

EAST FREMANTLE YACHT CLUB (INC)



CLUB RULES

Revision Status

Revision Status	Date of last Rev	Description of Revision(s)
A	26-2-19	Amended Version adopted 26 th February 2019
B	2-7-19	Updated Clause 13.3 & 13.4 – Introduced Revision Status and Version Management
C	10-12-2021	Amended 2.10 Club and Special Service Medals (Silver)
D		
E		
F		

INDEX

- 1 **COMMITTEE OBJECTIVES AND RESPONSIBILITIES**
 - 1.1 EXECUTIVE
 - 1.2 FINANCE
 - 1.3 SOCIAL
 - 1.4 MOORING AND STORAGE
 - 1.5 CO-ORDINATING
 - 1.6 CENTREBOARD
 - JUNIOR CENTREBOARD CAPTAIN
 - 1.7 KEELBOAT
 - 1.8 POWER YACHT
 - 1.9 BUILDING
 - 1.10 POLICIES AND RULES
 - 1.11 REMUNERATION AND CONDITIONS OF SERVICE
 - 1.12 HOUSE, FOOD AND BEVERAGE
 - 1.13 OFFICER OF THE DAY

- 2 **GENERAL**
 - 2.1 DAMAGE TO CLUB PROPERTY
 - 2.2 REMOVAL OF CLUB PROPERTY
 - 2.3 NOTICES
 - 2.4 LIMIT OF LIABILITY
 - 2.5 MEMBERS ADDRESSES
 - 2.6 MEMBERSHIP CARDS AND VEHICLE PARKING STICKERS
 - 2.7 CORRESPONDENCE
 - 2.8 SMOKE FREE ZONES
 - 2.9 LONG SERVICE AND JUNIOR SAILING MEDALS
 - 2.10 GOLD AND SPECIAL SERVICE MEDALS
 - 2.11 ACCESS TO CLUB INFORMATION

- 3 **FINANCIAL**
 - 3.1 TRADING ACCOUNTS
 - 3.2 OVERDUE ACCOUNTS – CHARGES AND COLLECTION POLICY
 - 3.3 MEMBERS HOUSE SUPPORT (HSS)
 - 3.4 WITHDRAWAL OF MEMBERSHIP APPLICATION
 - 3.5 LIABILITY FOR SUBSCRIPTIONS MOIETY PAYMENT
 - 3.6 LIABILITY FOR MONIES ON CESSATION OF MEMBERSHIP
 - 3.7 NOMINATION (ENTRANCE) FEES
 - 3.8 PAYMENT OF ACCOUNT
 - 3.9 SUBSCRIPTIONS
 - 3.10 DECLINED OR WITHDRAWN MEMBERSHIP

- 4 **CONDUCT AND DRESS**
 - 4.1 HATS IN THE BAR
 - 4.2 STANDARD OF DRESS
 - 4.3 CLUB AND/OR OTHER MEMBERS PROPERTY
 - 4.4 OFFENSIVE BEHAVIOUR AND LANGUAGE
 - 4.5 SUGGESTIONS AND COMPLAINTS
 - 4.6 DISCIPLINARY ACTION

- 5 **GUESTS AND LICENSING**
 - 5.1 LIQUOR ACT
 - 5.2 HOURS OF OPERATION

- 5.3 FUNCTIONS
- 5.4 CHILDREN
- 5.5 GUESTS
- 5.6 ANIMALS
- 5.7 RINGING THE BELL
- 5.8 NOT USED
- 5.9 CONSUMPTION OF FOOD AND LIQUOR
- 5.10 REFUSAL OF SERVICE
- 5.11 RESTRICTED ACCESS

- 6 **FIRE AND SAFETY - MEMBERS VESSELS**

- 7 **PARKING AND GROUNDS**
 - 7.1 VEHICLE PARKING
 - 7.2 TRAILER PARKING
 - 7.3 RIGGING AREA PARKING
 - 7.4 ANIMALS
 - 7.5 WASTE OIL
 - 7.6 RUBBISH
 - 7.7 SPECIAL PARKING ACCESS
 - 7.8 CLEANING OF BOATS

- 8 **UNIFORMS**
 - 8.1 MESS DRESS
 - 8.2 SQUARE RIG
 - 8.3 SUMMER DAY DRESS
 - 8.4 WINTER DAY DRESS
 - 8.5 CAPS
 - 8.6 CLUB INSIGNIA

- 9 **FLAGS, BURGEES AND PROTOCOL**
 - 9.1 CLUB FLAG OR BURGEE
 - 9.2 BURGEES OF OTHER CLUBS
 - 9.3 RACING FLAGS
 - 9.4 TIMES WHEN FLOWN
 - 9.5 SALUTES
 - 9.6 CUSTOMS OF THE SEA

- 10 **REGISTER OF VESSELS**
 - 10.1 TYPES OF VESSELS
 - 10.2 PARTICULARS
 - 10.3 MEMBERSHIP REQUIREMENT
 - 10.4 CLUB OBLIGATION
 - 10.5 USE OF CLUB MARINA FACILITIES
 - 10.6 HULL IDENTIFICATION
 - 10.7 SAIL NUMBERS

- 11 **CONDUCT OF RACES FOR SAILING YACHTS**
 - 11.1 GENERAL AUTHORITY OF THE CENTREBOARD AND KEELBOAT COMMITTEES
 - 11.2 REGISTRATION OF SAILING YACHTS
 - 11.3 RACING RULES
 - 11.4 INSPECTION
 - 11.5 PRIZES
 - 11.6 HELMSMAN

- 12 **CONDUCT OF POWER YACHT COMPETITION**
 - 12.1 GENERAL AUTHORITY OF POWER YACHT COMMITTEE
 - 12.2 REGISTRATION OF POWER YACHTS
 - 12.3 PRIZES
 - 12.4 HELMSMAN

- 13 **CLUB MARINA AND BOATSHED**
 - 13.1 PEN REGULATIONS
 - 13.2 MOORINGS
 - 13.3 PEN AND MOORING ALLOCATIONS
 - 13.4 PEN LICENCE AGREEMENT
 - 13.5 POLICY FOR PEN / MOORING ALLOCATION
 - 13.6 RIGHT TO RE-ALLOCATE
 - 13.7 PEN / MOORINGS NON-TRANSFERABLE
 - 13.8 VACANT PENS – TEMPORARY ALLOCATION
 - 13.9 COMMERCIAL VESSELS
 - 13.10 CLUB MARINA AND BOAT STORAGE

- 14 **JETTIES, AND LAUNCHING RAMPS**
 - 14.1 GENERAL
 - 14.2 JETTIES
 - 14.3 FUEL AND FUELLING

- 15 **BOATSHED STORAGE**
 - 15.1 AVAILABLE FOR CLASS YACHTS
 - 15.2 PRIOR APPROVAL REQUIRED
 - 15.3 ALLOCATION AND STORAGE FEES
 - 15.4 PARTICIPATION REQUIREMENT
 - 15.5 REMOVAL FROM BOATSHED
 - 15.6 NON-MEMBER CLASS YACHTS
 - 15.7 REPAIRS TO STORED BOATS

- 16 **DUTY OFFICERS**
 - 16.1 CLUB DUTY OFFICER
 - 16.2 KEELBOAT TWILIGHT DUTY OFFICER

- 17 **STAFF**
 - 17.1 GRATUITIES
 - 17.2 CLUB MEMBERSHIP
 - 17.3 NOT USED
 - 17.4 RESTRICTED USE OF CLUB FACILITIES

- 18 **GYM/SAUNA**
 - 18.1 ACCESS
 - 18.2 MEDICAL CLEARANCE
 - 18.3 USAGE FEES
 - 18.4 RULES
 - 18.5 MINIMUM AGE

- 19 **OTHER ACTIVITIES**
 - 19.1 DRAGON BOATS
 - 19.2 STAND UP PADDLE BOARDS

- 20 **RULE CHANGES**
 - CAN BE CHANGED BY EXECUTIVE COMMITTEE

ANNEXE AVAILABLE FROM THE OFFICE

1. FIRE AND SAFETY COMPLIANCE FORM
2. PEN AND MOORINGS (ACCOMMODATION) RULES AND REGULATIONS
3. SAILING INSTRUCTIONS AND APPENDIX
4. SUPPORT BOAT RULES
5. EMERGENCY PROCEDURES MANUAL/EMERGENCY RESPONSE PLAN
6. ENVIRONMENTAL MANAGEMENT PLAN
7. PEN/MOORING ALLOCATION POLICY AND PROCEDURES

1 COMMITTEE OBJECTIVES AND RESPONSIBILITIES

GENERAL

The controlling Committee of the Club is the Executive Committee which has the following sub committees reporting to, and responsible to Executive Committee:

- Finance Committee
- House, Food & Beverage Committee
- Social Committee
- Mooring and Storage Committee
- Co-ordinating Committee
- Centreboard Committee
- Keelboat Committee
- Power Yacht Committee
- Building Committee
- Policies and Rules Committee
- Remuneration and Conditions of Service
- Officer of the Day Co-ordinating Committee
- and other special committees as required from time to time.

