



YAQUINA BAY YACHT CLUB

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www.yaquinabayyachtclub.org

Member's Handbook

Suggested Operating Procedures for the Yaquina Bay Yacht Club

Revised January 2014

This document was prepared as the source for "how you do things" relating to the club. It's an ever changing manual that is updated when procedures or policies change, and is designed to hold details above and beyond the club's Bylaws. If you have questions about YBYC policies and operations please ask the Board for clarification.

Underlined items are from YBYC Bylaws

Non-underlined items are current YBYC Policy

YBYC Meetings:

Our monthly potlucks are generally held on the 3rd Saturday at 6 p.m. Please drop by and meet our members. Our Board of Directors generally meets on the 2nd Tuesday of each month at 6:30 p.m. at the YBYC clubhouse. Exceptions may occur to accommodate board needs.

Club Officers

1. The Commodore shall:

- a. Preside at all meetings of the membership and the Board of Directors.
- b. Appoint any member of the Club in good standing, with the consent of the Board of Directors, to any vacancy occurring in an appointive position in the Club for the remainder of the regular term of the position.
- c. Call special meetings of the membership or the Board of Directors, and shall prepare the agenda for all such meetings.
- d. Act as ex-officio member of all committees except the nominating committee.
- e. Assume other duties necessary to the best interest of the Club as directed by the Board of Directors.

2. The Vice Commodore shall:

- a. Preside at all meetings of the club and the Board of Directors when the Commodore is not in attendance.
- b. In the event of the absence, resignation or removal of the Commodore, the Vice Commodore shall exercise all the authority, privileges and powers of the Commodore.
- c. Focus on coordination/facilitation and management of the Operational committees.

3. The Rear Commodore shall:

- a. In the event of absence, resignation or removal of the Vice Commodore, exercise all the authority, privileges and powers of the Vice Commodore.
- b. Focus on the coordination/facilitation and management of the Support Committees.

4. The Treasurer shall:

- a. Be the chief fiduciary officer of the Club responsible for the receipt and deposit of all Club money.
- b. Make all authorized disbursements to cover the expenses of the Club.
- c. Keep an accurate book record of all monetary related transactions.

d. Make written reports of Club financial affairs as the Board of Directors may require.

5. The Secretary shall:

- a. Keep minutes of all meetings of the Club and Board of Directors.
- b. Handle the correspondence of the Club as directed by the Board.
- c. Maintain an accurate database of the current Club membership with associated appropriate information.

Terms of Office:

Officers shall take office on the first day of the month following the November annual meeting and serve for one year or until their successors are elected and qualified.

Committees

1. House Committee chair duties:

- a. Preserving and maintaining all land properties of the Club.
- b. Scheduling and collecting fees for the facility rental.

Member Clubhouse Use Policy

Entry to the club is through the West door via keypad or key. You will be given the keypad code with your membership card. Please secure the building when you leave. Check all locked doors a second time.

Members are welcome to use the clubhouse unless it has been reserved for private use. Members under 18 years old must be accompanied by an adult YBYC member, when using the clubhouse. Please check the calendar in the clubhouse or the YBYC website for a schedule of events and respect the privacy of our renters.

Members may use the clubhouse for a small informal gathering of friends or family as long as it is understood that other members may be using the clubhouse at the same time. Members must remain with non-members at all times.

Members who want to schedule a private party must schedule it with the House Chair, pay the posted fee and security deposit. Gatherings such as business meetings, family reunions, large birthday parties, holiday parties, anniversary parties, weddings and/or wedding receptions will be subject to fees.

Each Individual and Household Membership may sponsor one use of the clubhouse by a non-profit organization, at no charge, each calendar year. The member will treat the non-profit group as their guests and take responsibility for such clubhouse use.

You can find the rental forms and rates on the club's website. www.yaquinabayyachtclub.org

3 Steps to Using the Clubhouse:

- 1. Before using the building: Check the calendar and contact House Chair to schedule your event.
- 2. While using the building: No Smoking in the building. Do not make holes in the walls or wood, do not use tape on painted surfaces. Be careful with the club's furniture. Stay with non-members.
- 3. When you're done: Remove your items from the refrigerator. Clean up the building and grounds. Place bagged trash in the trash-can and place the trash can(s) outside for pick-up. Turn off appliances, fireplace, and lights, turn down the heat. Lock the garage door, windows, and doors.

