

Launcher Limited Use Request Procedure and Guidelines

General guidelines:

1. The designated Limited Use Coordinator is the only point of contact for Limited Use approvals to prevent any possible boat usage conflicts. The Limited Use Coordinator is, by default, the club president unless someone else has been designated as such by the Board.
2. Boats are available any time they are not being used for regular club activities, unless the boats are on hold for maintenance. Club events always have priority over Limited Use, including choice of boat.
4. Launchers must specify boat, date of usage, and start and return times. Launchers are responsible for returning boats to the storage area promptly after club activities or Limited Uses so other scheduled activities or Limited Uses are not impacted. In general, Launchers should be aware of any boat activity scheduled around the time they are taking a boat out of the storage area for ANY type of use.
5. Launchers must pay for their boat usage time by rounding up to the nearest tenth of an hour.
6. The Wet Rate is for local use within San Diego County or when less than a tank of gas will be used. The Dry Rate is for extended use and must be used for trips outside San Diego County or when more than a tank of gas is used. Unless approved ahead of time, trips to the Colorado River DO NOT qualify for use of the Wet Rate.
7. Limited Use requests are handled on a first-come first-served basis. Launchers should request a limited use as soon as they know when they want to take one.
8. Generally, any boat usage on the day immediately preceding or following a club scheduled river trip is considered a Limited Use and is NOT included in the river trip cost. Any use of more than 1 engine hour is considered a Limited Use and the Launcher must report the usage to the Trip Leader and pay the appropriate fees.

Request and Approval Procedure:

1. Launcher emails or telephones the Coordinator and requests a Limited Use by specifying the desired boat, date(s), and approximate start and return times. Email should only be used 2 or more days in advance.
2. The Limited Use request is approved ONLY when explicit approval is received verbally or via email.
3. The Coordinator sends an email to ALL Launchers which specifies the requested boat, desired date(s), start/return times, approval status. This email should also specify any other scheduled activity with the requested boat which must be considered to avoid conflicts (such as returning the boat in time for another Limited Use or river trip).
4. The Launcher is must: (1) Properly return the boat to storage; (2) Deposit a completed Limited Use form and the appropriate fees in the briefcase; (3) Notify the appropriate Boat Manager of any problems noted with the boat; and (4) Coordinate the correction of any damage to the boat or trailer incurred during the Limited Use.
5. The Coordinator will maintain a Limited Use Log and record all Limited Use activity including the Launcher names, boats used, dates of use, and approximate times of all Limited Uses.