1.1 EXECUTIVE COMMITTEE

COMMITTEE OBJECTIVES

- a. Exhibit a professional management ethos in administering the affairs of the club in accordance with the club constitution.
- b. By sound organisational practices and financial strategies, enhance the viability and success of the club; to encourage amateur yachting, power boating, associated sporting activities and provide an attractive venue for social interaction between members and their guests.

COMMITTEE RESPONSIBILITIES

- a. Through the committee and sub-committee process, manage the affairs of the club in accordance with the club constitution, rules, policy and procedures, and conduct all legal acts necessary or desirable for the promotion of the objectives of the club.
- b. When unable to attend meetings, individual members of the Committees are to seek leave of absence, as failure to do so for three consecutive occasions may render that member's position vacant.
- c. Ensure effective utilisation of resources, and responsible financial and personnel management.
- d. Appoint sub committees, delegate power for those committees to act, and be responsible to, and report to executive.
- e. Review recommendations raised by sub committees, and on majority agreement, oversee the implementation of recommendations.
- f. Ratify recommendations/changes to policy, rules and procedures.
- g. Act upon disciplinary matters and/or form Flag Officers Disciplinary Committee to hear complaints.
- h. Represent EFYC at affiliated clubs and organisations and other external official functions.
- i. Ensure effective communication to membership of club activities and amendments to policy, rules and procedures.

CHAIRPERSON'S RESPONSIBILITIES

- a. The Commodore will chair monthly executive committee meetings.
- b. Be available to attend all other sub committees as required.
- c. Represent the club at interclub and other meetings and events.
- d. Act as a cheque signatory.
- e. Ensure proper Minutes are kept and forwarded to the office.

1.2 **FINANCE COMMITTEE**

COMMITTEE OBJECTIVES

- a. Ensure the financial stability and viability of the Club.
- b. Represent in financial terms the interests of all sections equally.

COMMITTEE'S AREAS OF RESPONSIBILITIES

- a. Set annual budgets in conjunction with other committees.
- b. Monitor financial performance on a monthly basis.
- c. Recommend strategies to Executive to maintain or enhance budget expectations.
- d. Establish a rolling 12-month cash flow budget incorporating capital expenditure estimates to maintain a strong financial position.
- e. Monitor and make investment decisions as to cash reserves.
- f. Assess any proposals, which affect revenue or outgoings.
- g. Monitor borrowings from financiers.
- h. Establish a 4-year rolling financial plan (with input from the various committees) to assist in the long term planning of the Club.
- i. Facilitate insurance reviews to ensure asset and liability protection.
- j. Maintain financial policies which form the basis of the budget.
- k. Assist with office system reviews and methodology reviews.
- l. Monitor overdue accounts of members.
- m. Assist General Manager with financial management issues.

CHAIRPERSON'S RESPONSIBILITIES

- a. The Honorary Treasurer will chair monthly Finance meetings and ensure proper minutes are kept and forwarded to the office.
- b. Ensure members of the committee include all the Flag Officers.
- c. Act as a cheque signatory and approve accounts for payment.
- d.
- e. Attend and report to Executive as chairman of Finance committee.
- f. Assist General Manager with the preparation of the annual accounts to present to the Club Auditor.
- g. Attend AGM to present the annual accounts and to answer members' enquiries.

1.3 **SOCIAL COMMITTEE**

COMMITTEE OBJECTIVES

- a. Work with the Functions Manager and Hospitality Manager to organize viable social activities that are not specific to other sub committees (E.g. presentation nights, class fundraising etc.) and foster social interaction between activity sections and the general membership.
- b. Include participation / representation from all sections of the club to provide a balanced input to social activities.

COMMITTEE RESPONSIBILITIES

- a. Seek concepts from sections/membership for social events.
- b. Work with the Functions Manager and Hospitality Manager to determine the viability of social events including expected attendance and costing of the event, and the convivial benefit gained by the membership

- c. Work with the Functions Manager and Food and Beverage Manager to ensure adequate assistance, support and participation with social activities including:
 - Advertising
 - Ticket sales
 - Decorations
 - Entertainment
 - Seating
 - Manning of event
 - Food
 - Refreshments
 - Clean up
 - Set a budget for each activity incorporating the above
- d. Analyze results of social events (attendance, profit/loss, etc.) to determine future viability of holding similar events.
- e. Advise and assist other sub committees if requested, to conduct their specific social events.

COMMITTEE CHAIRPERSONS RESPONSIBILITIES

- a. Vice Commodore as Chairperson, to select committee members from the general membership including sailing, power, dragon boats and social.
- b. Coordinate functions of the committee by initiating action plans and monitoring financial obligations incurred as a result of planned events.
- c. Liaise with Functions Manager and Hospitality Manager on logistics of planned events, e.g. availability of venue, band bookings, bar requirements, purchase/hire of specific items, etc.
- d. Advise Executive Committee through the committee reporting system of planned events and outcomes.
- e. Report to Executive Committee the decisions of the Committee and ensure that accurate Minutes are produced and forwarded to the office for circulation to Executive Committee.

1.4 MOORING AND STORAGE COMMITTEE

COMMITTEE OBJECTIVES

To be responsible for:

- a. Allocation and occupancy of pens, moorings and dinghy racks.
- b. Fire and safety checks.
- c. Capital expenditure.
- d. Expense budgets and forecasts.
- e. Future planning.

COMMITTEE'S AREAS OF RESPONSIBILITIES

To plan maintenance and to keep in good working order and condition the following:

- a. Jetties
- b. Moorings
- c. Pen structures
- d. Overview of Pen Ropes/compensators (maintenance being the responsibility of pen /mooring licensee)
- e. Grounds.
- f. Car parks.
- g. Dinghy racks.
- h. Fuel - supply and storage.
- i. Services - water, power sullage pump and drainage.
- j. Waste Oil Receptacle, Rubbish Bins, Wheel Barrows, and Emergency Spill Equipment.

COMMITTEE CHAIRPERSON'S AREAS OF RESPONSIBILITY:

- a. The Rear Commodore Mooring and Storage will chair monthly Mooring and Storage Committee meetings and ensure proper minutes are kept and forwarded to the office.
- b. Coordinate the operation of all work projects.
- c. Ensure that a high level of service is maintained.
- d. Be involved in the setting of budgets and long-term planning objectives.

As Flag Officer and Member of the Executive Committee:

- a. Ensure Club policies, rules and regulations are upheld.
- b. Act as club representatives
- c. Assist in the day to day running of the club.
- d. Form part of Protocol and HF&B Committees.

1.5 **COORDINATING COMMITTEE**

COMMITTEE OBJECTIVES

- a. Maintain communication between the on-water sections.
- b. Promote interaction between the sections.
- c. Refer Committee decisions back to each relevant section for ratification or amendment.
- d. Oversee coaching and training courses.

COMMITTEE RESPONSIBILITIES

- a. Identify additions and amendments to the Sailing Instructions.
- b. Select delegates to Swan River Racing, YAWA, Offshore Racing Committees and any other appropriate organisation at the time.
- a. Provide assistance to each section.
- b. Satisfy the short and long-term needs of the boating members.
- e. Promote sail training and courses
- f. Committee to consist of the relevant Captains and a representative from the Dragon Boat and Stand Up Paddleboard sections.
- g. Coordinate and ensure co-operation of all sections on water activities.

COMMITTEE CHAIRPERSON'S AREAS OF RESPONSIBILITY

The Rear Commodore Sailing will chair monthly Co-ordinating Committee Meeting and ensure proper Minutes are kept and forwarded to the office.

- a. Oversee and advise Centreboard, Keelboat and Power Yacht Captains in the performance of their duties.
- b. Oversee and advise on other on-water activities i.e. Dragon Boat Regattas, SUP events and Club sponsored events.
- c. Responsible for maintenance and serviceability of rescue craft and all club owned yachts.
- d. Instigate Meetings when appropriate.
- e. Member of the Race Committee and sub-committees.
- f. Form part of the Protocol Committee.
- g. Present Coordinating Committee Minutes to Executive Committee.
- h. Represent the Club as required.

1.6 **CENTREBOARD COMMITTEE**

COMMITTEE OBJECTIVES

- a. To promote and organise all centreboard sailing and events in an efficient and professional manner.
- b. To foster centreboard sailing participation.

COMMITTEE AREAS OF RESPONSIBILITY

- a. Develop the club centreboard sailing program in consultation with the General Manager.
- b. Ensure the start tower, support boats and canteen are adequately staffed, and that they have the necessary equipment and tools to perform their function.
- c. Ensure that storage facilities are adequate and maintained in a reasonable condition.
- d. Assist in preparation of centreboard annual budget and explore avenues of fundraising.
- e. Organise sailing activities for Opening Day and Centreboard Sailing Presentation Night.
- f. Ensure sailing instructions are reviewed and sailors informed of any changes.
- g. Maintain communication within the classes and develop harmony, unity and club spirit.
- h. Maintain class duty roster for race days.

