issues.

Docking

Docks that are available for temporary use during launch and haul-out periods are identified in the Facilities/ Mission/ Docking section of the website or accessible from a link in Launch and Haul section. **Do not use a dock which is not listed or identified as available...** the resident boat assigned to an otherwise empty looking dock is out boating and will return.

Docks are allocated based on boat (length, beam, draft), slip compatibility and club operational factors. Dock assignments may need to be changed.

Boats shall be well secured using sufficient size and number of lines and springs of good quality and properly attached to cleats. Excess dock line should be neatly placed on the dock or boat.

Sailboat owners **must** secure their halyards in a manner that eliminates noise from slapping halyards.

Electrical cords are to be in good condition, single length, properly supported, and not a trip or electrical hazard.

Members shall be held responsible for damages they or their boat may cause to other boats, the docking structures or facilities. No changes shall be allowed to the dock (including cleat installation) without written authorization.

Clubhouse

If you are one of the last in the yard, before leaving please check the clubhouse windows are closed and both doors locked. Better someone has to reopen a door than the building left unlocked all night. Err on the side of security.

All individuals using the kitchen area are responsible for keeping it clean IMMEDIATELY after each use. Dishes and utensils shall be washed, dried and stored in the appropriate place; ranges, sinks and tables shall be cleaned; furniture shall be returned to its normal place. No food shall be left or stored in the cupboards.

Anything left in fridge must be dated and owner identified. Please use appropriate containers for recyclables.

The clubhouse is at all times a smoke and vaping free facility.

Pets are not allowed in the Mission Clubhouse. The clubhouse is not to be used in any form as a workshop. Sleeping in the clubhouse is strictly prohibited. A bulletin board is available at the entrance for posting of Wanted or For-Sale items. Please date postings and remove once no longer valid.

Members and/or their guests using the shower shall clean the facility immediately after use. Individuals are expected and required to clean up after themselves in the washrooms.

BBQs should be left in clean condition, and not moved from their deck location.

The clubhouse can be booked for use by TBYC members for private functions or meetings on first-come, first-served basis; with schedule and arrangements made via Clubhouse Director. Liquor cannot be sold at any private functions. Note that other club members may need to access the washroom facilities during private functions.

The club member booking the clubhouse is responsible for posting advance notice of the event on the events whiteboard and the door, preparing the clubhouse, and most importantly cleaning up afterwards.

Clean-up should be done without delay after the event and the clubhouse must be left in good condition before departure.

The last person to leave the clubhouse at a private function or on any given evening should ensure all equipment is off, lights off, and windows and both doors locked before exiting.

Racing

TBYC offers organized sailboat racing opportunities from mid-May through October consisting of a competitive Wednesday night racing series based out of the marina, and also various offshore races.

An un-official series of 'round the cans' pursuit racing occurs on Monday and Friday evenings out of the marina.

A 'crew bench' at the marina and electronic list allows skippers to avail themselves of interested individuals to join their boat and crew. 'New-crew' familiarization and training sessions are usually held in the spring. Further information on club website, and the racing information and results page [TBYC-Racing](#).

Cruising

Regardless of your cruising destination, if you find debris or garbage along shoreline or trail, please remove it for proper disposal.

TBYC obtained permission for a number of moorings in Sawyer Bay and Tee Harbour within *Sleeping Giant Provincial Park*, and at the south Welcome Island B (note Welcome Island A is private). Moorings are marked with white and orange balls, and usage at your own risk. Connect boat lines to thimble end of the pendant line not the mooring ball, and do not overload the mooring. The park is a wilderness environment, please keep things quiet and respectful of other users. Dinghy landing in Sawyer Bay is not to be done at the campsite, but at the sign identified shore location to the west. Note that a park day-use permit is required for land usage.

The *Canadian Lighthouses of Lake Superior* [CLLS](#) maintains docks and mooring on the west side of Porphyry Island. TBYC members are encouraged to visit this historically interesting location and explore the restored lighthouse, buildings and trail system. '*Porphyry Light*' can often be reached through the summer on VHF radio via ch16.