Rental Fees for Business/Organizational Meetings:

- Half Day (up to 4 hours): \$75* / \$125**
- Full Day (up to 9 hours): \$100* / \$150**
- Rental Fees for Parties
- Daytime, up to 4 hours: \$100* / \$150**
- Daytime, up to 9 hours: \$125* / \$200**
- Evening, up to 6 hours: \$125* / \$225**
- Afternoon/Evening, up to 10 hours: \$150* / \$275**
- *= Members' Rate; ** = Non-Members' Rate

Security/damage deposit:

The security deposit is \$250 for all rentals, and is fully refundable if the clubhouse is left clean and there is no damage.

A member must accompany guests at all times. Please care for the clubhouse as you would your own home. Clean up after yourself and take home personal items from the refrigerator.

2. Fleet Committee Chair shall:

Duties: Preserving and maintaining all boats and related marine property of the Club. Collecting fees for dock storage and/or moorage.

Duties of Fleet Committee also include:

- Timely preparation of boats for classes and events.
- Monitor condition boats after classes and events.
- Scheduling fleet related work parties as needed.
- Assist instructors and coaches with coordinating trailering of boats.
- Collect and file boat registration documents.
- Maintaining an inventory of club boats.
- Setting YBYC qualifications for members to use any YBYC vessel
- Maintaining a list of members qualified to use YBYC vessels and a file of signed boat use agreements for those members.

Member use of YBYC vessels and dock space

Moorage on the dock: Individual, Household, Student and Military Members pay \$280 per year; non-members and Crew members pay \$350 with the billing being July-June. Oversized boats may be charged for additional space, to be determined by the Fleet Chair. Rate for dry storage at the clubhouse is \$1.00 per foot per month. Fees may be paid monthly or annually to the Fleet committee Chair.

YBYC policy allows Individual, Household, Student and Military memberships to use select club boats at no charge when available. Members wishing to use YBYC vessels must be listed as qualified by the Fleet Committee and must have a signed boat use agreement on file with the Fleet Committee Chair before using YBYC vessels.

YBYC policy *recommends* Club members using any of the club sailboats or kayaks, and *requires* members using club powerboats have their own Oregon Boater Education Card. Visit www.boatoregon.com for more information on obtaining your Oregon Boaters Education Card.

Anyone wishing to check a vessel out should contact the Fleet Committee Chair to reserve the boat. In the event the Fleet Committee Chair is not available, a back up contact will be posted on the YBYC website and the notice board in the shed. A calendar is posted on the club website showing which boats are reserved or otherwise unavailable. Provide and wear your own properly fitting, U.S. Coast Guard approved Personal Flotation Device (PFD) while aboard any club vessel.

We will have clipboard in the shed with a sign in and sign out form for people who use the YBYC boats. Sign the boat out, sign the boat back in, and note anything that needs to be repaired on the clipboard.

The "you break it, you fix it rule" applies to use of YBYC boats. It is recognized that normal wear and tear will require YBYC to maintain these vessels. If something breaks on a vessel that is not due to normal wear and tear the Fleet Committee chair will inform the user of their responsibility to fix the boat in a timely manner. In the case of a dispute related to the "you break it, you fix it rule" the YBYC Board will form a committee to resolve the dispute. Decisions of such dispute resolution committees will be final and not subject to appeal.