COMMITTEE CHAIRPERSON'S AREAS OF RESPONSIBILITY

- a. The Centreboard Captain will chair monthly meetings of the Centreboard Committee and ensure proper minutes are kept and forwarded to the office.
- b. Represent the views of the centreboard sailors to Executive Committee and vice versa.
- c. Supervise the running of centreboard races, present pennants and forward the results to the media.
- d. Member of the Coordinating Committee.
- e. Attend Executive Committee Meetings.
- f. Responsible to Rear Commodore Sailing.
- g. Responsible for approving use of Club owned Centreboard yachts.
- h. Responsible for the Junior Centreboard Captain as detailed below: -

Junior Centreboard Captain

Duties

Responsible to Centreboard Captain to: -

- a. Promote and encourage junior sailing and racing as a healthy sporting activity.
- b. Promote and encourage membership of EFYC with emphasis on the junior section.
- c. Represent the junior members where required eg Youth Cup, State and Australian titles.
- d. Represent the junior members on the Centreboard Committee.
- e. Promote social activities between members with the objective of creating good club spirit.
- f. Responsible for looking after the Bill Glasson Training Centre and locking up after club race days.
- g. Assist Boatshed Co-ordinator with general order of junior boats in the boatshed.
- h. Liaise with Centreboard Captain to ensure duty class leaves the rigging are clean and tidy.
- i. Attend Centreboard Committee meetings.
- j. Assist the Centreboard Captain with race day presentations and on Centreboard k. Presentation Night.

Eligibility

- a. Financial junior member of EFYC.
- b. Interested in and prepared to promote sailing to juniors as a healthy sporting activity.

Selection

- a. Nomination and seconded by junior members.
- b. Election by ballot of all junior sailing members or by a majority of junior members voting at a meeting convened by the Centreboard Captain for that purpose.

1.7 **KEELBOAT COMMITTEE**

COMMITTEE OBJECTIVES

- a. To promote and organise all Keelboat sailing and events in an efficient and professional manner.
- b. To foster Keelboat participation.

COMMITTEE'S AREAS OF RESPONSIBILITIES

- a. Deal with correspondence relating to Keelboat matters and liaise with other clubs and organisations as required.
- b. Ensure sailing instructions are updated and crews are aware of changes.
- c. Develop the club's Keelboat racing program/courses in consultation with the office, and forward for approval by the appropriate authority.
- d. Arrange the twilight roster.
- e. Ensure the start tower and support boat are staffed for all Keelboat activities, and that both start and support boat crews have all the equipment they need to adequately do their job.
- f. Organise working groups as required to:
 - * check and maintain club racing marks
 - * assist mooring and storage
- g. Assist in preparation of budgets and explore avenues of fundraising.
- h. Organise Keelboat social events.
- i. Organise Opening Day and Prize Night events.
- j. Maintain communication with the divisions within the Keelboat section and develop systems for promoting harmony, unity and club spirit.

COMMITTEE CHAIRPERSON'S AREAS OF RESPONSIBILITY

- a. The Keelboat Captain will chair monthly meetings of the Keelboat Committee, ensure proper minutes are kept and forwarded to the office.
- b. Represent the views of Keelboat members to executive and vice versa.
- c. Liaise with the club handicapper and Chairpersons of the protest committee.
- d. Coordinate the running of Keelboat races, present prizes, transmit results to the appropriate media and associations, and ensure there are adequate stocks of presentation pennants.
- e. Liaise with other members of the Executive as necessary to develop club policy and tackle practical issues.
- f. Represent the club at official functions.
- g. Attend Executive meetings.
- h. Member of coordinating committee.
- i. Responsible to Rear Commodore Sailing.

1.8 **POWER YACHT COMMITTEE**

COMMITTEE OBJECTIVES

- a. Maximise participation of all power yacht owners and their guests in power boating and events.
- b. Encourage and provide interaction amongst all sections of the club.

COMMITTEE'S AREAS OF RESPONSIBILITIES

- a. Organise and coordinate on-water activities involving Power Yachts.
- b. Arrange staff for starting, check points and results of any races and timed events.
- c. Coordinate functions hosted by Power Yacht section.
- d. Arrange delegate for Power Yacht Association Meeting.
- e. Arrange information nights for persons interested in Power Yacht activities.
- f. Prepare annual Power Yacht budget submission.
- g. Coordinate fundraising/sponsorship activities for Power Yacht section.

COMMITTEE CHAIRPERSON'S AREAS OF RESPONSIBILITY

- a. The Power Yacht Captain will chair monthly Power Yacht Committee Meetings and attend Executive Committee Meetings.
- b. Contact members for use of Power Yachts when required (special events).
- c. Attend other Power Yacht associated functions as required.
- d. Power Yacht representative for Coordinating Committee Meetings.
- e. Member of the Coordinating Committee.
- f. Responsible to Rear Commodore Sailing.
- g. Ensure proper Minutes are kept and forwarded to the office.

1.9 **BUILDING COMMITTEE**

COMMITTEE OBJECTIVES

- a. To provide or arrange ongoing trades and service to effectively construct building, renovation or improvements approved by the Executive.
- b. To oversee building works with conformity to regulations and budget estimates.

COMMITTEE'S AREAS OF RESPONSIBILITIES

- a. Design or review design of new building work, obtaining permits and adhere to appropriate Government/building regulations.
- b. Prepare budgets for major building work and monitor expenditure.
- c. Arrange work contracts, busy bees or material for building/maintenance work.
- d. Regular inspection and maintenance of building services, equipment and structures.
- e. Assist in preparation of budgets.

COMMITTEE CHAIRPERSON'S AREAS OF RESPONSIBILITY

- a. The Executive will appoint a member of the Executive Committee and they will chair monthly Building Committee meetings and attend Executive Meetings as Chairperson of Building Committee and respond to Executive Committee enquiries.
- b. Attend other Committees e.g. House, Social, re-agreement proposed designs or Building programming.
- c. Liaise with Building/Council Authorities to protect EFYC interests.
- d. Attend AGMs to report building progress or forward program details.

- e. Ensure proper Minutes are kept and forwarded to the office.

1.10 **POLICIES AND RULES COMMITTEE**

COMMITTEE OBJECTIVES

- a. To review and revise existing club rules and policy by consultation with sub-committees and other agencies at least every two years.

COMMITTEE RESPONSIBILITIES

- a. Review existing club rules and policy.
- b. Take into account Rules and Policies of other clubs to determine standard or best practice guidelines.
- c. Consult sub-committees for input and advice on their objectives and areas of responsibility.
- d. From input provided update as required statement of duties and responsibilities for Flag Officers, Honorary Secretary, Honorary Treasurer, Captains, and Committee Members.
- e. Formulate revised rules, policy, procedures, duties and responsibilities for presentation to, and ratification by, Executive Committee.

COMMITTEE CHAIRPERSON'S AREA OF RESPONSIBILITY

- a. The Executive will appoint a member of the Executive Committee and they will chair monthly Policy and Rules Committee meetings and attend Executive Meetings as Chairperson of the Policy and Rules Committee
- b. On activation of committee, canvas and select members to carry out function of committee.
- c. Initiate action plan to address review of rules, policy, procedures, duties and responsibilities.
- d. Report findings to Executive Committee and make recommendations.
- e. Ensure proper Minutes are kept and forwarded to the office.

1.11 **REMUNERATION AND CONDITIONS OF SERVICE COMMITTEE**

COMMITTEE OBJECTIVES

- a. To ensure that remuneration and conditions of service is consistent with agreed Club policy and Industrial Awards.
- b. On an annual basis, assess the remuneration of staff as recommended by the General Manager and assess the General Manager's remuneration.
- c. To ensure the staff organization structure remains appropriate for the range of services and activities provided by the Club.

COMMITTEE RESPONSIBILITIES

- a. Committee to comprise of Honorary Treasurer as Chairman, Commodore, Vice Commodore, Rear Commodore Sailing, Rear Commodore Mooring and Storage & the General Manager to advise recommendations of staff remuneration and conditions of service.
- b. Formulate criteria for, and conduct assessment of, remuneration (e.g. management by objectives, performances, discipline, attendance, attitude and service).
- c. Review Conditions of Service of staff and identify any changes deemed necessary.
- d. Review organizational structure from time to time and forward proposed recommendations to Executive Committee for approval.
- e. The Committee is authorized to initiate and implement resolutions in respect to

- remuneration and conditions of service, and refer these resolutions to Executive Committee for information.
- f. The Commodore and Vice Commodore are to be advised prior to Engagement and Dismissal of Senior permanent staff by the General Manager.
- g. All information discussed by the Committee is to remain confidential.

COMMITTEE CHAIRPERSON'S AREAS OF RESPONSIBILITY

- a. Liaise with General Manager to formulate recommendations.
- b. Inform the Committee of recommendations prior to calling a meeting.
- c. Report Committee resolutions to Executive.
- d. Ensure accurate Minutes are recorded.

1.12 HOUSE, FOOD AND BEVERAGE COMMITTEE

COMMITTEE OBJECTIVES

- a) To ensure that costing applied to food and beverages allow for the sustained profitability of the club whilst ensuring that members receive value from those costings.
- b) To work with the Hospitality Manager to ensure the profitability, quality and innovation of member's functions and other hospitality services.
Ensure an appropriate standard of order and discipline is maintained in the clubhouse
- c) To ensure that costing applied to food and beverages allow for the sustained profitability of the Club whilst ensuring that Members receive value from those costings.

