

2019 Spofford Yacht Club Policies and Guidelines

Security:

If you are the last to leave the club please be sure to turn off all lights, lock the clubhouse and secure the gate at the end of the driveway. Please follow the directions posted on the signs for securing the facilities.

Swimming Safety:

The club does not provide life guards. SYC members and their guests swim at their own risk. Children should not be left unattended while using the swim area.

The swim float is to be used as a resting and diving platform. Pushing, shoving, and horseplay of any kind is prohibited.

Use of the boat dock for diving is prohibited during weekends and holidays due to boat traffic on and off of the boat dock.

Pets:

All pets are to be leashed at the club.

Pets are not permitted to swim in the designated swim areas. Pets are permitted to swim at the boat ramp adjacent to the boat lift platform only.

Pet owners must pick-up after their pets and dispose of their waste immediately.

Clubhouse and Deck:

Children are not permitted to use the clubhouse or deck for running or playing. Young children are not permitted to be on the deck without adult supervision.

Children under the age of 18 should have parental supervision while using the club. Members whose children wish to use the club must have adult supervision while on the premises. The member should notify the Commodore or another officer of the club of who is providing the child supervision if the immediate parent is not in attendance.

Winter Clubhouse Usage:

Use of the clubhouse fireplace is strictly prohibited after the fall work-bee and before the spring work-bee as the chimney is covered during the off-season.

Spofford Yacht Club Stock Certificates

1. The SYC By-Laws state that upon resignation, a stockholder may not transfer his share of stock without first offering it to the club at par value.
2. The club will purchase this stock for \$100.00 (par value), or the stockholder may donate the share to the club. (SYC By-Laws)
3. If the stock certificate is donated, the resigning stockholder's name will be inscribed on the Emeritus Members (Formally called Honor Roll Members) plaque in the clubhouse.
4. Former stockholders whose names appear on the Emeritus Members plaque are allowed to visit the club twice each year as guests of the Commodore. A Commodore's pass is issued as their identification.

Mooring and Boat Storage Policy:

1. There are a total of 18 sailboat moorings. Mooring availability is based upon boat composition and type such as wood, draft, length (20' or less), weight and/or inability to be dry sailed (not able to be rigged with a harness and lifted onto a trailer).
2. Members with current moorings, which hold a boat that cannot be dry sailed, will keep a mooring from season to season. Location may change. Determination of placement will be made by the Docks and Waterfront chairperson or by the Board of Directors in the case of a disagreement. Unless otherwise prearranged by the chairperson and/or Board of Directors, any mooring left vacant for one year, will be designated, at the beginning of the next season, as an available mooring.
3. Available moorings for newly acquired boats which cannot be dry sailed will be assigned on a "first come first serve" basis to members having a boat ready to launch. Members contemplating the purchase of a boat that requires a mooring should consult with the Docks and Waterfront chairperson.
4. Given availability, a request may be made for a mooring by a sailboat owner having a boat that can be dry sailed. Based on type of boat and seniority, the owner will be afforded the "open" mooring with the understanding that the assignment may be temporary.

5. Should it become necessary to have a boat that can be dry sailed moved off a mooring (to make room for a boat that cannot be dry sailed), a seniority system will be used to determine which owner is asked to move their boat off a given mooring.
 6. SYC is a sailing club and will not provide mooring space for powerboats.
 7. Members with sailboats stored in the parking lot will have location priority over storage of non-sailing vessels and equipment such as motorized boats, dinghies, canoes, kayaks, empty trailers, etc.
- (Latest date of policy changes and approval: Annual Meeting - 11-5-06)

Pontoon Boat General Usage Policy:

Any use of the SYC pontoon boat by club members is subject to the following policies and restrictions as voted upon by the club membership July 5, 2005. SYC members who wish to use the pontoon boat must adhere to and comply with these policies, rules and restrictions pertaining to the use of the boat. Any member of the club is free to use the pontoon boat. **However, only dues paying club members who are trained and certified operators (captains) may operate the boat.**

I. Training Requirements for Certified Operators (Captains)

A. New Hampshire Boating Education Requirement

SYC members who wish to operate the pontoon boat must be able to demonstrate in writing that they have satisfactorily completed the State of New Hampshire mandated boating education course (regardless of age). Proof of satisfactorily meeting this requirement will be kept on file by the chairperson of the Docks and Waterfront Committee.

