

EPS Member handbook

According to Section 20 of the Regulations of the Espoon Pursiseura EPS ry, the Board has the right to issue orders, regulations and instructions in matters related to the club's operations.

At its meeting on 16 April 2019, the Board has confirmed the orders, regulations and guidelines described below:

- A: Instructions for members
- B: Club Statute (Club rules of procedure)
- C: Club Harbor Regulations
- D: The Club's Property Code.

The guidelines and regulations are valid until further notice.

The guidelines and regulations shall apply to all EPS members and, where applicable, to their legal representatives. In addition, the rules of the game for sports and junior activities have been published separately in the Sports Activities Manual.

A. Instructions for members

1. Start and end of membership

The applicant's membership in the club begins after the Board has approved the applicant as a member.

Membership of a member shall end at the end of the year of notification by the member's own notification. According to the club's rules, the membership fee for the withdrawal year must also be paid.

2. Keep your contact information up to date

Members are obliged to keep their membership information up to date and to notify changes by e-mail to toiminnanjohtaja@espoonpursiseura.fi or using the form on the website. Contact information refers to postal and e-mail addresses and telephone numbers. For minor members, contact information must be for a legally qualified member's representative.

If the club has to find out the member's contact details, the club will charge a fee for the extra work. After the reminder, the invoice that has not been received due to incomplete contact information will be transferred to collection.

Families or groups with more than one member may define a "Household Manager" to whom bills for the listed members are sent. The briefings will continue to be available to each member themselves.

3. Following the briefing

The club's official information channel is e-mail. E-mails are sent to the address specified by the member. The e-mails are sent by "Espoon Pursiseura ry <mailing@embra.fi>". Alternatively, the sender may be toiminnanjohtaja@espoonpursiseura.fi or a Board or committee member, in which case the sender is

nnn.nnn@espoonpursiseura.fi". The briefings deliver information that is important for the club's operations and applies to everyone.

The club is not responsible for the functionality of the member's email. Therefore, the member or their representative must ensure that invoices and information emails are not filtered out or go to spam. It is recommended to add the @espoonpursiseura.fi domain to the Safe Sender List.

Other information channels include the clubhouse's info TV, the club's website (www.espoonpursiseura.fi) and Facebook groups (EPSRyhmä, EPS Urheilu and EPSLadies). In addition, the meeting invitation, according to the rules, is delivered on the club's notice board on the inside wall of the clubhouse.

4. Submission and payment of invoices

The club's invoicing is done by email or e-invoicing. The e-invoice must be authorised to your online bank. The invoicing process is described in Chapter E.

5. Participation in the club's activities

EPS strives for a sense of community and active club activities. We wish for active participation in activities and events! Participation with the whole family is allowed and desirable. In particular, participation in training activities is recommended.

6. Following the instructions of the responsible person

There may be situations in which a member or his or her parent and the club's responsible person (e.g. coach, sailing school instructor, head coach, club manager, board member, member of the committee, inspector, trainer) have a different opinion on the way in which they operate. In this case, the club's responsible person will determine the course of action. Afterwards, it is possible to find out what happened, but in the situation itself, the one that is responsible for the consequences must have the decision-making power.

7. EPS people around the world

When traveling on a boat registered with the club or as a representative of EPS in training and competitions, each member represents the club. We expect proper and responsible behaviour from our members, compliance with maritime rules, good seamanship practices and compliance with the SPV flagging guidelines.

During training and competition events related to the club's activities, the member must behave appropriately and follow the instructions given by the team management or training management on the behaviour.

B. Club management rules

1. The club's deciding bodies

In accordance with the Association Act, the highest decision-making power in the club is exercised by the Assembly of Members.

In accordance with its rules, the club has a board elected by the Assembly of Members, chaired by the Commodore and vice-chaired by a Vice Commodore. Operational decisions shall be taken by the Board within the limits of its powers. Powers are outlined by the Association Act, the Association's rules, the action plan, the annual operating and investment budgets and the general guidelines decided separately by the Assembly of Members.

According to the rules, the Board may establish committees and appoint persons to carry out practical work, and the Board has the right to issue orders, regulations and instructions in matters related to the club's activities.

2. Club committees

The rules allow the Board to set up different committees.