COMMITTEE RESPONSIBILITIES

- a) Committee to comprise of the Commodore as chairperson, the Honorary Treasurer, Vice Commodore, Hospitality Manager and General Manager in an advisory capacity.
- b) The Hospitality Manager to provide costing recommendations and reports monthly and year to date hospitality profit and loss details.
- c) All pricing decisions by the Committee have full authority of the Executive Committee to implement without the prior approval and will refer the decisions to Executive Committee for information and ratification.
- d) Be responsive to member's suggestions and complaints regarding the hospitality operations, facilities and services and work with the Hospitality Manager to remedy any differences.
- e) Recommend purchase / disposal of equipment to improve appearance and facilities in the clubhouse.
- f) Prepare the annual budget for the committee's activities for Finance and Executive approval, in May.
- g) Monitor standard of behaviour and dress in licensed premises.

CHAIRPERSON'S AREAS OF RESPONSIBILITY

- a) Chair fortnightly meetings of the Committee.
- b) Monitor financial outcomes of the hospitality area of the club.
- c) Report to Executive Committee the decisions of the Committee and ensure that accurate minutes detailing the reasons for any decisions are produced and forwarded to the office for circulation to Executive committee.

COMMITTEE OBJECTIVES

- a. To ensure that an Officer of the Day is on duty at the Club on weekends and Public holidays, with the emphasis on special activity days.
- b. Volunteer members and selected members to be approached to fill the role of Officer of

the Day (OOD).

COMMITTEE RESPONSIBILITIES

- a. To ensure that all OOD's are suitably trained in Club Rules, Policies and Procedures and are aware of current activities.
- b. Review the duties and responsibilities of OOD's.
- c. *Ensure that the following criteria are followed:* -
 - i) Whites to be worn with epaulettes and name badges.
 - ii) Name of "officer of the Day" to be placed in a prominent position outside the club.
 - iii) Daily check and report sheets to be prepared.
 - iv) Roster to be flexible to suit club needs e.g. morning & afternoon shifts on weekends and public holidays with priority on activity days.
 - v) Open House, Opening Days and Regattas to be given specific consideration.
 - vi) Staff liaison.
 - vii) Protocol (e.g. flags and rules).
 - viii) First point of contact for any external source.
 - ix) Assist with start tower and organise other club activities.
 - x) Monitor refuelling activities.

1.13 OFFICER OF THE DAY CO-ORDINATING COMMITTEE

CHAIRPERSONS AREA OF RESPONSIBILITY

- a. Executive to appoint committee member to chair this committee.
- b. Report to Executive on any issues and recommendations.

2 GENERAL

2.1 Damage to Club Property

Any member who wilfully destroys damages or loses any Club property shall pay the full cost of replacement as determined by Executive Committee.

2.2 Removal of Club Property

A member shall not take any Club property from the Club Premises for any reason, unless authorised by the General Manager or appropriate Flag Officer, and recorded in the Property Register, located in the meeting room.

2.3 Notices

Papers or notices of any sort shall not be laid on the tables or bars, or put on the Club noticeboard, or displayed anywhere in or about the Club Premises without the prior approval of the General Manager.

2.4 Limit of Liability

Neither the Club nor any one of its Officers, Management Committee, Members, servants, employees, or agents of the Club shall be liable for any demand, action, or claim for loss, damage, injury, cost or expense by any member or other person or corporation ("the claimant") alleging or based upon any act, omission, neglect, default, or negligence of any one or more of the Club, its Officers, Management Committee, Members, servants, employees, or agents of the Club whether occurring whilst such claimant is using or occupying the Club premises or any asset of property of the Club pursuant to any right or authority under this Constitution unlawfully or without authorisation or otherwise. All such persons and or claimants using the Club premises

or any asset or property of the Club or using the conveniences or facilities of the Club shall do so only at their own risk.

2.5 **Members' Addresses**

All members shall give the General Manager full details of his residential address and subsequent changes and may give a separate postal address for service of notices.

If a member has failed to give an address as provided in this Rule, then service of a notice may be affected by placing it on the Club noticeboard and shall be deemed to have been delivered at the time of being so placed. In the case of a notice being so served it will suffice if the form of the notice is placed and attached to a list of the members to whom it is addressed.

Members' details may not be divulged to non-members.

2.6 **Membership Cards and Vehicle Parking Stickers**

Membership cards will be issued to all Members upon payment of their annual subscriptions, and to Life and Honorary Members. Replacement of a lost or destroyed card will only be made following written application to the General Manager and payment of a charge determined by the Committee.

A vehicle-parking sticker is issued to Senior, Associate, Country, Life and Honorary Members to enable admission to the Club of that member only and his vehicle only. A vehicle-parking sticker shall not be used to admit any other vehicle and shall not be loaned to another person. Infringement of this rule may entail the withdrawal of the member's parking sticker.

Members are required to carry their membership card with them when visiting the Club and to present their card upon request by an Officer or employee of the Club.

2.7 **Correspondence**

All outgoing correspondence must be processed through the Club Office and all incoming correspondence must be registered with the Club Office.

2.8 **Smoke Free Zones**

All internal and enclosed areas of the Clubhouse including within 5 metres of any doorway are Smoke Free zones.

2.9 **Long Service and Junior Sailing Medals**

Long Service Medals may be presented to current members (with the exception of reciprocal and honorary) with 20, 30, 40, 50, 60 and 70 years of membership.

For the purposes of eligibility membership time will be calculated from the beginning of the financial year in which the member joined. Any change of membership category will not adversely affect eligibility unless it includes reciprocal or honorary membership.

Junior members under 18 years of age may be presented a Junior Sailing Medal on completion of seven continuous years as an active and registered sailor.

Medals will be awarded by the club Commodore and Honorary Secretary at an event in July of each year.

2.10 **Club and Special Service Medals**

Gold (Life Membership)

- a. All recommendations for the issue of Gold Medals (Life Memberships) must be made by the Executive Committee to an Annual General Meeting or Special

General Meeting. The recommendation is voted on by voting members at the respective meeting.

- b. The selection criterion is based on exceptional service to the club over a number of years.
- c. The guidelines as listed hereunder will be used by Executive when considering support for a Life Membership nomination.

1. The nominee's contribution to the club should be current, significant and commensurate with the standard of current life members.
2. The nominee should be a long-term active member of the club
3. The nominee should have strong support from at least one section of the club.
4. Personal and/or mutual nominations from members are discouraged.
5. Expected contributions arising from a club office position do not in themselves qualify for life membership nomination.
6. Executive should expect a positive vote from members before endorsing a life membership nomination.
7. The guidelines 1- 6 as listed above do not preclude a nomination based on exceptional circumstances.

Silver (Service Award)

- a. Maximum of three issued annually.
- b. Presented at Annual General Meeting or Commodores Cocktail Party or Dinner Party.
- c. Medal recipients are selected by the Executive Committee following a request for nominations from sub committees.
- d. The selection of recipients is based on service to the club above and beyond the normal course of duty.
- e. ***The Nominee must be a current Member of the Club.***

2.11 Access to Club Information

Members may apply to the General Manager, for general information excluding sensitive information e.g. staff and members' personal and financial information.

Any contentious requests to be referred to Executive Committee for a decision.

Any matter before Executive may be embargoed at Executive Committee's discretion.

3 FINANCIAL

3.1 Trading Accounts

Members are provided with a 30-day trading account to cater for their subscriptions, pen fees, house support transactions, gym membership and all club trading transactions.

Payment for member's balances are to be paid by 5pm on the last working week day of the month following the date of first statement issued after the debt was incurred.

3.2 Overdue Account – Charges and Collection Policy

(a) Administration Charges:

- i) Any member whose account includes debt or charges that has been outstanding for one month from the date of the statement first detailing the debt or charge shall be debited with an administration charge of 2% of the

- overdue balance per month.
- ii) Any amount paid on account will be first off set against oldest amount outstanding on the account.
 - iii) Any cost incurred in recovering an outstanding account is the full responsibility of the member.
 - iv) Membership subscriptions unpaid at the end of September will also incur an administration charge of 2% per month.

(b) Credit Collection Policy:

- i) Credit (POS & Fuel) and access (Boom gate & Gym) is to be withdrawn when a member debt is unpaid 60 days from the date of the first statement issued after the debt was incurred.
- ii) Credit and access will be restored on payment of the total account balance or a satisfactory payment arrangement being made with the General Manager.
- iii) A member account reaching 90 days outstanding (not including subscriptions) will have access restored on payment of the members total account balance and credit restored on payment of the members total account balance and completion and retention of a monthly payment authority in favour of the club.
- iv) A member failing to respond to staff collection approaches will be referred to a debt collector and credit facility suspended for a period of time to be terminated by the Finance Committee.
- v) Repeat 90 day debtors or debtors who fail to satisfy the monthly payment authority will have their credit facility suspended and referred by the Finance Committee to the Executive Committee to review and ascertain suspension of their credit or other consideration under constitution Clause14 (b).

3.3 Members House Support [HSS]

All Senior and Associate members will be charged for HSS quarterly [March, June September and December] The amount of the HSS will be as determined from time to time by the Executive Committee. HSS is limited to one charge per family.