B. SYC Pontoon Boat Training Requirement

SYC members who wish to operate the pontoon boat (captain) must undergo training in the operation, safety and general upkeep of the boat by the chairperson of the Docks and Waterfront Committee (or an individual designated by the chairperson of the Docks and Waterfront Committee to conduct such training). Such training will also include usage of the whaler, usage of the shore to vessel radio and usage of the "Service Vessel". Captains will be retrained annually (Board of Directors vote – 03/30/08).

II. Scheduling and Reservations

A. Scheduling:

Any adult member of the club is free to use the pontoon boat subject to the availability of a trained operator (captain). A schedule and calendar will be maintained by the chairperson of the Docks and Waterfront Committee. The schedule and calendar will be posted in the SYC club house. Members who wish to use the pontoon boat for private use should review the schedule and calendar for open dates and times. The schedule and calendar may change at the discretion of the chairperson of the Docks and Waterfront Committee.

B. Club Business

Club business will take precedence over general membership use of the pontoon boat. Club business includes the use of the pontoon boat for weekly racing, in-house regattas, invitational regattas, sail training and practice, harbor maintenance, and other business as determined by the chairperson of the Docks and Waterfront Committee and/or the SYC Board of Directors.

C. Reservations

The use of the pontoon boat must be made by reservation. In order to avoid reservation and scheduling conflicts, all reservations must be made through the chairperson of the Docks and Waterfront Committee. The chairperson of the Docks and Waterfront Committee is the only individual authorized to accept a reservation. Reservations should be made one week in advance, and must be made in writing or by e-mail. The reservations should not conflict with race, regatta or sail training sessions. Reservations may be cancelled at the discretion of the chairperson of the Docks and Waterfront Committee for reasons including but not limited to inclement weather, boat maintenance, unanticipated club business, or the unavailability of a trained volunteer operator (captain) in the event one is required or/and requested. Reservations to use the pontoon boat will not be accepted for general membership use three (3) days prior to a scheduled in-house or

invitational regatta or on designated race days. This will help the Race Committee to ensure that the boat is in good working order and ready for service at the time of the regatta, and also provide race participants an opportunity to practice in the days prior to the scheduled event.

Reservations will be accepted from all dues paying adult members of the club. However, only those who are qualified operators (captains) may operate the pontoon boat. Reservations by non-trained members will be accepted contingent upon the availability of a trained volunteer operator (captain). Volunteer operators (captains) are subject to the same privileges, requirements and restrictions as any other member of the club. No member of the club may use the boat for more than three (3) times per season.

D. Duration of Use

All operators (captains) must leave a list of passengers at the club house.

Private use of the pontoon boat will be limited to 90 minutes per trip.

Multiple trips by members of the same party (group) will not be accepted.

No more than three (3) trips will be scheduled on a given day.

Night time use of the pontoon boat is prohibited. The boat must be returned to the dock within ½ hour after sunset.

E. Fees

Individual parties will be charged a \$15.00 gas and upkeep fee for each time the boat is used.

III. Boat Safety

The boat capacity is limited to nine (9) passengers and one (1) captain.

The captain shall be the only operator of the boat. The captain is responsible for ensuring the boat has a sufficient number of life vests for every passenger.

The pontoon boat is not to be used for fishing or as a swimming or diving platform.

Use of the pontoon boat for tubing or skiing is prohibited. Towing another vessel is prohibited, except in an emergency situation, or if the vessel is disabled.

Only the chairperson of the Docks and Waterfront Committee and the club designated "Race Committee" will be permitted to fill the fuel tanks with gasoline.

The use of alcoholic beverages on the pontoon boat is prohibited.

Members who wish to schedule the pontoon boat must sign a disclaimer.

