

Boothbay Harbor Yacht Club

Rules and Regulations

March 2010

Purpose

BHYC is an organization with a rich and long history. Its constitution empowers the Board of Directors to make such rules and regulations for the governing of the club as it deems expedient. Since customs and practices may change over time, the Flag Officers and committee chairs will periodically review the rules and regulations making recommendations for revision or change to the board. The Flags will review all of the proposed revisions or additions for consistency with overall Club policies and make recommendations to the Board of Directors for their adoption and implementation.

Membership

Application Procedures: A member who wishes to sponsor a person for membership may secure an application from the chair of the Membership Committee or from the office staff who will notify the chair.

Dining Room

Dress: Casual dress is acceptable for lunch and brunch. Yacht club casual dress, with collared shirts and long pants for men, is required for evening dinner. Men are requested to wear jackets on Saturday evening with ties optional. A designated area for dining is always informal, except for special events. Members and guests are not to wear hats or caps in the dining room during any meal.

Reservations for Meals: Advance reservations for meals are recommended and may be made by calling the Club after 0930 hrs. and not earlier than three weeks before the desired date. While they cannot be guaranteed, best efforts will be made to honor seating requests. Timely arrival is requested. Meal cancellations must be received by 1600 hrs. ; otherwise a "No Show" charge of \$10 per person reserved will be made against the member's meal account.

Cellular Phones: Because the use of cellular phones is not conducive to the social atmosphere of the Club, they must be silenced in the dining room or the bar. Members or guests who wish to receive a call are expected to leave the building to engage in conversation.

Outside Food and Beverage: Consumption of food brought in from outside is not permitted in the Clubhouse during the Club's commissioned season, except for designated events. Alcohol is never allowed to be brought in from outside.

Dining Room Credits: Dining Room credits may not be transferred between separate member accounts.

Billing Procedure: A member's meal and beverage purchases and other purchases may be charged to a Member's Account. These may also be paid by cash, check, or credit card. Periodically members will receive a BHYC Statement of their Member's Account, showing charges and balances. Any Statement balance due is an indebtedness to the Club covered under Article 7 Sect 4 & 5 of the Constitution, and subject to a 5% late charge on a second billing. Unless otherwise specified, billings are due within 30 days of invoice. The member's prepaid Dining Room minimum which is shown on the statement may only be used for meal and beverage purchases.

Alcoholic Beverages: In accordance with the provisions of the Club's liquor license, only alcoholic beverages purchased from the Club bar may be consumed on the Clubhouse premises. The outside deck, floats and entry deck are all considered part of the Clubhouse premises under this license.

Kitchen: The kitchen is off limits to all persons other than authorized staff. For health and safety reasons, only persons with appropriate business authorized by the Chair of the Dining Room Committee or the Club Manager are permitted in the kitchen.

Entertainment and Special Events

Reservations for special events: Prepayment is required before a special event reservation is confirmed, and may be made by credit card, check or charged to member's account.

Cancellations for special events: A wait list is kept if the event is fully booked. Special event cancellations must be received prior to two days before the scheduled event in order to obtain a refund credit on their meal account. For cancellations within two days, members may avoid being charged only if they can arrange with the Event Chair for a replacement.

Waterfront

Use of floats: Use of the floats is under the direction of the stewards. The face of the outer float is reserved for loading and unloading. Longer stays require permission of the stewards. The inside float spaces are to be used for longer stays necessary for wash downs, maintenance work, attending meals, etc. Overnight stays on the floats are not permitted, except in extenuating circumstances and with prior and specific permission of the Club Manager. Members will be liable for any damage caused to the floats or other Club property by their boats. The Club

reserves the right to move or to have moved a member's boat from the float when unsafe conditions are anticipated. Floats may not be used for swimming or fishing.

Dinghies: Dinghies and inflatables of 12' LOA or less may be left on the west side or the ends of the inboard floats only. Space is limited; therefore, members are requested not to leave dinghies there for extended periods of time during the season, unless the dinghies are used regularly. Dinghies, other than the inflatable type, must have soft rub rails to prevent damage to other dinghies. All dinghies left at the floats will be identified by a name or registration number on the dinghy and registered with the Head Steward. Stewards, if time permits, will bail out dinghies after rainstorms. However, the ultimate responsibility for bailing rests with the owners.

Moorings: Six to ten moorings will not be assigned and will be maintained for visiting yachtsmen.

Mooring will be assigned to members based on the following criteria and in this priority:

1. Fee paid by due date (March 1)
2. Renewal of a mooring from the prior season
3. New requests for moorings will be assigned based on Club seniority as listed in roster.
4. Moorings of the requested size will be assigned as above if available; otherwise the next larger size will be assigned and charged.
5. Moorings will be assigned within each mooring classification with the major factors being a member's seniority and the need to group by size and type of boat.
6. A member may cancel his/her request for a mooring assignment with fees refunded prior to June 1, after which no refunds will be made.
7. Only one mooring per membership will be initially assigned. Requests for second moorings will be honored if moorings are available. (Mooring fees for second moorings will be refunded if a second mooring is not available)

Responsibility for Boats: Boat owners are responsible for their boats at all times. The Club assumes no responsibility for them while they are on Club moorings or at the floats. During storm warnings, the Commodore or the Club Manager may require moorings to be vacated in the interest of safety.