The following committees are currently active:

- Boating Committee: tasks related to boating and club activities
- Communications Committee: tasks related to internal and external communication
- Women's Committee EPS Ladies: Committee for Women's Boating and Co-operation.
- Real Estate Committee: maintenance of the club's buildings and fixed equipment
- Harbor Commission: maintenance of port equipment and port operations
- Sports Committee: organisation of sailing and junior activities and all competitive activities, 606 sailing, disability sailing and small keelboat sailing
- Junior Committee: guidance for junior sailors, organisation of sailing schools
- Election and Merit Badge Committee: preparations for the election of Commodore, Vice Commodore, and Board members, assistance in the committees' member activities.

The chairmen and members of the Committees shall be appointed at the first Board meeting of each calendar year. The Committee may be supplemented throughout the year.

The Committees prepare matters for the Board to decide.

3. Organisation of junior and sporting activities

Junior and sporting activities are organised as follows in EPS:

The responsible body is the Sports Committee.

The Sports Committee is divided into junior activities and competitive and adult sailing.

Junior activities are the responsibility of the **Junior Committee** under the, auspices of the Sports Committee, chaired by the **Junior Manager**. The Junior Manager coordinates the activities and acts as a contact person for SPV, class federations and junior managers of other clubs.

Junior activities include:

- Organisation of junior classes (optimist, zoom, E-dinghy) racing and hobby groups
- Organisation of children's sailing school activities
- Youth sailing courses
- Coaching and coaching training
- Junior boating activities

The practical functioning of the junior classes is carried out by the team leaders of the classes. The principal or head coach of the sailing school is responsible for the practical operation of the youth sailing course. The head coach is responsible for coaching, coaching training, and junior boating activities (see below).

The Sports Committee is responsible for **competitive and adult sailing**, the responsible person is the chairman of the committee. Activities include:

- Light boat sailing for Olympic classes and non-juniors
- Adult hobby groups, e.g. Laser and 606 operation
- Disabled sailing
- Open sea sailing – competitive sailing of keelboats
- Organisation of competitions and judge activities
- Competition organiser training

The Chairman of the Sports Committee appoints the persons responsible for the activities.

The head coach is responsible for the content of junior, competitive, and adult activities, as well as for the adequacy and competence of coaches and instructors together with coaches and instructors. The head coach is the supervisor of coaches and instructors and is responsible for coaching, coaching training, and junior boating activities.

The goal is that the training groups in the classes each have a responsible coach.

The equipment manager (see below) is responsible for organising the maintenance of the club's equipment. Maintenance operations are carried out by designated persons responsible for the equipment.

The person in charge of communications of the Sports Committee is a member of the club's Communications Committee.

Sports activities are guided by a separate sports activities manual. It is a document drawn up by the committee and confirmed by the club's Board, which describes the principles of operations.

4. Club officials

The club hires or purchases the services of the following employees:

- **Club Manager:** practical tasks of club activities and harbors
- **Head Coach:** organisation of the club's coaching and competition activities
- **Coaches:** coaching activities mainly in accordance with the instructions given by the head coach
- **Other personnel as needed** for maintenance, cleaning and host duties according to the instructions of the Club Manager

The duties and responsibilities of these personnel are described in the contracts of employment or the like.

The staff manager is the Club Manager. Members shall not require the staff to perform duties. Of course, you can ask for help.

The Board has appointed the following voluntary staff with the following tasks and reporting responsibilities:

- **Inspection Manager:** The inspection manager's task is to organise the basic and annual inspections of the boats registered in the club's boat register and to ensure that there are enough inspectors and that their skills are developed. The inspection manager monitors the inspection situation and, if necessary, informs the Board of the non-inspected boats. The inspection activities cooperate with other club committees, especially the Boating and Port Committees and the Club Manager. The inspection manager reports questions related to the inspection activities to the Club Manager and the Board.
- **Training Manager:** The training manager's responsibility is to organise the club's training activities. The training manager will ensure an adequate number of club trainers authorised by SPV and the development of their competence, as well as the organisation of the club's trainings in cooperation with the Espoo Maritime School (Espoo-based Training Consortium of Yacht Clubs). The training manager coordinates the skills tests in accordance with the training system and, if necessary, assesses the skills of a person using the club's equipment who has not completed the SPV boater course. The training manager reports questions related to the inspection activities to the Club Manager and the Board.
- **Equipment Manager:** Organisation of maintenance of training and other equipment, designation of people responsible for the equipment, reporting to the head coach. The position of the equipment manager can also be performed by the head coach.
- **Safety Manager:** The safety manager's job is to organise and supervise the club's security activities. In addition, the safety manager supports the monitoring in the development of occupational safety, personal safety, real estate and business premises, as well as environmental safety. The safety manager reports on security, and security issues to the government.
- **Harbor Captain of Suomenoja:** The Port Captain of Suomenoja organizes the spring and autumn docking volunteer activities and the covering of the mast rack in Suomenoja. In addition, it is necessary to ensure that everyone guards according to their shifts. The port captain is also a contact person when contacting other Suomenoja clubs. If possible, the port captain will also develop docking activities with new ideas.
- **Island host:** The Island host is responsible for organising the management of the club's island location.
- **Inspectors:** The inspectors will take care of the inspection activities of the boats under the direction of the inspection manager.
- **Trainers:** The trainers will take care of the club's training activities under the direction of the training manager.
- **Members of the Committees:** The members of the Committees work on the Committees under the chairman's direction.