Husband and wife or bona-fida defacto couples will only be charged one HSS amount each quarter following application to the club office.

Members engaged in educational or vocational training, which precludes them from earning a regular income will be exempt from HSS during their training upon annual written application to the club office. The Finance Committee will consider written applications for exemption from any Member who is experiencing financial hardship.

Upon payment of the HSS charge (as appearing on member's accounts), members can recoup the HSS amount by using their membership card to purchase food and beverage through the club hospitality area, purchase club clothing or sundry items through the club office or ice from the club 24-hour facility. Club Function and presentation entry fees can also be recouped from HSS.

HSS cannot be cashed, recouped against fuel, fees, levies etc. and cannot be recouped retrospectively.

Any HSS not recouped within six months of the date charged on member's accounts will be deemed expired. Members are notified of the amount of HSS due to expire at the end of the month, on their preceding statement.

3.4 Withdrawal of Membership Application

An application for membership can be withdrawn prior to acceptance by Executive

Committee and a refund will be forwarded less a \$25 admin fee.

3.5 Liability for Subscription Moiety Payment

Membership subscriptions can be paid in two moieties with a penalty of 10% of the annual subscription fee charged.

Members are not permitted to transfer to a lower cost membership category after paying a first moiety and are liable for the second moiety even if the member resigns.

3.6 Liability for Monies on Cessation of Membership

Any person ceasing membership of the club for any reason shall remain liable for the payment of all subscriptions and other money due and payable by him/her to the club.

3.7 Nomination (Entrance) Fees

Executive Committee will determine the Nomination fee payable for each category of membership, payable by new members on joining the Club.

- a. Junior members upgrading to Senior membership are not required to pay an additional nomination fee.
- b. Pensioners are not required to pay a Nomination fee on production of evidence that they are receiving a full Government Pension.
- c. Members who joined the Club before 1st July 2006 and have maintained continuous membership, upgrading to another membership category, are not required to pay an additional Nomination fee.
- d. Members who joined the Club after 1st July 2006 and have maintained continuous membership, upgrading to another membership category, are required to pay an additional Nomination fee equal to the current difference between the Nomination fee applicable to their membership category and the category they are upgrading to.
- e. Members of a Senior Family membership group upgrading to another membership category are not required to pay an additional Nomination fee.
- f. Members who joined the club after 1st July 2006 and have maintained continuous membership, who downgrade their membership category and subsequently upgrade to their original category will not be required to pay an additional Nomination fee.
- g. Nomination fees are not refundable.

3.8 Payment of Accounts

Payment of accounts will not be accepted by staff other than administration staff during normal office hours. Accounts can be paid in person during normal office hours, by post or via the mailbox in the office foyer, electronic transfer or by credit/debit card. Surcharge fees to recover transaction costs will be determined by Executive Committee.

3.9 Subscriptions

Executive Committee will determine the annual membership Subscription fee payable for each category of membership. Please refer to Yearly Fee Schedule for other fees.

3.10 Declined or Withdrawn Membership

An application for membership if declined or withdrawn, will only be considered once every two years.

4.1 **Hats in the Bar**

Members and guests are not permitted to wear hats in the Clubhouse [Clubhouse is defined as all internal rooms and balconies on the first floor ie Balcony, Observation Deck, Members Bar, Family Lounge, Observation Lounge, Ward and River Rooms] with the exception, that, hats are permitted to be worn on the Balcony East of the

Observation Lounge when observing club events and at Weddings and specific club social events e.g. Melbourne Cup Luncheon. In addition, Members and guests may wear a fashion hat that forms part of a formal ensemble in the Clubhouse.

4.2 **Standard of Dress**

- a. The minimum standard of dress in the Clubhouse is a shirt with sleeves, shorts and footwear. Ladies are permitted to wear sleeveless shirts in the bars.
- b. Bathers, bikinis and scanty clothing may not be worn in the Clubhouse.

4.3 **Club and/or Other Members' Property**

Members must not remove without authority, damage or otherwise interfere with the property of the Club or a member and/or their guest. Apart from any action which the Club may take arising out of complaints, members may not issue proceedings against the Club on any matter however there is nothing to prevent a member issuing proceedings against another member as a consequence of any such occurrence.

4.4 **Offensive Behaviour and Language**

It is every member's responsibility to observe the rules of the Club and to exhibit an appropriate standard of behaviour.

Members must also ensure that their guests are aware of these requirements and that the guests are expected to conduct themselves accordingly

Offensive language and behaviour and will not be tolerated.

Any offender, be it a member and/or his/her guests may be asked to leave the licensed premises and the member may be subsequently requested to appear before a Protocol Committee.

4.5 **Suggestions and Complaints**

Members' suggestions and complaints shall be made in writing and addressed to the General Manager.

4.6 **Disciplinary Action**

Following receipt of a written complaint regarding unacceptable behaviour, a Protocol Committee may be convened to investigate the complaint or unacceptable behaviour.

The Protocol Committee shall consist of the Flag Officers and be chaired by the Commodore, in his absence the Vice Commodore, or in the absence of the Vice Commodore then the next most senior Flag Officer. If it is not possible to convene a meeting with three Flag Officers then any member of Executive can be invited to be a member of the Committee.

The offending member shall have the right to personally appear before the Protocol Committee to give evidence and/or plead his/her case

The Committee can make recommendations to the Executive Committee to impose reprimands, club service, suspension of some or all of membership rights, termination of membership and/or recovery of costs. All decisions and recommendations must be fully detailed and supported in the Minutes.

Recommendations put forward by the Protocol Committee shall not be binding on the

member until endorsed by the Executive Committee

Club Service - can consist of any reasonable activity that will benefit the club.

Recovery of costs

In the event of an offence being proven, then the guilty party/s may be directed to make restitution (which may include legal costs) as deemed appropriate by the Executive Committee.

Financial Status of Suspended Members

When a suspended member completes a period of suspension, and is a current financial member, the benefits of membership will resume.

5 **GUESTS AND LICENSING**

5.1 **Liquor Act**

The Committee and all members shall observe and comply with the provisions of the Liquor Act 1988 and amendments, which apply to the Club's activities.

The Club Liquor Licence covers the bars, function area, barbecue area, balcony and the bitumen area adjacent to the grassed rigging area.

5.2 **Hours of Operation**

The Committee shall set the hours of opening and closing the various facilities in the Club Licensed Premises and notices of such times shall be posted on the Club noticeboard.

Bar staff, at their own discretion may close a bar from 8pm if there are less than six members and guests present. This discretion is to allow for Club activities where additional members are expected to attend.

5.3 **Functions**

The General Manager may prescribe what functions may be held within the Club Licensed Premises, when and where they shall take place, and will make all necessary arrangements, including the determination of charges and any other matters. Senior members are excluded from function hire fee provided the function is not corporate and is linked to a club-catering package.

5.4 **Children**

Children under the age of 18 shall not be supplied with liquor and shall only be admitted to any bar area, excluding the Members Bar, if in the company of and under the control of a member.

Children are not permitted to run in the Clubhouse and must be supervised at all times.

For safety reasons, children under the age of nine are not to be served food or beverage from Club bars.

5.5 **Guests**

- a. A person who is not a member shall not be admitted to any part of the Club Licensed Premises except as provided for in these Rules.
- b. A member hosting an approved function may introduce individual guests in the member's company without limit to numbers. A member may introduce up to five guests in the member's company at other times.

- c. The Committee may prescribe parts of the Club to which guests shall not be admitted. Notices defining the areas shall be displayed on the Club noticeboard.
- d. A guest shall not be supplied with liquor to be consumed other than in the Club Licensed Premises.
- c. Members must sign in their guests in the Visitors Book and are responsible for the conduct of their guests.
- f. Staff, a Flag Officer, member of Executive Committee or the Licensee of the Club shall have the right to refuse entry to or eject from the Club Premises any person who is not a member or any person who is a guest of a member and whose presence is considered undesirable by any staff, Flag Officer, Executive Committee or Licensee of the Club AND shall have the authority of the Club to seek the assistance of the Police to enforce any such exclusion or ejection of such a person from the Club Premises.
- g. No person shall be admitted as a guest where they have been an unsuccessful candidate for admission to the Club.
- h. No person who has been a member of the Club or any other club and who has been expelled therefrom, or is under suspension from any club shall be admitted as a guest.
- i. Any guest that attends the clubhouse in excess of six times over the financial year is required to become a Member of the Club.
- j. Following receipt of a written complaint regarding unacceptable behavior of any guest of a member the Executive Committee may convene a meeting to investigate the complaint or behavior.

If the Executive Committee makes such a determination:

- i) The name of that person and the period during which that person is excluded from admission shall be generally published to members of the Club (in such manner as the Executive Committee determines appropriate) and following such publication no member shall introduce or sign that person in as a guest during the period that the Executive Committee has determined that person shall not be admitted to the Club Premises: and
- ii) No member may introduce or sign in that person as a guest and any member doing so shall be subject to disciplinary action under Rule 4.6.