Navigation within Mooring Field: Boat and dinghy movement within the mooring field shall be at minimal, no-wake speed at all times

Conduct: Members, visitors and staff shall be on safety alert at all times while on the floats. Running, rambunctious activity and walking in bare feet on the floats or ramp are not permitted. Be prepared to assist boats with landings and departures if the stewards are not available, or if you see that your assistance will be helpful.

Launch Service: Launch service is included in the fees charged for Club moorings. It is available as a convenience to members and visitors between the hours of 1000 and 2000 hrs. (0800 to 2000 on weekends), or sunset when that is later. Launch service is provided only between the Club floats and boats moored in the BHYC mooring field, except that transport to private moorings adjacent to the mooring field is permissible when the appropriate annual fee has been paid for this service.

USCG License Requirement: Club personnel transporting passengers in any vessel owned, rented or borrowed by the Club must hold a proper USCG license for that service.

West Harbor Pond: West Harbor Pond: Swimming in West Harbor Pond from Club property is prohibited. Anyone swimming in the pond in violation of this rule does so at his/her own risk.

Tennis

Guests: It is a member's responsibility to obtain a guest pass from the club office. (See guest policy under Club use by non-members.) Guest passes may not be used for clinics. BHYC members must be present while their guests are on the court. Members are defined by Article II of the Constitution. All others are guests. An adult member is considered 16 years of age or older.

Court Protocol: Clay courts are generally quite soft after a rain. Before attempting to play, please perform the following tests just inside the court door:

1. Press into the court surface with your thumb firmly.
2. Press into court surface with the heel of your tennis shoe (toe raised) firmly.
3. If a noticeable indentation is observed by either test above, please DO NOT enter onto the courts for any reason.

Tennis shoes, smooth sole appropriate for clay courts, must be worn. Running shoes, hiking shoes, boots or bare feet may cause serious damage to the courts.

When play is finished, players are expected to perform the following procedures:

1. Please sweep the court/s) using the large broom (walk ahead of the broom and pull it behind you).
2. Please sweep the lines using the small single rotating brush (push brush ahead of you along the white line).
3. The broom and line sweeper must be hung on the fence. Leaving them on the ground distorts them.
4. Be sure to roll the combination lock tumblers immediately after opening the locked gate. This insures combination security and is necessary to re-lock the court gate. Also secure the lock on the tennis center door.

Courts will be closed each day for maintenance between 12:00 Noon and 1:00 PM.

Court Reservations: Reservations may be made by a BHYC member only. The names of all players will be noted on the reservation form. Reservations may be arranged THREE DAYS in advance following these procedures. Sign-ups must be in person or by telephone to the tennis office between 10:00 AM and 3:00 PM on Monday through Friday. The reservation sheet will be posted at the Tennis Office at all times. Since the staff is not present Saturday and Sunday, members must sign up in person. DO NOT LEAVE YOUR RESERVATION ON THE ANSWERING MACHINE AT THE TENNIS OFFICE AS IT WILL NOT BE VALID. Please do not make back-to-back reservations. Play may continue if the court is open during the next period. Players who have not played before have preference over those who have.

Tournaments and Junior Program events will be announced as early as possible and will take precedence over recreational play.

Walk-ons must relinquish the court at the next scheduled time slot. If others are waiting to walk-on, the court must be relinquished at the beginning of the next time slot.

If the players do not appear for their reservation 15 minutes after the scheduled time, walk-ons may take the court, but must sign the schedule sheet and guest log prior to playing.

To make courts more available for play when staff is not present, the tennis committee members may be contacted to open the tennis courts:

General Rules

BHYC Burgee

Members only may display the official burgee of the Boothbay Harbor Yacht Club on their boats or on boats that they have chartered. Use of boats with the BHYC burgee displayed should be in a manner that reflects admirable credit upon the Club.

Colors

Every evening at sunset the national ensign will be lowered by the stewards. A cannon salute will be fired at which time all persons within and near the Clubhouse shall, out of respect, rise to attention and maintain silence until a Club official gives the all clear.

Code of Conduct for Members and Guests

Attire: Proper attire, including shirts and footwear, must be worn when inside the Clubhouse. Hats or caps may not be worn in the dining room during any meal.

Smoking: There shall be no smoking on Club property. BHYC is a Smoke Free campus.

Respect: Proper respect shall be directed to members, guests, visitors and staff at all times. Breaches should be reported to the Flag Officers for remediation. * See Addendum A

Common Courtesy: Traditions of long standing among yacht clubs demand that conduct by and between its members be of a mutually respectful and courteous nature. Members of the Club should foster these traditions in all of their actions, both on and off the water.