C. Club Harbor Regulations

In addition to the Harbor Code of the City of Espoo, the following rules must be observed in the piers and storage areas managed by the club.

1. Getting a boat berth

The boat berth refers to a berth. The condition for a boat berth is the full or student membership of the club. A light boat place (see section 15) may also be allocated to a crew member.

The boat berth is granted by the club's board on the basis of a request. The club manager has been given the authorisation to give out the berths.

Inspection of the boat is a prerequisite for a boat berth.

A boat at the berth shall have a sufficiently comprehensive insurance coverage with 3rd party liability. This will be stated during the inspection. The club is not liable for any damage at the boat berths.

The boat berth shall be granted for an indefinite time and the club manager shall be informed of its abandonment.

A member can have several boats and boat berths. The berth is granted to a boat owned or controlled by a member. Temporary guest berths are an exception.

If the demand for boat berths exceeds supply, the aim is to distribute the boat berths as equally as possible. The guidelines to be followed include:

- Primarily, a berth is given to each person's first boat. However, existing reservations for more than one boat will not be cleared.
- For members without a berth, priority shall be given to the members with the longest membership.

2. Boat berth fees

A. Booking fee. When a member is first allocated a berth, the member shall pay a booking fee.

The booking fee does not have to be paid again when a member changes boats. In addition, the fee does not have to be paid again if the member has temporarily been without a boat berth (up to 5 seasons), he is granted the boat berth again and the membership has continued uninterrupted.

If a member has more than one berth in the port, the booking fee must be paid once for each berth.

The booking fee will not be refunded.

B. Annual boat berth fee and the boat fee. The boat berth fee and the boat fee must be paid annually in accordance with the Board's decision.

If a member sells his boat to a person becoming a member of EPS, the payment for the berth will be refunded to the original holder of the berth if the new member pays the boat berth fee in accordance with these rules. A 50% discount is granted on the boat berth fee when the berth is granted on, or after 15 August. Boat berths issued after 15 September are not charged for the remaining season.

The following staff members shall be exempt from boat berth and boat fees:

- Members of the Board
- Auditor and deputy auditor, if the auditor is prevented from working.

The inspectors are exempt from the boat fee.

3. Dismissal of the boat berth

The berth must be terminated in writing **by the last day of February each year**. An e-mail sent to the club manager is also considered to be in writing. If the boat berth is terminated between March 01 and April 15, 75 % will be refunded. If the termination takes place between April 16 and May 15, 50 % will be refunded. A boat berth that is terminated after May 15 will not be refunded.

The board of the club may terminate the member's boat berth if the member has unpaid membership or other fees on the aforementioned date.

4. Key acquisition

The key for the harbor gate lock required to use the boat berth can be purchased from the club manager or harbor masters. Each member can purchase up to 2 keys. The key also opens the facilities available to members. Key return will not be refunded. The key must not be handed over even temporarily to persons not in the club. The person opening a lock can be identified by the key and the key owner is responsible for what is done with the key. In the event of a key loss, the member's liability ends after the member has reported the disappearance to the club manager.

Family members can acquire a family membership key, and junior members a junior membership key. Light boaters have their own key, which is also suitable for several facilities of the Activity Center and the sail storage.

5. Use of the boat berth

The holder of the berth shall have the right to use the electricity and water on the pier to a reasonable extent. It is worth noting that the Harbor Code of Espoo prohibits the unsupervised use of electricity.

The boat berth holder has the right to add extra padding, fasteners and other accessories to their boat berth, as long as they do not cause harm to others. Pier structures must not be damaged. The padding or fasteners added by the member must not be removed when the boat berth changes -they will remain as the property of the club.