Sailing fleet

Sailboats available for use: The Club has Lido 14, JY Trainers and Club 420 sailboats available for qualified members' use. These are our training boats for sailing class and the high school sailing program, but they can be utilized while they are idle without charge. Some are stored on trailers at the clubhouse and others dry moored at the YBYC dock at Port Dock 7. A properly fitting wetsuit or dry suit must be worn when sailing these dinghies on waters of 60 degrees F or less. An adult-crewed chase boat must be present when club boats are sailed by members under 18. Qualified users may reserve dinghies for Wednesday night racing by signing up at <https://spreadsheets0.google.com/spreadsheet/ccc?hl=en&key=tZvTrAppsstef-nGGCMmWDA&hl=en#gid=12>

Kayaks

Kayaks are available for qualified members' use when not scheduled for club use or classes. Only members who have demonstrable self-rescue and assisted rescue skills qualify to use the kayaks. Club members can develop these skills through enrolling in one of the Club's regularly scheduled coastal kayak classes or by taking the US Coast Guard Auxiliary Paddle Sports America class followed by the annual YBYC on-the-water kayak safety day for members. Kayak users must carry an extra paddle, a paddle float self-rescue system and a bilge pump. In water temperatures 60 degrees F or less, well-fitting wetsuits or dry suits must be worn. It is strongly advised that paddlers avoid using spray skirts unless they are very competent in releasing them to permit a wet exit after capsizing. In most cases, conditions requiring the use of a spray skirt would exceed the comfort and skill level of novice level paddlers.

Power Fleet

Whaler:

- Not intended for personal use
- Operators must be checked out by the fleet chair or their designee.
- Should not be anchored when used for committee boat during races; must be available to render assistance.

The following procedure is to be able to back the Whaler out of the boat house in all conditions (such as adverse cross winds and low tides) without concern for burring propeller in the opposing rocky shore that is in close proximity.

There is a 20' spring line tied mid-ship, starboard side, to the Whaler's handrail. This line is then looped around a supporting 2x4 (soon to be replaced by a new 6" cleat) on the West side of boathouse. The bitter end of the line is brought back to the boat and held by crewmember.

Once this line is in position, the Whaler is backed straight out until the bow clears the boathouse. Spring line is now taut. Continue in reverse and turn engine to starboard (West). This will then pull the stern around (a 90 degree pivot) until the Whaler is parallel to shore and is on course for departing the area (heading East). Then shift the engine into forward and pull away from boathouse. Crew should fend off boathouse (if need be) and retrieve the spring line by letting go of the bitter end and by pulling in the spring line where it is attached to the boat.

Livingston

- May be used by club members for personal activities (crabbing, fishing, etc.)
- Must be returned with a full tank of fuel
- Must be cleaned when returned

Aluminum skiff

- May be used by club members for personal activities (crabbing, fishing, etc.)
- Must be returned with a full tank of fuel
- Must be cleaned when returned

3. Membership Committee – Chair:

Duties:

- a. Reviewing applications for membership,
- b. Advising the Board regarding acceptance or denial of membership applications or securing additional information about an applicant for the Board,
- c. Notifying applicants of the Board’s decision.
- d. Maintaining an accurate database of the current Club membership with associated appropriate information.

Membership Policy

Initiation and yearly fees must be paid prior to voting new member(s) into the club. New members joining mid-year will pay a prorated amount for annual fees -contact membership chair for an exact figure. Those with lapsed memberships will be considered “new members” if wanting to re-join the Club - i.e., will need to pay Initiation Fees as a new member.

Members receive membership cards, name tags (stored at club), membership roster, information on use of clubhouse, YBYC operating procedures and copy of bylaws. They are also added to the newsletter distribution list. Membership Chairperson ensures that new members are welcomed to the club and are provided with these items.

Fees

Initiation Fees

- Individual Membership: \$100 initiation fee
- Household: \$100 initiation fee
- Full time student - no initiation fee
- Active Military – no initiation fee
- Crew Membership – no initiation fee

Annual Fees by membership class

1. Individual: This membership is for a person 21 years or older who is single and is the only person living in his or her household. This individual may vote and hold office. Dues for the individual membership are \$220 annually. Dues are discounted to \$200 if paid before the annual meeting in November.