Guests: The inviting member shall be responsible for the conduct of his/her guests and any charges incurred by them.

Club Roster

The Club Roster is published for members' convenience and is considered Club property. Members who use or allow the roster to be used commercially shall be subject to disciplinary procedures (Article IX of the Constitution).

Club Guests

Courtesy Privileges: Courtesy membership privileges may be granted to a visiting member of a yacht club. Such privileges shall be for a period of up to three days per year. The visiting member shall receive a Card of Invitation upon entering, in a book kept for this purpose, his/her name, the name and address of his/her yacht club, and the dates of visitation. At the discretion of a Flag Officer, courtesy privileges may be extended, limited or denied. A visiting yachtsman renting a BHYC mooring may enjoy launch, shower, laundry, library, bar and dining room privileges.

Guest Policy

Club use by non-members: BHYC strives to balance the desire to be welcoming to guests and prospective members while at the same time insuring that members enjoy rights and privileges not available to the general public. Members who wish to introduce prospective members to the club can obtain a welcome packet from the Membership Enhancement Committee or the office staff who will notify the Chair. Included in the packet are a description of the club, a calendar and complimentary guest passes to tennis, sailing, bridge and mah-jongg activities. Passes are not required for any sailing racing events.

Members may bring guests to the bar or dining room for drinks or meals at any time. Guests who are not prospective members will need a guest pass for club activities including sailing except racing events, tennis, bridge and mah-jongg. Members may be issued up to 3 guest passes per activity per season. Each individual guest may participate a maximum number of 3 times in each activity even if hosted by more than one member. The guest passes can be obtained from the Club Office in the Hill House and must indicate the member's and guest's names, the activity and the date. The pass is to be turned in to the activity director (staff or volunteer member) who will return it to the club Office for filing in a guest box. Guests will also be requested to wear a guest badge provided by the host and available at the Club Office. The inviting member shall be responsible for the conduct of and for additional charges incurred by their guests.

Special events: Special events usually have limited seating. As a result, they will be open to members and their houseguests only until 1600 hrs. on the day of the event. Thereafter, non-member guests and visiting yachtsmen may attend if seating is available.

Dining Room: Members may invite non-members to join them as their guests for meals in the dining room.

Youth Activities: Non-member youths may participate in BHYC youth programs and activities subject to the rules applicable to those functions.

Rental of Club Facilities: Rental of the Club facilities by non-members for functions is permissible when a member sponsors a non-member and guarantees payment, and when the rental does not interfere with ongoing Club activities. The sponsoring member shall be responsible for any damage resulting from the rental to the extent not covered by insurance. The Club Manager shall be the contact person for making arrangements and collecting the appropriate fees. Non-members attending these authorized private functions are permitted to use the Clubhouse in conjunction with the function. All areas used for the function shall be left in a neat and clean condition after the function.

Private Functions

Rental by Members: Members may rent the Club facilities for private parties and functions, provided that such rental does not interfere with ongoing Club activities. The Club Manager shall be the contact person for making arrangements and collecting the applicable fees. The member shall be responsible for any damage resulting from such a function to the extent not covered by insurance. Non-members attending these authorized private functions are permitted to use the Clubhouse in conjunction with the function. All areas used for the function shall be left in a neat and clean condition after the function.

Rental by Non-members: Rental of the Club facilities by non-members for functions is permissible when a member sponsors such non-member and guarantees payment, and when such rental does not interfere with ongoing Club activities. The sponsoring member shall be responsible for any damage resulting from such rental to the extent not covered by insurance. The Club Manager shall be the contact person for making arrangements and collecting the appropriate fees. Non-members attending these authorized private functions are permitted to use the Clubhouse in conjunction with the function. All areas used for the function shall be left in a neat and clean condition after the function.

Ships Store

Club burgees and gold braided crests may be purchased and worn only by Boothbay Harbor Yacht Club members. Other items in the Ship's Store may be purchased and worn by both members and non-members.

Animals

Dogs (except Seeing Eye dogs), cats and other pets are not to be brought into the Clubhouse.

Parking

Members' cars should be parked in marked areas and in a manner that makes the best utilization of the limited space available. Overnight parking for a period of more than one day is permitted only in the lot across the road from the Clubhouse and vehicles staying longer than one night must be registered with the Club Manager or the Club office staff in the Hill House. Overnight parking is not permitted in the grass lot owned by the Oak Grove Condominium. Restricted parking areas are to be observed.

Rules Enforcement

The Commodores and the Club Manager are authorized and required to bring these House Rules to the attention of those who violate them. If deemed necessary, a violation will be reported to the Commodore for appropriate action. Members may be subject to disciplinary procedures. (Article IX of the Constitution.)

These Rules and regulations were approved by the BHYC Board of Directors March 10, 2010