The storage of goods on the pier is prohibited. As a rule, dinghies and rubber boats must be stored in the storage area of trailers, in water only temporarily.

Without the permission of the club manager, boats other than the one for which the berth has been granted may not be kept even temporarily at the berth.

The harbor has transport carts to move goods from the parking lot to the boat. The carts cannot be reserved for a longer period of time, but must be returned immediately after use. The cart must be locked after use. The most recent user who can be identified from the lock's history is responsible for leaving it open.

Pier gates shall not be left open unattended. The gate left open can be identified from the lock information and the last person who opened the lock is held liable for possible thefts or other damages on the pier or to the boats on the pier.

6. Winter storage

Anyone with a boat berth is entitled to a winter storage place. Winter storage takes place in Nuottaniemi and Suomenoja, the club's Harbor Committee and club manager decide on winter storage places. The exception is the boats that can be stored for the winter on a traffic capable trailer, for there a member can rent a place in the Ämmäsmäki winter storage area from the City of Espoo.

The boat shall be placed as indicated with markings on its winter storage place, so that the rear edge of the boat is in the correct place (most often the edge of the asphalt) and the center of the boat on the line

indicated by the mark. In some places indicated by the winter storage map, boats must be positioned diagonally. The boat must not be stored other than that specified in the list of places or otherwise designated.

Owners can define winter storage dimensions for the boat. Any protective structures must fit within these dimensions with a space for snow and possible maintenance work. The invoicing of the winter place is based on winter dimensions. If the owner does not indicate winter dimensions, the width and length of the boat are used for invoicing and distribution of winter places. In this case, the boat and its cover must fit inside these dimensions and no snow or workspace will be reserved.

7. Winter storage fees

A fee must be paid for the winter place in accordance with the board's decision. The board members and the auditor and the deputy auditor, if the auditor is prevented, are exempt from the winter storage fees.

8. Termination of the winter storage place

A winter place is granted indefinitely. The winter storage place must be terminated in writing **by the end of June**. If the boat berth is terminated between July 01 and August 15, 75 % will be refunded. If the termination takes place between August 16 and September 15, 50 % will be refunded. A winter storage place that is terminated after September 15 will not be refunded.

9. Use of the winter storage place

A member has the right to use electricity and water in a reasonable amount at the winter site. During the frosty season, the water is shut off. Electricity is available at times determined by the City of Espoo. The club cannot affect the water and electricity supply of piers and winter storage areas. These are decided by the city.

Winter storage places must be emptied for the summer in accordance with Espoo's instructions. They must also be cleaned in such a way that, after moving the boat stands to the summer storage area, there is no rubbish or waste present. This applies in particular to screws, nails or other objects which may pose a risk to people, animals or cars moving in the area.

It is worth noting that the Harbor Code of Espoo prohibits the unsupervised use of electricity.

10. Fire work in winter storage places

In winter storage places, fire work, including the use of an angle grinder and a hot air fan, should be avoided. If fire work must be carried out, they must be carried out in accordance with the general guidelines for the protection of fire work. General caution and the investigation of the fire risk, minimisation of the risk of fire in the work area, the initial fire extinguishing equipment at hand and after-care are key. PLEASE NOTE THAT THE FIRE CAN DESTROY THE ENTIRE WINTER STORAGE AREA.

11. Determining and changing the boat berth or winter storage place

Boat berth and winter storage places are determined by the characteristics of the member's boat and available places.

The club can change the order of places at any time as it deems best, so that the boat berths and storage places can be filled as effective as possible by a boat suitable for the place.

A member may request a change of boat berth **by the end of February** and a change of the winter storage place **by the end of June** by sending an e-mail to the club manager. Once the notice period has expired, the vacancies will be allocated to those who have applied for a change of boat berth.

The following principles shall apply:

- A senior member has priority in changing places, unless the reasons for the change are particularly significant.
- As a rule, boats are not placed in places that are too large, even if there are such available places.

A member may also change berths with another member by agreement. When changing places, the City of Espoo's requirements for the maximum weight of the boat to be placed at the boat place must be taken into account. Boats shall fit in their place within the technical limitations of the place mentioned below. The change must be **notified in advance to the club manager**, who will record the change in the club's boat berth register.

In connection with the sale of a boat, a certain place or berth may be transferred to a new owner for one season when they join EPS. For the next season, the new member will get a berth like all other new members.