POLICY FOR USE OF CLUB FACILITIES

The use of the Club Facilities is primarily for the benefit of the members and the Club's regularly scheduled activities such as holiday events and sailing regattas.

From time to time there will be requests from members and outside organizations to use the Club Facilities for parties or other events.

In order to protect the rights of the members and not impose any undue strain on Club facilities, the policy for the use of the Club facilities shall be as follows:

Visitors

1. The same guests should not be invited to the club more than twice during the same season unless an application is pending or the guest is racing.
2. The conduct of a guest, while at the yacht club, is the responsibility of those who granted the invitation.
3. Guests must be accompanied by those members who granted the invitation.
4. Parties for persons who are under the legal age, which have no parental supervision are prohibited.

Groups

1. The use of Club facilities for large gatherings of members or outside organizations shall be limited to Monday through Thursday, and shall be further limited so as not to interfere with any regularly scheduled Club events during those days (e.g. Wednesday evening Sunfish racing.)

2. The Commodore may, at his discretion, approve gatherings of up to 40 people. Any gatherings of more than 40 people must be approved by the Board of Directors. The size of any gathering shall be limited to not more than 100 people.
3. Any party using the Club facilities shall be responsible for cleaning up after the event and disposing of all trash.
4. While the Club does not normally charge for the use of the Club facilities, if the club incurs any expense because of the gathering (e.g. pumping the septic system), the party using the Club facilities shall be charged for that expense.

WATERCRAFT STORAGE POLICY

The following Policy is effective, January 1, 2019.

NOTE: A yearly inventory will be done and rules on watercraft will be enforced.

NOTE: Spofford Yacht Club, its officers and members assume no liability for storage of any craft and members do so at their own risk.

1. ALL Watercraft belonging to SYC members must be identified with SYC ID stickers. ID stickers will be placed on the rear port (left) side or stern of the craft.
2. ALL Watercraft requiring NH Registration (sail > 12', motor, etc) must be registered in compliance with NH RSA's. In addition to being susceptible to fines, **such craft must be registered by July 1st**, or will be assessed a \$100 assessment fee on their January bill. Members are limited to 4 registered boats and are not assessed any storage fees. **Exception:** Members who prefer to store their Sunfish under the clubhouse during the winter months may do so for an additional \$30 fee. All other outside storage for registered craft is free.
3. Racks and Dock Storage:
 - a. The club provides waterfront dock storage for registered Sunfish and dinghies belonging to moored boats. The Docks/Waterfront Chair will assign summer placement based on the use and physical ability of the member. Sunfish placed on Sunfish docks must be registered. Sunfish which have only infrequent use must still be registered but may be placed on racks in the parking lot. A copy of dock assignments will be posted in the clubhouse.
 - b. The club provides rack storage for other craft not requiring NH registration, including canoes, kayaks, Opti's, windsurfers, paddle boards, rowboats, etc. The Docks/Waterfront chair will assign summer placements based on use and physical ability. Members are encouraged to remove such craft after the summer season however may store such craft for winter storage (defined as after November 1st) for a \$30 storage fee.
 - i. Exception – Junior Sailing Fleet. The Commodore in her/his discretion, may declare certain sailing craft as part of Junior Sailing and waive any winter storage fee.
 - ii. Exception – Dinghies belonging to moored boats are exempt from any storage fee.
 - iii. Exception – The Rear Commodore in her/his discretion may exempt certain craft under repair or construction from storage fees. Such exemption is limited to one year only.
 - c. A copy of rack assignments will be posted in the club house
4. The Rear Commodore, or his designee, will conduct a boat inventory on or shortly after November 1st and forward to the board and the treasurer an inventory of craft and those needing to be charged for winter storage.

GUIDELINES FOR STOCKHOLDERS (Active Members)

1. All families should be on a committee.
2. The number of stockholders stay at 50 families, absorbing the current annual members as slots open. That there be up to 4 guest memberships offered. There would be an additional slot open to be reviewed yearly that would be at the discretion of the membership committee and board of directors to fill. If filled, this would bring the total number of sailing members to 55.
3. The above policy would be reviewed by the Long Range Planning Committee on every odd numbered year.