2. Household: This membership is for a family unit with two or more people living in a household. All persons over 21 years of age in the household may vote and hold office. Dues for the household membership are \$260 annually. Dues are discounted to \$240 if paid before annual meeting in November.
3. Student/Military: This membership is for any full time student or Active Military with current ID.
4. Dues for a student/military membership are \$60 annually.
5. Life Membership: This membership is for that small group of individuals who have set themselves apart by either being Charter Members (i.e., participated in the original creation of the club) or have met the criteria for life membership spelled out in the club's bylaws. Life Members may vote and hold office. Life Membership is granted for life, so any revision in qualifications does not affect the status of any current Life Members. Once approved by the Board there are no dues paid by Life Members.
6. Honorary Membership: Persons inducted into the club for exceptional achievement or service in furthering the purposes of the Club. Honorary members may attend all meetings and participate in all activities of the Club without payment of dues but may not vote or hold elective office. Honorary membership is valid for the current calendar year in which it is bestowed.
7. Crew Membership: An individual may join as a Crew Member for a maximum of 2 years and when sponsored by a Club skipper. Crew Members may attend all meetings and activities. Crew Members May not vote or hold elective office. Crewmembers may not use club boats. Annual membership dues for a Crew Membership are \$60.

4. Racing & Cruising Committee - Chair:

Duties: Directing and controlling of all Club sponsored races and cruises including planning of all races, responsibility for racing equipment, race 'committee', protest 'committee', trophies, race paraphernalia, interface with external yacht clubs, and interface to the US Coast Guard as required.

2014 Wednesday Evening Race Instructions

Rules: Racing will be governed by the rules as defined in the United States Sailing Association's current Racing Rules of Sailing (RRS).

- Eligibility: Any skipper who has submitted a YBYC 2014 Wednesday Evening Racing Entry Form and Waiver (posted at www.yaquinabayyachtclub.org) to the YBYC Race Chair is eligible for racing. There is no entry fee for skippers who are YBYC Individual, Household, Student or Military members. Skippers who are not qualifying YBYC club members are required to pay an entry fee of \$50 for each series. All skippers should be members of US Sailing. The Portsmouth Yardstick rating system for time on time handicapping will be used. Non-qualifying members new to racing at YBYC may race on two Wednesdays before being subject to entry fees.
- Notices to Competitors: Notices to competitors will be posted on the official notice board located inside of the YBYC clubhouse.
- Schedule of Races: One race will be held each Wednesday evening per the schedule below.
- Spring Series (April 30 – June 18). Warning signal 6:15 PM. Note that a Fun Race not scored as part of the series will occur on May 28.
- Summer Series (July 25 – Aug 13). Warning signal 6:15 PM. Note that a Fun Race not scored as part of the series will occur on July 2.
- Fall Series (Aug 20 – Oct 8). Warning signal 6:15 PM in August, moved 15 minutes earlier to 6 PM in September and October because of shorter daylight hours. Note that a Fun Race not scored as part of any series will occur on Sept 3.

- **Classes:** Classes will be scored separately as follows: Spinnaker keelboats, non-spinnaker keelboats and centerboard boats. Boats may be scored as one-design fleets if 5 or more one design boats are racing in the series. Classes may be combined for race starts.
- **Courses:** Courses will be displayed onboard the Committee Boat no later than 5 minutes before the start of each Race. Marks will consist of existing navigational aids (channel markers) found on NOAA Chart #18581 or marks set by the race committee. Marks are to be left to Port unless specified. The start/finish line is unrestricted.
- **Starting:**
 - The starting line will be as follows:
 - One end of the starting line may be a mark set by the race committee or one of these three channel markers found on NOAA Chart #18581: CG, 12, or 12A. The other end of the starting line will be either:
 - A life jacket, red flag or YBYC burgee onboard the race committee boat, or
 - An anchored, temporary buoy near the race committee boat (if boat not anchored)
 - Races will be started per RRS 26. Times shall be taken from visual signals; the failure of a sound signal shall be disregarded.
 - 5 Minute Warning Class Flag Up; 1 sound
 - 4 Minute Preparatory P Flag Up; 1 sound
 - 1 Minute P Flag Down; 1 long sound
 - Start Class Flag Down; 1 sound

Optionally centerboard boat races may be started per RRS Appendix S: S3 The starting sequence shall consist of the following sound signals made at the indicated times:

Signal	Sound	Time before start
Warning	3 long	3 minutes
Preparatory	2 long	2 minutes
	1 long, 3 short	1 minute 30 seconds
	3 short	30 seconds
	2 short	20 seconds
	1 short	10 seconds
	1 short	5 seconds
	1 short	4 seconds
	1 short	3 seconds
	1 short	2 seconds
	1 short	1 second
Start	1 long	

- **Class Flags:**
 - "Spinnaker" Indicates Offshore Class boats sailing with spinnakers
 - "Sailboat" Indicates Offshore Class boat sailing without spinnakers
 - "PS" Indicates Centerboard Portsmouth Class boats such as 420s
- **Finishing:** The finish line will be the same as the starting line.
- **Time Limit:** The time limit for each race will be 1.75 hours for the first boat to finish. Boats finishing more than 45 minutes after the first boat that sails the course finishes will be scored DNF without a hearing. This changes RRS 35, 63.1, A4 and A5.
- **Protests:** Protest is discouraged; if infractions occur, please attempt to settle them on the water. Protests shall be sent to the YBYC Race Chair by mail with a postmark date no later than the day following the race in which the incident occurred. This changes RRS rule 61.3. The RRS protest form available at

www.ussailing.org shall be used. Parties to a hearing will be notified of the date, location and time of their hearing.

- Scoring: The Portsmouth Yardstick time on time handicapping method will be used to calculate corrected times. Each series will be scored separately. Each skipper's two worst scores will be excluded from her series score, if enough races are sailed. Each skipper's season score will be the sum of their series scores. Keelboats without a current Portsmouth Yardstick rating available on the US Sailing website will be assigned ratings by the YBYC Race Chair based on the information posted on the Portsmouth Yardstick page of the US Sailing website. Non-YBYC members are not eligible to win season or perpetual trophies.
- Committee Boat: Each competing boat/crew should serve as the race committee boat for at least one race per series or as needed. A boat serving as committee will receive a number of points for the race in which they serve as committee equal to their average score for all races in the series including DNF and DNS.

Prior to the first race of the series, all skippers will have the opportunity to sign up for the night they wish to be committee boat. Committee boat duty may be assigned by the YBYC Race Chair if skippers do not sign up in a timely manner.

Check YBYC website for updates to these Sailing Instructions at www.yaquinabayyachtclub.org

The committee bag is stored in the club's office and should contain the following items:

Instructions on being committee boat

Clipboards with finish sheets

Dry Erase Board

Bag of Pens, Dry Erase Markers

Course Chart

Flags (3 fleet flags, 1 'P' flag, 2 recall flags, 1 postpone flag, 1 abandonment flag)

Air Horns

A machine that will provide starting sound signals at specified intervals automatically

Stopwatch/Timer

2014 Regattas

At least two regattas, open to all sailors, are planned to be held on Yaquina Bay in 2014. The Spring Regatta will be held on April 26-27. The Columbus Day Hospice Regatta will be held on October 11-12. Notice of Race (NOR) and entry forms will be posted on the Yaquina Bay Yacht Club web site. Sailing instructions for regattas will be included in the NOR and at the skipper's meeting preceding the event. A one-day Youth Regatta is also planned for sometime in May. The Bridge to Bride Race and mandatory skippers meeting is planned for August 15-18.

Racer of the Year Perpetual Trophy

The YBYC Racer of the Year perpetual trophy will be open to all club members sailing in YBYC events. All Wednesday night series races and the Spring and Columbus Day regatta races will be considered part of the year's series record. To qualify for inclusion in this series results the vessel/member must compete in 70% of the races held. A low point scoring system will be used to calculate scores for this award. Each race will be scored as the finish place for a boat divided by the number of boats starting the race in the the same group (i.e. spinnaker keelboats, non-spinnaker keelboats, centerboard boats). The total for a boat's lowest scores in 70% of races sailed in this series will determine the winner.

Cruise Events

Cruise events will be listed on the YBYC Combined Calendar, but are anticipate to include Sailstice cruise on June 21, a trip up river to Toledo for their summer festival and fireworks, and a raft up.

5. Hospitality Committee – Chair:

Duties: Arranging for appropriate entertainment and/or refreshments for Club activities.