11. Further renting of a boat berth or winter place

The owner of the boat berth can further rent their boat berth or winter place with the club's permission. Permission is sought from the club manager. The boat to be on the berth or winter place must be inspected and have a 3rd party liability insurance, in accordance with the maximum weight rules of the club or the City of Espoo, and fit in the place reserved for it.

The club may lease boat berths to a person who is not a member of EPS for a maximum of one season in accordance with the pricing decided by the Board. Prices can be found on the club's website. The boat must be inspected and liability insured.

If the person is not a member of any club under SPV, the club's inspector will carry out a safety inspection corresponding to the usual inspection of boats. A fee may be charged for this inspection.

The club can rent temporary boat berths, e.g. in the event of the sale of the boat, provided that there are vacancies. The weekly price of the berth can be found in the price list on the club's website.

12. Boat trailers

As a rule, boat trailers may not be stored in the club's harbors. Exceptions to this principle may be made e.g. in the following cases:

- the trailer is not capable for public traffic. In this case, the trailer is treated as a boat stand
- the boat on the trailer is stored ashore during the boating season and used regularly. In this case, the boat does not have a berth
- trailer for a boat with berths that is regularly transferred by land

Exceptions are decided by the club manager under the guidance of the Board. The application for an exception must be made by e-mail to the club manager. The trailer storage is subject to compensation according to the price list.

The owner of the trailer must move the trailer to another location designated by the club if the storage field is needed for other purposes, e.g for competitions or other events.

13. Storage container or storage trailer

The boat berth holder can apply for a place for a storage container or storage trailer for the time period between June 15 and September 15 from the club manager, who grants places at his discretion. The container or trailer must look neat. The price of the container place is specified in the price list. The club manager indicates the place for the container and it must be marked as required by the club.

14. Boat stands

Members are responsible for their boat stands by themselves. The boat stand must be so durable that it is not possible for the boat to capsize under any circumstances. The club has the right to require a person who has been granted a winter storage place to strengthen the boat stand or to acquire a new one if it is suspected to be too small, too weak or unfit.

All stands must be marked to indicate the owner of the boat, their contact details and the name of the boat. The marking shall be in the rear **right-hand corner** of the stand allowing to the crane operator to position the stand in the right direction during the "stands work party". If the boat and the stand are entirely covered for the winter, the identification card must also be outside the cover.

The boat stand will be moved for summer storage, in Nuottaniemi to a fenced area and in Suomenoja to a place designated by the city and in autumn again to winter places. Bare stands can only be stored in winter with the permission of the club manager. Bulk items from the winter place must also be transferred together with the stand for summer.

The holder of the winter place is obliged to participate in the "stand work party" either in person or through their representative. The club will take care of the lifting equipment needed. If the stand cannot be moved due to dangerous bulk binding, parts that are too far-reaching (max. crossing 1 m) or missing markings, the holder of the winter place is obliged to move the stand at their own expense.

15. Light boat place

A place on the boat field can be granted for a light boat. A light boat is a keelless sailboat that does not need to be registered and is mainly stored on land. The light boat place gives the right to store the light boat in the area indicated by the club. A winter storage place is included in the price. Boats stored over the winter on a traffic capable trailer are not allowed to be stored over the winter in the harbor. A winter storage place in the Ämmäsmäki area can be rented from the City of Espoo. To get a place for a light boat, the member must be a full, junior, staff or student member. The Harbor Committee designates the places for the summer and winter. It is prohibited to store the boat outside the designated location. Light boat places may also be granted at their discretion to other small boats kept on land, such as canoes, dinghies and rowing boats, and, in exceptional cases, small motorboats.

Light boats must be marked according to the club's requirements. The club has the right to get rid of unmarked goods as it deems appropriate.

16. Surfboard storage place

The club has a locker for storing surfboards. The locker can be rented based on the price list. Each member is responsible for locking the locker themselves.

17. Guarding duty

Summer guard: The berth holder is obliged to do a guarding shift in Nuottaniemi during the sailing season. Following persons are exempted from the guarding duty: honorary members, board members, performance auditor, boat inspectors (provided sufficient participation in the inspection activities), trainers (provided sufficient participation in training activities) the security manager, port managers, and other persons by a separate decision of the Board - usually on the basis of other work for the benefit of the club. Members who have exceeded a certain age may also be exempted from guarding, the Board decides on the age of exemption annually based on the membership situation.