GUIDELINES FOR NEW GUEST MEMBERS

June 1997

1. The guest member shall pay to the Club treasurer a guest membership fee equal to the current year's annual membership dues. Should the fee not be received by the Treasurer within 15 days of billing, the Club's guest membership offer to the applicant shall be withdrawn.
2. The guest member shall be issued a clubhouse key for his/her use during the summer. The key shall be returned at the end of the sailing season. (Revised 2013)
3. Upon receipt of said fees by the Club treasurer, the guest member shall enjoy the use of the club facilities from that date through the close of the sailing season at the fall workbee.
4. Guest members shall abide by all of the established club rules.
5. Guest members may use the general club facilities.
6. Guest members are encouraged to attend the monthly stockholders' meetings during the season.
7. Guest members do not vote on Corporation matters brought before the membership during the season.
8. Guest members may store a trailerable day sailer or one design racing dinghy in the parking lot, and launch such boat from the hoist or on the ramp. Use of the hoist requires being checked out on its operation by a club member.
9. Guest members may keep a Sunfish or similar board sailboat on the dinghy docks, or keep a windsurfer on the racks. Sunfish sails and spars may be stored in the sail locker as space allows.
10. Guest members are discouraged from keeping other types of rowing craft at the club during their guest season.
11. Guest members will not be issued moorings and lockers will only be available as space allows.
12. Guest members are discouraged from having frequent guests of their own at the Club, but may do so at their discretion within the normal rules of the Club.
13. At the end of the season, but no later than the end of the fall workbee, guest members shall remove all boats or other personal possessions from the club grounds and return their clubhouse key.
14. The Membership Committee chairperson shall contact each prospective member at the end of the season to confirm the applicant's continuing interest in joining the club. The chairperson may at this time discuss any concerns the SYC Board or Membership Committee may have about the applicant's fulfillment of the requirements for membership.
15. At the October Board meeting, the Membership Committee chairperson shall make recommendations as to action on each guest member's application. Based on a "yea" or "nay" vote of the Board, the chairperson shall bring the recommended applications before the entire membership for a vote at the annual meeting of the Corporation's stockholders.
16. The annual meeting shall be closed to guest members.
17. The club membership may vote to offer a share of stock and full membership to an applicant, or may reject the application due to the applicant not demonstrating a commitment and interest in sailing, or to the volunteer obligations of the club.
18. The Membership Committee chairperson shall notify all applicants as to the disposition of their application after the annual meeting vote.
19. Those applicants voted into the club shall be billed in January for their dues at the current rate, their share of stock (\$100) and their initiation fee at the current rate.
20. Each Guest member/applicant is encouraged during the sailing season to:
 - a. Use the club as frequently as possible and meet as many of the members as possible.
 - b. Use their sailboat regularly, either for day sailing or racing.
 - c. Demonstrate a love of and commitment to sailing.
 - d. Participate in their assignment as to holiday hosting, clean-up and work bees,
 - e. Attend the holiday weekend social functions.
 - f. Participate in the organized sailing (fun or race) activities of the club.
 - g. Have fun and enjoy the Spofford Yacht Club and the fellowship of its members.

GUIDELINES FOR EXTENDED FAMILY MEMBERSHIP

November 2005

1. Extended family membership status may be offered to adult offspring of current members, who are under the age of 30, where the offspring are not yet in a position to commit to full membership status.
2. Extended family membership must be requested via a letter to the chairperson of the Membership Committee.
3. Extended family members do not take up a "slot" in the limit for total club members (currently 50).
4. Extended family members shall pay 50% of regular annual dues, shall not pay special assessments, but will be expected to take part in workbees and will be assigned cleanup duties.
5. After one year, the extended family member may request extension for another year.
6. After two years, extended family members will be expected to apply for full membership status. The normal procedures for consideration of new members, including approval by the Board of Directors and a year as guest members, will then be followed.
7. If there are no vacancies for full membership after two years, the extended family membership status will be continued until there are vacancies.