Any member of the Club aggrieved by the determination of the Executive Committee withdrawing the member's right to introduce a particular person as a guest, may lodge a written appeal with Executive Committee, which shall fully state the appellants case, and the Executive Committee shall at the next monthly Executive Meeting consider that appeal (and, if the appellant has requested, also hear oral submissions as the matter referred to in the written appeal from the appellant and any other person the Executive Committee consider appropriate) and may decide to uphold, vary or cancel their earlier determination (and if deciding to vary or cancel that earlier determination shall publish their decision generally to members of the Club in the same manner as their original publication of determination.”.

5.6 **Animals**

Animals (other than guard dogs under the control of their handlers, or guide dogs) are not permitted anywhere within the Club's Premises under any circumstances.

5.7 **Ringing the Bell**

Ringing the bell on race days will automatically require the member ringing the bell to pay for two jugs of beer (or squash for juniors) which are to be distributed amongst members and guests in the Club Licensed Premises.

5.8 Not Used

5.9 **Consumption of Food and Liquor**

Members, guests or visitors are not permitted to consume food or liquor on the Club Licensed Premises other than food or liquor purchased at the Club.

Packaged drinks (takeaways) are not to be consumed on licensed premises.

5.10 **Refusal of Service**

It is against the law for staff to serve alcohol to people who are drunk. Staff are authorised to refuse service.

5.11 **Restricted Access**

Members are not permitted behind the Bars or in the Bar storeroom unless access forms a necessary part of their Club duties.

6 **FIRE AND SAFETY – MEMBERS’ VESSELS**

The Fire and Safety Compliance Rules set minimum requirements for all vessels occupying pens and moorings in the Club Marina or lying alongside any jetty or launching ramp within the Club Riverbed lease. The rules should not be construed as providing a set of safety standards as the safety of each craft and its occupants is the responsibility of its owner.

Fire and Safety Compliance Rules are contained in a separate annexe available from the office.

7 **PARKING AND GROUNDS**

7.1 **Vehicle Parking**

Only current financial Senior, Associate, Country, Life or Honorary members with a current parking sticker clearly displayed on the lower driver’s side of the front windscreen or dashboard of their vehicle are permitted to park in the marked parking bays in the lower carpark.

Only authorised members may use designated bays e.g., Commodore, Flag Officer or Rescue Boat Bay.

Vehicles not complying with this rule are subject to infringement notices and/or Club disciplinary action. The Club has authorised a parking enforcement company to patrol and issue infringement notices on non-complying vehicles.

Staff Parking

Administration and Grounds staff may park in the lower parking area. A “lock up” bay in the lower carpark is available for staff use and hospitality staff are permitted to use the lower car park after 2200 hours on Friday, Saturday and Sunday evening providing a current parking sticker or temporary parking permit is displayed on the lower driver’s side of the front windscreen or dashboard of a vehicle.

Guests and reciprocal members may park in the upper carpark.

7.2 **Trailer Parking**

Trailers are not permitted to be parked in the lower carpark with the exception of centreboard dinghy trailers and centreboard volunteer rescue boat trailers parked in the roped parking bays on the eastern side of the Observation Deck or in the designated Support Boat bay unless approved by the Rear Commodore Mooring & Storage or the General Manager and can only enter this carpark to launch, load or retrieve a boat or equipment.

Current financial Senior, Associate, Country, Life or Honorary members with a current parking sticker clearly displayed on the lower drivers side of the front windscreen or dashboard of their vehicle; are permitted to park their vehicle and trailer in the marked parking bays in the upper carpark with the exception of weekends and public holidays.

Trailers and/or vehicles not complying with this rule are subject to infringement notices and / or Club disciplinary action.

7.3 Rigging Area Parking

Vehicles may not be parked on the grassed rigging area and are subject to City of Melville infringement notices and/or Club disciplinary action.

7.4 Animals

Animals are not permitted onto the grounds with the exception of guard dogs under the control of their handlers or guide dogs.

7.5 Waste Oil

A waste oil receptacle to provide for waste oil from members' vessels only is provided in the lower carpark. All waste oil must be disposed of in this receptacle.

7.6 Rubbish

Members are required to place their rubbish in the bins provided.

7.7 Special Parking Access

Restricted access by non-members to the lower car park is permitted with the approval of the General Manager, Hospitality Manager or the Functions Manager provided the access is closely monitored and restricted to unavoidable access eg. Bridal Parties, people with disabilities, access for visiting Centreboard sailors to unload boats and the unloading of equipment for club and member functions. The limited parking is to be considered at all times.

7.8 Cleaning of Boats

The cleaning of any vessel and /or hull cleaning and anti-fouling other than a wipe down with a soft sponge or cloth is not permitted within any areas of the club grounds.

8 CLUB UNIFORMS

8.1 Mess Dress

Mess Dress shall comprise black trousers or skirt and a blue mess jacket furnished with three gilt Club buttons one each side, a soft white dress shirt with flat collar and blue bow tie and blue epaulettes.

Mess Dress shall only be worn at the direction of the Commodore.

8.2 Square Rig

The uniform for Flag Officers formal wear shall comprise a black double breasted reefer jacket having four black Club buttons on each side and sleeve and vents at side seams, white trousers, white shirt, EFYC issued tie and white shoes and socks.

Executive Committee members other than Flag Officers may wear a dark navy reefer jacket in lieu of the black double breasted reefer jacket.

Owners of registered vessels may wear a small black anchor in each side of the top collar of the jacket 25mm above the collar steps.

8.3 Summer Day Dress (Commences Opening of Sailing Season)

A white naval type shirt with two pockets and button down flaps, open neck, short sleeves and blue epaulettes, white trousers, shorts or skirts, white belt, white shoes and socks. A dark blue plain pattern crew neck jersey with blue epaulettes may be added during inclement weather.

8.4 Winter Day Dress (Commences Opening of Power Season)

White trousers or skirt with dark blue plain pattern crew neck jersey with blue epaulettes over a white shirt, EFYC issued tie, white shoes and socks.

8.5 Caps

Flag Officers formal dress includes a naval cap with white cover with Club badge. The badge shall be a gold fouled anchor with the letters "E F Y C" superimposed surrounded by a laurel wreath. The badge to be worked in gold. White cap covers need not be worn from 1 May to 30 September.

8.6 Club Insignia

a. Buttons

Club buttons shall incorporate a black embossed anchor.

b. Epaulettes

Epaulettes shall be blue. They shall measure approximately 130mm long and 50mm wide, fastened at the upper end by a gilt button and shall be square at the shoulder point and peaked at the upper end. The epaulette shall have the letters "E F Y C" woven in gold thread spaced 7mm from the shoulder end and surmounted by a gold fouled anchor above which shall be a crown worked in gold thread.

Ranks of office as detailed below shall be 7mm naval gold lace conveniently spaced, the curl having a 7mm centre.

The epaulettes for the General Manager shall be in silver braid.

c. Jacket Sleeves - Square Rig Uniform

Rank of office will be denoted on both sleeves of reefer jackets in a 13mm black braid in the same style as for Rule 7.8.2. The bottom of the lower band shall be placed 65mm from the end of the sleeve with 7mm space between bands and where appropriate, a curl with a 13mm centre placed on the forepart of the sleeve.

d. Ranks of Office

Commodore - four bands with curl

Vice Commodore - three bands with curl

Rear Commodore - two bands with curl

Honorary Secretary - one band with curl

Honorary Treasurer - one band with rope band above

Captains - one band with curl above a half width band

Committee Members - one band with curl

General Manager - one band with curl

9 FLAGS AND BURGEES

9.1 Club Flag or Burgee

a. On yachts the Club Burgee is to be flown from the masthead, backstay or the starboard crossrees. On power yachts the Club Burgee is to be flown from the foremast or a mast or similar fitting on the highest point of the superstructure.

- b. The Club Burgee shall only be flown on a vessel on the Club Register of Vessels and while under the control or effective control of a member of the Club.
- c. A Flag Officer's Flag shall only be flown on the vessel if the Flag Officer concerned is aboard or in effective control of the vessel.
 - i) The Commodore's flag is a swallowtail, white, with a blue cross. The Vice Commodore's Flag is similar to the Commodore's but with one blue ball in the upper canton.
 - ii) The Rear Commodore's Flag is similar to the Commodore's but with two blue balls - one in the upper canton and one in the lower canton.
 - iii) The Past Commodore's Flag is similar to the Commodore's but with a blue cross in the upper canton.
- d. A member lending his vessel to a person who is not a member of the Club shall not permit the Club Burgee to be flown.

9.2 **Burgees of other Clubs**

- a. When in the home waters of another club of which an owner is a member, it is an act of courtesy to fly the burgee of that club in place of the Club Burgee. A Flag Officer should fly his Flag Officer's Flag in preference to any other burgee.
- b. The Club Burgee shall not be flown with the burgee or ensign of another club.

9.3 **Racing Flags**

When racing, only those flags which are authorised by the sailing instructions should be flown.