Winter guard: The person who has been granted a winter storage place must carry out a winter guard shift where the winter storage place of their boat is located. Only secondary owner of the boat are exempted from winter guard. The board can also decide to exempt other members, usually based on significant work for

the benefit of the club. Members who have exceeded a certain age may also be exempted from guarding, the Board decides on the age of exemption annually based on the membership situation.

Separate instructions have been issued for both the Summer and Winter Guards, which can be found on the club's website.

18. Technical limitations of boat berths

The width of the boat berth registered in the club's boat berth register is the maximum width of the boat that fits in the berth. The boat may be wider than the maximum width if the other boat between the beams is respectively narrower.

The general weight limit for boats in the berths is 10 tonnes. The 10-15 tonne boats have specially strengthened berths F25-36 and C32-72. If the boat on on berth weighs more than 10 tonnes, a heavy boat fee will be charged. L01, L02, M01 and M02 are dimensioned for boats of max 25 tons.

The space between C01 and C51 is a loading place and intended for temporary use during loading of the boat. Do not leave the boat at the loading place!

19. Locking

The pier gates must be kept locked at all times. The doors of the club house and the activity center shall be locked when there is no activity on the premises. The last person to open the lock is hold responsible if doors are left open. The last key used for opening can be identified by a lock log.

20. Use of shore power in the harbor

The shore power installation must be in accordance with Finland's national electrical safety regulations. The club has the right to require a certificate of compliance with the regulations of the shore power installation, especially for self-imported boats.

The shore power is equipped with residual current circuit breaker and zero-separate protective grounding, so currency leaks to the water are not possible and a single boat, when properly connected, cannot pose a corrosion risk to other boats. A boat connected to shore power must consume only a reasonable amount of power. The use of water boilers or boat heaters as well as air conditioners with shore power are not allowed – the fuses in the system cannot withstand this. Also pay attention to other boats and do not leave your boat plugged in if power is not needed.

In two nearby boats having the ground connected to the battery minus further connected to underwater metal parts the protective grounding of the shore power may connect the boats together causing a galvanic risk of corrosion. Thus a galvanic separator for the protective grounding is recommended. You can also protect yourself from corrosion by connecting the shore power only when necessary. This will also give space to other electricity users.

Your can use a divider that meets the electrical safety regulations in the shore power plug, but ensure that the maximum power output is not exceeded. If the automatic fuse is triggered when connecting the boat, the load is too high. The fuse must restored back on.

It is worth noting that the Harbor Code of Espoo prohibits the unsupervised use of electricity.

In winter storage areas, the unsupervised use of electricity is prohibited, with the exception of the so-called charging weekend. Even in winter, the boat must not be heated with electricity.

21. Emptying the septic tanks

There is a septic tank vacuumer at the western end of the breakwater outside the P-pier. It is maintained by the City of Espoo. Any defects can be reported to the City of Espoo or the club manager.

22. Waste

The port has mixed waste and hazardous waste collection (oils, filters, paints and batteries). Other hazardous wastes shall be disposed in appropriate collection. The higher amounts of waste generated during boat repairs must be transported away from the harbor personally. It is also reminded that, according to the Harbor Code of Espoo, toxic paints removed by scraping or grinding must be collected and disposed of in an appropriate manner.

23. Traffic and parking in the harbor

The harbor area is a general traffic area. The City of Espoo has issued separate instructions on traffic in the harbor area, in particular the speeds in the harbor must be adapted to a sufficiently low level. There may be children present in the harbor area.

Parking in the harbor is allowed in the area indicated by road signs. At the end of the breakwater, at the piers L, M and P, parking is only allowed for loading and unloading of goods. The principle is that the owner of the car must be available at all times during parking. The end of the P-pier must be accessible, e.g. for the truck emptying the septic station. Emergency services must always get to their pier even with a large fire truck.

During lifting and sea sets of the boats sufficient space needs to be secured for the mobile cranes and boat transfers.

The harbor is public traffic area and the city of Espoo's traffic warden can monitor the parking.

Charging of electric cars or hybrid cars is not currently allowed in the harbor.

24. Lifting and lowering a boat

In the eastern part of the harbor basin, at the beginning of the breakwater, there is a lifting pier where the lifting of boats of all sizes is carried out. Lighter boats can be lifted/lowered also at the mast crane pier but the crane mast must not put the support leg or wheel in the yellow marked area. Do not leave the boat in the lifting dock.