Monthly Meetings:

Our general monthly club potlucks are generally held on the 3rd Saturday at 6 p.m. Please drop by and meet our members.

Hosting a Yacht Club Meeting

- Hosting a yacht club meeting is simple, fun and helps promote boating on Yaquina Bay—and you do not have to do it solo! This is what you do:
- Send to YBYC newsletter editor a meeting announcement describing when the meeting is (date and time), where, what the theme is (i.e. chili cook off, dock party, October fest, etc.), and whether there will be any featured speakers, entertainment, etc. This announcement may be short and sweet or detailed and descriptive or anywhere in between.
- Purchase up to \$150 of meeting supplies—these can include table decorations, prizes, food items, video rental, etc. Turn in your receipt(s) to the club treasurer after the meeting and the treasurer will write a YBYC check to reimburse you.
- Arrive at the clubhouse in advance and make sure tables are set up and ready for people to come with food, drinks, etc. Decorate as much or as little as you like. Remember, people bring their own place settings, so no worries there!
- At the end of the meeting, see that the clubhouse is as clean as (or better than) when you first arrived.

6. Newsletter & Web Committee - Chair:

Duties: Editing and distributing the Club Newsletter and Web page. Provide written notice of all Club meetings and activities to the membership.

The newsletter is published the weekend before the monthly meeting. For those of you wishing to contribute to the newsletter, please keep a couple things in mind:

1. Text contributions may be submitted in electronic format, and may be simply an email or may be an attached document in Word (or compatible) format, containing no special formatting, text boxes, etc.
2. The deadline for submissions is usually the second Thursday of every month
3. Submissions need to be emailed to the YBYC Editor see YBYC website for current Editor and email address.

YBYC has a website <http://www.yaquinabayyachtclub.org/> that provides information about the club, membership, events, clubhouse rental, classes, racing, newsletters and more. Check it out!

YBYC has a group formed on **Yahoo** Groups. The web address is <http://groups.yahoo.com/group/ybycgroup/> and there is also a members only link from the YBYC website. Access is limited to members. Crew, relatives, and friends are admitted on a case-by-case basis to protect the club's privacy and best interests. This is where the club's Roster, Bylaws, Minutes, and Handbooks are filed. There is a discussion forum and a way to share pictures and files. YBYC has also formed a page on Facebook to facilitate social networking and interaction.

7. Educational & Training Committee –Chair:

Duties: Responsible for coordinating all Club training activities and interfacing with instructors for those classes or activities. Classes may include: Adult Sailing Classes; Youth Sailing Classes; Kayak Classes; Club Powerboat training; Other training as required and designated by the Board.

8. Publicity and Public Relations - Chair

Duties:

- a. Publicizing all Club activities and concerns to the general public, including races, regattas, training, cruises and others as directed by the Board.
- b. Interface with newspapers and radio media regarding Club activities.

9. Youth Sailing – 2011 Chair

Duties: Organize and oversee the youth sailing program at YBYC including the High School sailing teams. Interface with Lincoln County School District to ensure that the requirements for sailing as club sport at the High School level.

B. Support committees

1. Nominating Committee

The Nominating Committee will consist three members of which two members are selected by the Vice Commodore and one member selected by the Rear Commodore. The Nominating Committee shall be convened in the month of September of each year.

Duties: Selecting nominees for Club officers and operational committee chairpersons and submitting the names to the Commodore, after confirming that proposed nominees will serve if elected, in ample time for the Newsletter & Web Committee to notify the membership of the proposed slate of nominees by mail 30 days in advance of the Annual Member Meeting date.

2. Historical Committee Chair

Duties: Maintaining a documentary and pictorial history of Club activities, elections, accomplishments of officers and members, and other items of interest for posterity.

3. Ship Stores Committee -

Duties: Promote sale of Club items and maintain stock giving periodic financial reports to the Club Treasurer as requested by the board.

4. Planning Committee

Duties: Developing long range plans as directed by the board.

5. Special Project Committee - Chair: Rear Commodore

Duties: Perform special Club projects as directed by the Board