HONORARY MEMBERSHIP

April 2012

1. **Guidelines:** Honorary membership status is granted to those members who have made significant contributions to the club during their period of active membership. They typically have ten years or more of active status and have held any number of Board and/or Committee roles. It is generally granted to those individuals whose participation in club activities has become limited for any number of reasons.
2. **Selection:** This is a status, which is bestowed upon the member by the Board of Directors. Nomination of the member is made by two sponsoring members, one of which is a current member of the Board. Honorary Membership status is granted following a unanimous vote of the board of Directors.
3. **Privileges:** Honorary members are non-voting members who otherwise have the same full membership rights as regular members. The member and their spouse, if married during the period of active membership, shall retain lifetime Honorary Membership status.
4. **Obligations:** Financial - Donation of member's stock back to the club. Exempt from annual dues and assessments. Non-Financial- the Honorary member is relieved of all Club assignments.

NON-STOCKHOLDER MEMBERSHIPS

(Sept. 2012)

Annual Membership:

1. **Guidelines:** Annual members are families and/or individuals who have been approved for stockholder membership in the club by the SYC membership. They will remain on a waiting list of annual members and be required to buy stock when a vacancy occurs either through a resignation or a current member electing to return to Annual Membership status. Annual Members will pay all dues and assessments and will participate in committee assignments and will perform work bee and cleanup duties. They will be given all rights and privileges afforded regular stockholding members with the exception of holding stock and voting.
2. **Selection:** Annual members are families and individuals who have been approved for stockholder membership in the club by the SYC membership through the guest membership process, but there are no available membership slots. Eligible families include Honor Roll former members.
3. **Privileges:** Same as stockholding members, except the right to vote.
4. **Number Limitation:** Combined total of five between Annual and Guest members over the 50 stockholders.
5. **Obligations:** Financial - Pay full dues and assessments. Required to buy stock when offered full membership. Non-Financial - Participate in work bees, weekly cleanup assignments, holiday duty and committee assignments.

Annual Senior Membership:

1. **Guidelines:** Senior Annual Membership status is intended for those members who still wish to continue but whose participation in Club activities has become limited for any number of reasons such as age or infirmity. It may be granted to active members who have been active members for at least 15 years and are at least 75 years old.
2. **Selection:** If there are over 50 stockholding members or Annual Members awaiting stockholder status a regular stockholding member may convert to Senior Annual Membership status. If there is more than one member interested, age will be a determining factor. A candidate may apply for Senior Annual Membership status by submitting his/her application to the Membership Committee chairperson, stating the reasons the applicant is seeking this status.
3. **Privileges:** Full access to the Club, except the right to vote. Store one boat at the Club, but are not eligible for a storage locker or mooring.
4. **Number Limitation:** Limited to five members.
5. **Obligations:** Financial - Pay full dues only. No capital dues. Donate their stock back to the Club. Non-Financial - Participate in holiday duty and on regatta committees, as appropriate.

Limited Annual Membership:

1. **Guidelines:** Limited Annual Member status may be granted to applicants under the age of 30. The membership will be seasonal and selection is through an application process. The member will be charged a reduced fee for use of the Club for sailing. Annual Membership Limited members are not permitted to bring guest or other family members to the Club. They are not eligible to own stock, nor vote and are not invited to membership meetings. This status is limited to two years. Following the second year, the member must apply for full membership. Members in this category may move into a full membership position without applying for guest membership should one be available.
2. **Selection:** Applicants must be under the age of 30. The membership will be seasonal. Applications will be reviewed by the Membership Committee in the spring. Once selected, the member is assigned a mentor to introduce them to the sailing activities and policies of the Club.
3. **Privileges:** Store one sailboat on the Club premises during the season only. Participate in any sailing activities.
4. **Number Limitation:** Up to five members.
5. **Obligations:** Financial - Pay 50% of current dues only. No assessments. Non-Financial - Participate in work bees, weekly clean up assignments, holiday duty and committee assignments.

END OF CLUB POLICIES & Guidelines