Boat bottoms painted with soft toxic paints must not be washed in EPS harbors after 01.01.2022.

25. Mast crane

The mast crane is intended for removing, attaching or maintenance of the mast, not for any other use. You can have your boat on the mast crane only during the activity. The mast crane must be locked after use.

26. Mast storage

Masts are stored only in mast racks. The club can also give instructions on how to store the masts elsewhere.

The spreaders must be removed. All shrouds and stays must either be removed or tied for their whole length to the mast so well that no part of the wires can catch the overhang of another mast when moving them.

The mast must be marked with the owner's name and phone number, as well as the name of the boat. The marking shall be placed at the base of the mast. The masts are to be placed on every rafter, i.e. the mast must be pre-positioned so that the next person does not have to move it. Masts must be positioned according to the instructions given.

If the mast has fixed overhangs – e.g. welded spreaders – which are practically not possible to remove, these must be agreed upon separately with the club manager or the harbor master (Suomenoja) in advance.

27. Inspection obligation and booking the inspection

The boat registered with the club must be inspected annually in accordance with the SPV inspection guidelines. The lack of inspection of the boat will result in the loss of the boat berth. The inspection manager monitors the inspection situation annually. The inspection of the boat can be carried out by any SPV-approved inspector also outside the club. In such a case, the inspection certificate must be submitted to the inspection manager.

Inspection times are booked through the club's website.

28. Handling of the club's equipment

Boats owned by the club may only be driven by a person who has completed an SPV boater course or has similar skills. The training manager shall assess the skill competence. Safety instructions must be followed when using boats. Especially the use of life jackets and on motorboats, the use of a so-called kill switch is mandatory at all times. Failure to do so will result in an immediate personal ban.

Members and staff of the club shall treat the club's equipment, made available to them, appropriately.

A member or an employee shall declare if they consider that they are unable to safely operate the equipment, for example due to missing training or similar.

The head coach is responsible for planning the use of the equipment. A member of the club can short-term borrow equipment with the permission of the head coach, for example, to move their broken boat.

The use of equipment for activities outside the club is coordinated by the head coach. The use is subject to a fee decided by the board. The equipment is inspected before and after borrowing. The equipment shall be returned at least in the condition in which it was handed over. The equipment must have a responsible person. The use shall be subject to a written agreement appointing the responsible person, in which the user accepts to fully compensate for any damage and impairment caused to the equipment. The operator shall demonstrate his boating qualifications and use the safety equipment of the boat in an appropriate manner.

29. Maintenance of the club's equipment

The club's equipment is mainly taken care of as voluntary work with groups that have mainly used the equipment. In addition to voluntary work, purchasing services are used. Voluntary work can also be about acquiring and organising purchasing services. Responsible people, who organise the maintenance activities, shall be named for the equipment groups. Each of the sailors in training groups shall participate sufficiently in the maintenance of the equipment.

D. The Club's Property Code.

1. Use of club facilities

Members have the right to use the clubhouse, the activity center, the activity center's workshop and saunas freely in both the clubhouse and the activity center, unless they are rented to a group. In this case, the doors of the premises are marked "private event."

In the activity center's class, priority is given to teaching and training use.

The users of the premises are obliged to keep the premises tidy and clean after use and events (especially the activity center) and to ensure drying and closing of places.

2. Renting premises and lockers

Club members and outsiders can rent the premises of the clubhouse. The renter appoints a responsible person who will host event on site, responsible for the order of the club's premises and the area, and undertakes to follow the separate instructions on how to rent the clubhouse as set out in the Annex. The club manager may exercise discretion in third party rental requests. The rent of the clubhouse per event is decided annually by the Board.

Members can rent lockers from the activity center. The lockers are intended for the storage of spare clothes, primarily for light boat sailors. You can get the key to the locker in exchange for the key collateral. The lockers must be opened and emptied by the end of November and the key returned, also returning the key collateral to the member. In the first week of December, the locks of lockers for which the key has not been returned will be opened and replaced at the expense of the renter, the cabinets will be emptied and the club will dispose of any contents in an appropriate manner. In this case, the key collateral will not be returned. The Board decides annually on the rental prices of lockers. The sports director or his or her authorised person answers questions about the lockers.

3. Use of the workshop

Members may use the workshop of the activity center. The priority of using the workshop is reserved for the maintenance of the club's equipment. During the winter season, the workshop can be used as a storage space for the club's equipment.