9.4 **Times when Flags, Ensigns and Burgees should be flown**

- a. When a vessel is underway the Ensign, Club Burgee and Flag Officer's Flag may be flown continuously day and night. The Ensign and Flags may be lowered during the hours of darkness.
- b. In harbour, the Ensign should be hoisted at 0800 hours and hauled down at sunset.
- c. In harbour the Club Burgee may be flown either between 0800 hours and sunset or continuously at the option of the owner. The Club Burgee shall not be flown while a vessel is unattended in the Club Marina.
- d. A Flag Officer's Flag and house flag (if any) should be flown continuously by day and by night in harbour.

9.5 **Salutes**

- a. Salutes are made by dipping the Ensign, i.e. lowering it slowly to a position about one-third from the lower end of its hoist.
- b. The vessel making the salute should keep her Ensign lowered that is at the 'dip' while the vessel being saluted dips her Ensign. As soon as the vessel which is being saluted starts to re-hoist her Ensign, the vessel making the salute re-hoists hers.
- c. The salute is only made with the Ensign. The Club Burgee and an Officer's Flag should never be dipped.

9.6 **Customs of the Sea**

In cases not covered by these Rules, members are expected to follow the generally recognised custom.

10 **REGISTER OF VESSELS**

- 10.1 **Types of Vessels**
The General Manager shall maintain a Register of Vessels registered with the Club and the Register shall be divided into classes as follows:
Sailing Yachts (including vessels with auxiliary engines)
Power Yachts
Tenders and Dinghies
- 10.2 **Particulars**
Particulars of a vessel for registration shall be supplied by the Owner and lodged with the General Manager on such forms as the Committee may require.
- 10.3 **Membership Requirement**
No vessel shall be accepted for registration unless all Owners are Senior, Life or Junior members of the Club.
- 10.4 **Club Obligation**
The acceptance of an application for registration does not automatically create any obligation on the Club to provide facilities appropriate for use by a vessel nor for the provision of races or other events in which the vessel may compete.
- 10.5 **Use of Club Marina Facilities**
Only vessels that are registered with the Club, are appropriately insured, comply with all relevant Government and Club Rules and are being lawfully operated may enter or use the Club Marina Facilities.
- 10.6 **Hull Identification**
A vessel on the Club Register of Vessels shall bear its registered name (and sail number if appropriate) and the letters EFYC clearly displayed on its hull. In addition, a vessel will at appropriate times display other forms of identification as may be prescribed by the Centreboard Committee, Keelboat Committee, Power Yacht Committee or the Rules or Sailing Instructions and all dinghies or tenders shall bear the name of the Owner and/or the name of its mother vessel displayed on both the fore and aft side of its transom.
- 10.7 **Sail Numbers**
A sailing yacht on the Club Register of Vessels shall carry on its sail(s) its number as entered in the Register in accordance with IYRU Rules.

11 **THE CONDUCT OF RACES FOR SAILING YACHTS**

- 11.1 **General Authority of the Centreboard Committee and the Keelboat Committee**
- a. All centreboard races and yachts competing therein shall be under the direction of the Centreboard Committee/Keelboat Committee. All matters shall be subject to its approval and control and all doubts, questions and disputes, which may arise, shall be subject to its decision.
 - b. The Centreboard Committee/Keelboat Committee shall appoint starters, handicappers, protest committee and other officials as may be appropriate.
 - c. Support Boat crew shall comply with Annexure 4 (Support Boat Rules).

11.2 **Registration of Sailing Yachts**

A sailing yacht must be registered before being eligible to compete in Club races.

The Centreboard Committee/Keelboat Committee may on occasion, by permission or invitation, allow yachts registered with other yacht clubs to compete in races conducted by the Club.

- 11.3 **Racing Rules**
Sailing races shall be conducted under the International Yacht Racing Rules current at the time unless otherwise authorised by the Centreboard Committee/ Keelboat Committee and stated in the sailing instructions.
- 11.4 **Inspection**
An Owner competing in Club races shall permit all reasonable inspection of his vessel by or on behalf of the Centreboard Committee/Keelboat Committee and shall afford all reasonable facilities to carry out such inspection in regard to measurements, marks, fittings, seaworthiness and safety, lifesaving apparatus, and such other matters as fall within the scope of the Centreboard Committee/Keelboat Committee.
- 11.5 **Prizes**
Prizes shall be trophies or product vouchers or as decided by the Centreboard Committee/Keelboat Committee.
- 11.6 **Helmsman**
Unless the sailing instructions otherwise specify, a yacht competing in Club races shall be sailed either by a financial Senior, Life, Reciprocal or Junior Member of the Club.

12 **THE CONDUCT OF POWER YACHT COMPETITIONS**

- 12.1 **General Authority of Power Yacht Committee**
- a. All power yacht competitions and events, and power yachts competing therein shall be under the direction of the Power Yacht Committee. All matters shall be subject to its approval and control and all doubts, questions and disputes, which may arise, shall be subject to its decision.
 - b. The Power Yacht Committee shall appoint a voluntary starter, handicapper, protest committee and such other officials as may be necessary.
- 12.2 **Registration of Power Yachts**
- a. A power yacht must be registered before being eligible to compete in club events.
 - b. The Power Yacht Committee may, on occasion by permission or invitation, allow power yachts registered with other yacht clubs to compete in events conducted by the Club.
- 12.3 **Prizes**
Prizes shall be trophies or product vouchers or as decided by the Power Yacht Committee.
- 12.4 **Helmsman**
Unless the conditions of the event otherwise specify, a vessel competing in Club events shall be helmed either by a financial Senior, Life or Reciprocal Member of the Club or by any other person who the Power Yacht Committee permits but upon such terms and conditions as the Power Yacht Committee may specify.

13 **CLUB MARINA AND BOATSHED**

- 13.1 **Pen Regulations**
- a. All vessels shall be moored as directed by the Mooring and Storage Committee.

- All fastenings shall be of approved materials.
- b. All Pen / Mooring lines and fittings to be fitted and maintained by Penholder.
 - c. Lines considered unsafe may be required to be refitted at the direction of the Mooring and Storage Committee.
 - d. Any action or work that has been ordered by the Mooring and Storage Committee and not carried out by the member may be carried out by the Club and the expenses incurred charged to the member.
 - e. Members are solely responsible for the safety of their vessels.
 - f. Boarding steps or planks are not to be left on jetty surfaces such that they impede pedestrian or trolley access in any way.

13.2 **Moorings**

- a. **General**
There is only one class of swing moorings in the Club Marina, which are owned and maintained by the Club and leased to members.
- b. In the event of the termination of a member's right to use a Club mooring and after 14 days' notice, or in an emergency, the member's vessel may be removed from the mooring or site at the member's risk or cost.
- c. Club Moorings will be serviced and maintained by the Club. Members will be responsible for reporting any damage.

13.3 **Pen and Mooring Allocations**

The Mooring and Storage Committee has responsibility for allocation of pens and moorings in accordance with the Pen and Mooring (Accommodation) Rules and Regulations and the Pen/Mooring Allocation Policy and Procedure. See annexure. All applications for Club pens and moorings must be made in writing to the General Manager.

- a) Temporary Allocations can be made by the Mooring and Storage Committee or General Manager for short term accommodation. Fees will be charged weekly in arrears at the annual square metre rate of applicable pens at the calculation of 1.8 times and moorings at the calculation of 2.0 times.
- b) Provisional Allocations can be made for a period determined by the Executive Committee at the annual square metre rate of applicable pens at the calculation of 1.5 times

13.4 **Pen Licence Agreement**

- a. A Member allocated a pen in the Club Marina shall sign a pen licence agreement and lodge it with the General Manager within 14 days of receiving it.
- b. An allocation of a pen in the Club Marina shall not take effect until a pen licence agreement, signed by the owner, has been lodged with the General Manager. No vessel shall occupy a pen on a permanent basis in the Club Marina until a pen agreement signed by the owner has been lodged with the General Manager.
- c. In the temporary absence of a signed Pen Agreement for a vessel occupying a berth in the Club Marina it shall be deemed that the owner of the vessel has accepted the provisions of the Agreement in each respect as if the Agreement had been duly signed and lodged by the owner.
- d. No member shall be allocated more than one pen.
- e. Ingoing pen fees will be considered a Capital Contribution to the initial and ongoing development of the club marina and will be non-refundable and will not be considered as a supply for GST.

13.5 **Policy for Pen/Mooring Allocation**

- a. Only vessels on the Club Register may occupy a pen in the Club Marina or by prior arrangement for short term use.
- b. All vessels must have a Certificate of Compliance as detailed in the Vessel Fire & Safety Procedure before it can occupy a pen in the Club Marina or lie alongside

Club wharves or jetties.

- c. Where applications for berths in the Club Marina exceed the available berths the Mooring and Storage Committee will have regard to the following criteria:
- i) A balance will be maintained between sailing yachts and power yachts.
 - ii) Applicants with a longer period of active membership will have priority over those with lesser periods of membership.
 - iii) The applicant's participation in Club events.
 - iv) The applicant's trading support of the club, such as fuel purchasing, catering and bar trade and club social functions.
 - v) The applicant's total service to the Club.
 - vi) The date of receipt by the General Manager of an application for a pen in the Club Marina.
 - vii) When a member relinquishes a pen in the Club Marina and has observed all the requirements of these Rules and applies for a subsequent allocation for a similar sized vessel, that member will normally be given priority over applicants who have not previously been allocated a pen.
 - viii) The vessel's draft, length and class.