Thompson Island has a length of enthusiast-built dock within the deep bay on the northeast end... please note that rafting to vessels on the dock is expected and required. Bringing out sauna firewood is helpful to eliminate forest impact. Please be extremely cautious with fire. Thompson Island is a Provincial nature reserve... be respectful of the land and environment, particularly any historical aspects.

SUNORA or Superior North Regatta, is a week-long cruise from Thunder Bay to Red Rock (historically also Rosspoint) and return. 'Casual' races are held between anchorages along the route. This unique event is family-friendly, open to sail and power, a great way to explore the coast as part of a supportive group, and blends both social gathering and individual time and solitude on the water. Last week of July.

Club History

(from the 50th anniversary website article by Jim Coslett)

Founded in August 1945, the *Thunder Bay Yacht Club* originally used small Snipe dinghies and was organized at Chippewa Park where a clubhouse was built. Club members also formed the Lakehead Power Squadron in 1954. The fleet continued to grow as six Lightning class sailboats were built along with a number of other home-built sail and power craft. It was an adventurous period of boating, and despite there being very few cruising sailboats some significant trips and voyages were made. The Club ultimately had to depart the Chippewa location, and in 1957 bought (using funds from the sale of bonds) the last and only available piece of land the City had on the Mission River. Pilings for docks were first driven by hand until the Club was able to buy its own skid mounted pile driver.

A 40' by 20' clubhouse building was 'put' in place, and ramp and marine railway installed. When the ramp was no longer satisfactory, a set of piers was constructed from cribs sunk and filled with stone. A boat transporter on a fifth wheel was

fabricated with manual chain falls used for lifting. The property had electrical power added, along with road improvements and yard expansion. An operating crane and pile driver was acquired for pile and bank retention work (now the mast hoist). Members contributed countless hours working tirelessly on the property.

In 1979 the *Thunder Bay Yacht Club* amalgamated with the *Lakehead Sailing Club* and the *Temple Reef Club*, and also assisted with plans for the Marina development (built in part for the Canada Summer Games). The Race Centre on Pier 1 is still in use as a base for the dinghy fleet and the start/finish of some keelboat races. When the CN Station became available, the Club negotiated a lease and organized a mammoth volunteer effort to renovate the facility. The CN Station (and its pub) was for years a focus of club, boater and post-race activity at the Marina. Eventually with intended waterfront developments, the lease was cancelled by the City and TBYC lost the CN Station facilities.

As size and weight of boats increased within the yard, a travel-lift was purchased and a new lifting well constructed... a set-up which continues to serve as the core of launch and haul activities. Upgrading of infrastructure at the Mission yard has been ongoing with docks, pilings, shoreline protection, electrical, security, and other general improvements, along with building and equipment maintenance.

In 2025 the *Thunder Bay Yacht Club* observed 80 years of proud history 'supporting boating on Lake Superior' and still relies and depends on the volunteer contributions and efforts of its members to operate and prosper.

Revision 0 June 2025



Thunder Bay Yacht Club ... reference links

Main website... <https://www.tbyc.on.ca/>

Documents... <https://www.tbyc.on.ca/documents>

Operational Policies

Governance Documents

Code of Conduct

Safety Awareness

Mast Hoist Usage

Volunteer... <https://www.tbyc.on.ca/volunteer-opportunities>

Directors... <https://www.tbyc.on.ca/the-board>

Newsletter... <https://www.tbyc.on.ca/the-bulletin>

Racing News... <https://sites.google.com/view/tbyc-racing/home>

Launch and Haul... <https://www.tbyc.on.ca/launch-haul-schedule>

Access from main website page under top tab for *Launch and Haul*

Slips available for L&H Docking...under Facilities/ Mission/Docking

<https://tbyc.on.ca/mission-island-docking>

Note... Fire Extinguisher, phone, First Aid kit, and AED device are located in clubhouse entrance.