All users of the workshop must act responsibly and clean up after them. The use of the workshop is monitored using a key log. If a member does not follow the rules, access to the workshop will be removed from the key. Each person uses machines at their own risk,

E. Other instructions

The membership register

The club's member, boat and berth information is maintained in a system called Membra in which members themselves cannot make changes to. Any changes to the contact data or boat information must be submitted to the club manager by filling up a respective form on the web pages or sending an e-mail to the club manager. You can also ask the club manager to send a contact check query in which the member can update their information themselves. From Membra, all data is replicated to SPV's Suuli system daily. Please note that if you have the opportunity to log in to Suuli, the changes made there will not be forwarded to the club's registers. Don't make any changes to Suuli.

Invoicing

The club's invoicing is done electronically. By default, invoices are sent by e-mail. However, it is advisable to authorize your own online bank to receive EPS invoices as e-invoices. This is done with your own online bank and the method is slightly different from bank to bank. The procedure may require a reference ID for an EPS invoice. It is also possible to get a paper invoice by request. An additional fee will be charged for the paper invoice.

Invoicing process

The club does mass invoicing twice a year. In March, membership fees, boat fees and boat berth fees will be invoiced. In July, the fees for winter places are invoiced. Other invoices will be sent as needed.

The payment term is 14 days. Approximately 3 weeks after the invoice is sent, a reminder will be sent by email (or e-invoice). If still not paid the invoices are then delivered to Visma Duetto for collection. Visma Duetto uses notifications in accordance with the law for collection and charges fees and interest in accordance with the law. It is good to note that when the invoice is transferred to Visma Duetto, EPS has nothing to do with the collection of the invoice.

As a financially responsible party, the club does not make any payment arrangement agreements orally.

Membership section of the club's website

The member section requires you to sign in. The username is an e-mail address and the password must be set yourself. If you forget the password, you can request a link to reset the password by stating that you forgot the password.

Reservation of premises

The rent of the clubhouse is decided annually by the Board. Failure to clean is charged to the renter based on the costs.

The club manager may exercise discretion in third party rental requests.

Invoicing is handled by the club manager.

Annual price lists are announced on the club's website.

No rental fee shall be charged from SPV member organisations and the like, but an EPS host must be present.

The renter ensures that the premises are cleaned and wiped immediately after the event. If the event is held in the evening, cleaning can be carried out the next morning, unless otherwise agreed.

Saunas are not rented to outsiders in both the Operations Center and Clubhouse, but are always available to the members. If there is a private event in the Clubhouse, members are asked to bathe properly and without disturbing the tenant's event.

If you wish to use the fireplace of the Clubhouse in connection with the event, please refer carefully to the instructions for use of the fireplace so that the surrounding wall does NOT BECOME SOOTED.

Make sure that the kitchen hood / kitchen vacuum cleaner is off and sufficient replacement air is provided before the fireplace vacuum is switched on.

THE FIREPLACE VACUUM MUST ALWAYS BE AT A SUFFICIENTLY HIGH POWER when the fireplace is lit, or when there is a fire or embers. Before the fireplace is lit, the damper must be opened. The fireplace vacuumer and damper are closed only after the embers have burnt out and the fireplace has been extinguished.

CLEAN THE FIREPLACE CAREFULLY, possibly dispose of hot ash in such a way that there is no risk of fire.

There is no waste management in the EPS area during the winter. After a winter event, the renter ensures that all waste, bottles, etc. are removed from EPS premises. The yard maintenance of the area is carried out by the members as voluntary activities!

The host of the event makes sure that the neighbourhood is not disturbed by loud music or loud noise.

Any outdoor fires should be located at least 5 m from buildings, boats and the like.

If you wish, you can inquire about restaurant/catering services from our club's restaurateur Magga Pakarinen (Villa Pentry 0400 493 584)

If necessary, the club's night guard will supervise the event.

The club reservation is made by email to the club manager, who confirms the reservation and also sends a corresponding calendar invitation. Cancellation of the reservation is also made by e-mail to the club manager. An uncancelled reservation is charged from the booker.

Wireless network

The harbor area has a wireless network that is freely accessible to members. The password for the network can be found in the member section of the club's website.

Camera surveillance

There's camera surveillance in the harbor. Gate camera footage will be recorded. Some of the cameras are available to members over the Internet.

Weather station

Information about the weather station located on the mast crane can be viewed on the front page of the club's website without member registration.

Security instructions

The security instructions are described on the club's website in the membership section.