13.6 The Committee reserves the right to re-allocate any vessel at any time.

13.7 A pen or mooring is allotted to a vessel while it is on the Club Register of Vessels and is not transferable. When a vessel is sold the pen or mooring must be vacated.

13.8 Vacant pens are available for temporary allocation by the General Manager or Rear Commodore Mooring and Storage.

13.9 **COMMERCIAL VESSELS**

Vessels with a commercial registration or used for trade or business purposes or for letting or hire of for any purpose other than sport and pleasure may not occupy a pen or mooring in the Club Marina, unless in its absolute discretion the Executive Committee resolves that the potential benefits to the Club of such a vessel occupying a particular pen or mooring, outweigh any potential disadvantages and also resolves any special conditions that are to apply to the licence or temporary licence in relation to that vessel's occupancy of that pen or mooring.

13.10 **CLUB MARINA AND BOAT STORAGE**

a. **Club Marina and Boat Storage Leasing**

Annual lease charges shall be assessed by the Finance Committee. Leases are for the period 1 July to 30 June (or portion thereof, if allocated during the year) and are payable in June.

b. **Compliance, Liability and Indemnity**

Vessels in the Club Marina shall comply with the Club Rules and the Pen and Mooring (Accommodation) Rules and Regulations as available from the office.

The Club shall not be liable to any member or person for any damage however caused to or sustained by any vessel while such vessel is in or on the Club Facilities or is participating in any Club event or activity.

14 **JETTIES, AND LAUNCHING RAMPS**

14.1 **General – Please also refer to Marina Guidelines document**

a. **Residential Accommodation**

Persons are allowed to reside on a vessel berthed in the Club Marina in compliance with the Swan River Trust Regulations.

- b. **Rubbish, Waste and Empty Bottles**
Rubbish, empty bottles etc., must not be disposed of overboard within the Club Marina, or deposited on any of the Club wharves or jetties except in the rubbish bins. No vessel toilet is to be used for solid sewage in the Club Marina. Portable toilets shall not be discharged anywhere in the Club Facilities. A sullage pump is available for boat sullage pumpout.
- c. **Trolleys and Barrows**
The Club maintains a number of single-wheel barrows to enable members to load and unload vessels while in the Club Marina. Members shall not leave a barrow at their pen longer than is necessary. The barrows shall be returned to the hardstanding parking areas and locked before the vessel leaves its pen.
- d. **Emergency Access**
Forced access by any member or Club employee to deal with fire or other emergency and the movement of a vessel to eliminate a danger to itself or other vessels shall be accepted by the Owner without recourse to the member or employee concerned. Such action is accountable to the Committee.
- e. **Vessel Management**
A vessel shall not be left unattended in the Club Marina with the propulsion engine running.
A vessel shall not anchor within the Club Marina without the prior approval of the General Manager.
All vessels moored in the Club Marina or left unattended alongside any Club jetty or wharf shall have all battery master switches turned off.
- f. **Swimming and Diving**
Members or Guests are not permitted to dive and swim off jetties for recreational purposes.
- g. **Fishing**
Fishing off the Seawalls and Club Jetties is not permitted.
- h. **Electrical Power Leads to Vessels**

All vessels or workmen using the jetty power facilities of EFYC are only to use a flexible power lead with 15 Amp cable (1.5mm copper core) double insulated three core flex with approved weatherproof rated to IP65 Screw Type connection to jetty.

If a vessel is not using this type the power is to be immediately turned off and the member who owns the vessel is to be called and informed to replace the lead before the power can be reconnected.

If the owner cannot be contacted, the General Manager should be called. So he can call or write to the owner. Under no circumstances should the power be turned back on until an approved power lead is fitted.

- i. **Power on Jetties**
Circuit breakers for power points on our jetties are located in the Bosun's workshop and the sub-boards on the limestone wall adjacent to the western pen complex and at the entrance of D Jetty. The fuel/ice key will provide access.

14.2 Jetties

- a. Only vessels on the Club Register of Vessels may use the Club's Facilities unless by prior arrangement with the General Manager or Rear Commodore Mooring and Storage. Vessels subject to reciprocal rights with another Yacht Club may enter for refuelling purposes subject to compliance with 14.2.b
- b. No vessel shall come alongside any of the Club's jetties unless it holds a current Fire and Safety Certificate of Compliance as referred to in Clause 6 or is on the register of and holds a similar certificate from a yacht club affiliated with Yachting Western Australia.

- c. Vessels may be brought alongside the Club's fuelling jetty for a period of up to 20 minutes for the purposes of refuelling only;
- d. Berthing of vessels on other Club jetties for periods in excess of two hours may be permitted but only with the express permission of the General Manager or Flag Officers. Any such permission shall only be for a maximum of 24 hours so long as this does not interfere with any sailing fixture or Club event. Members whose vessel occupies a berth on the Club jetties without permission may be levied a fee of \$100 per day.
- e. Any vessel found unattended and in contravention of these Rules may be moved or removed by the Club and while reasonable care will be taken in so doing, the Club will accept no responsibility for any loss or damage, which may result. Similarly, any vessel which is left in an unsafe condition, insufficiently or improperly moored, or in an emergency, may be moved or removed by the Club.

14.3 **Fuel and Fuelling**

All members must comply with the fuel and fuelling requirements as specified by the Club from time to time.

15 **BOATSHED STORAGE**

- 15.1 Boatshed storage is available for class yachts that are raced as a fleet of the club.
- 15.2 No yacht is to be left in the boatshed without the prior approval of the Centreboard Captain, Rear Commodore of Sailing or General Manager.
- 15.3 Racks for yacht and stand up paddle boards are allocated annually by the Centreboard Captain and General Manager and owners are required to pay an annual storage fee. Pro-rata refunds or storage fees do not apply.
- 15.4 All stored yachts must be raced a minimum of two races at the Club each month during sailing season to retain a rack.
- 15.5 Yachts not left in their allocated rack or yachts left in the boatshed without prior approval can be removed from the boatshed.
- 15.6 Non Members class yachts (ie club training boats, Association training boats and boat moulds) are not to be left in the boatshed without the approval of the Centreboard Captain or General Manager.
- 15.7 Repairs to yachts stored in the boatshed. Only minor repairs can be carried out without prior approval from the Centreboard Captain or General Manager.

16 **DUTY OFFICERS**

16.1 **Club Duty Officer**

- a. All senior members are included on the Club duty officer roster which is drawn up to ensure a duty officer is present at the Club on weekends and public holidays other than non activity days. A limited exemption list exists, refer General Manager.
- b. The role of the duty officer is to assist in the smooth running of the club and to provide information and assistance to potential and existing members.
- c. It is the responsibility of the roster duty officer to arrange a replacement if unable to attend and to inform the office of the change.

16.2 **Keelboat Twilight Duty Officer**

- a. The Keelboat Captain draws up a roster of twilight duty officers from Keelboat owners who participate in twilight events.
- b. The Duty Officer is responsible for running the evening twilight event and to provide a crew person for the support boat.

- c. It is the responsibility of the rostered Twilight Duty Officer to arrange a replacement or change roster date if unable to attend and to inform the office of the change.

17 **STAFF**

17.1 **Gratuities**

A member shall not offer any form of gratuity to an employee of the Club. An employee of the Club shall not accept any form of gratuity from a member, or from a tradesman supplying or providing services to the Club.

17.2 **Club Membership**

Employees of the Club are not permitted to become members of the Club unless they were members at the time of employment.

17.3 Not used.

17.4 **Restricted Use of Club Facilities**

Non member employees are restricted from using the facilities of the Club with the exception of the Gym/Sauna and that permanent employees can on occasion, as deemed appropriate, by, and with the express permission of the Commodore, Vice Commodore or General Manager be invited as guests into the licensed premises or to partake in a Club activity.

18 **GYMNASIUM/SAUNA**

18.1 Use of the Gymnasium/Sauna is restricted to members of the Club and staff following completion of an Application form to use the facility, having undertaken a satisfactory appraisal by a qualified Gymnasium Instructor selected by the Club, and paid the key deposit, appraisal fee and quarterly usage fee set by the Club. Senior Members, members of Senior and Social Family Groups and staff are exempt from usage fees.

18.2 Members over the age of 35 years are required to provide a satisfactory Doctor's clearance before undertaking the appraisal.

18.3 Usage fees will only be discontinued from the date the Club is formally advised.

18.4 Failure by Gym members to comply with the Gym Rules displayed in the Gymnasium/Sauna or the conditions contained on the Application form may result in disciplinary action by the Club Executive Committee.

18.5 The minimum age for access to this facility is 16 years and 14 years if supervised by an adult gym member.

19 **OTHER ACTIVITIES**

19.1 Dragon Boats

Dragon Boat Racing is organised by Members of the Club who operate as an affiliated Club within EFYC and are responsible to the Coordinating Committee.

19.2 Stand up Paddle Boards

Stand up paddle board activities are organised by Members of the Club and are responsible to the Coordinating Committee.

20 **RULE CHANGES**

All additions, deletions or amendments to these Rules must be approved by Executive Committee.

