

## **2024 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 lifeguards. SYC members and their guests swim at their own risk.

Children should not be left unattended while using the swimming 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 workbee and before the spring workbee as the chimney is covered during the off-season.

### **Lockers**

Active members and annual members are given priority on a seniority based system. Open to other membership categories if available. Fees are payable annually.

### **Boat Ramp and Hoist**

Boat ramp is for use by members and their guests, except for two categories, guest members and limited annual members, who may use it for personal boats only.

The hoist is to be used for personal boats only, after being checked out by a member of the waterfront or safety committee. If in doubt, ask for assistance.

### **Boat Yard**

Active, Annual, and Honorary members may store sail or paddle craft, sailboats are given priority. All other categories may store one sailboat that must be removed before the fall work bee. Members are

discouraged from performing any significant boat repairs on premises, and must receive permission of the Commodore before performing significant repairs such as gel coat, sanding/ painting, or fiberglass.

### **Docks and Waterfront**

Full access for Active, Annual, Senior, and Honorary members. Priority given to boats that are actively used. Docks are reserved for Sunfish and personal tenders for the moored boats. Guest members, limited Annual members, and extended family members may store one Sunfish or other board type sailboat on the docks. All other craft such as windsurfers, kayaks, paddleboards are to be stored on the racks.

No boats are to be stored on the main docks overnight without approval from a Club officer.

### **Mooring and Sailboat 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.
8. Waterfront access at SYC does not constitute lake access for the purpose of own mooring.

## **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. Nighttime 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. (Sec c. revised 10/23)

**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 1<sup>st</sup>**, 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 1<sup>st</sup>) 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. The club provides limited reserved rack storage. The racks available for reservation are located to the east of the boat ramp and northwest of the clubhouse. The Docks/Waterfront Chair will assign reserved rack placement based on use and physical ability of the member. Racks that are reserved must be clearly marked with the members name on both the rack and watercraft. A reservation fee of \$30 will be assessed at the time of the reservation, and included on the members January invoice thereafter. The reservation fee includes winter storage.  
Racks left vacant will be available for transient use, but watercraft will be subject to removal if a reservation is requested. A copy of rack assignments is posted in the clubhouse, and revised at least annually.
- 4. The Rear Commodore, or his/her designee, will conduct a boat inventory on or shortly after November 1<sup>st</sup> and forward to the board and the treasurer an inventory of craft and those needing to be charged for winter storage.

## **SYC Membership Categories and Guidelines (Revised April 2024)**

### **ACTIVE MEMBERS**

1. Defined as a full membership with all of the privileges and responsibilities included. Active members pay all dues, assessments, and other fees , (locker, mooring, storage) as required. They participate in all work bees, and cleanup and holiday hosting as assigned. Active members should be on a committee.
2. The number of active members should stay at 50 families, absorbing the current annual members as slots open. 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 every odd numbered year.

### **GUEST MEMBERS**

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.
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 work bee.
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 active members meetings during the season.
7. Guest members do not vote on organizational matters brought before the membership during the season.
8. Guest members may store a trailer able day sailor 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 work bee, 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 Sept 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 organizations active membership.
16. The annual meeting shall be closed to guest members.
17. At the Annual Meeting, the club membership may vote to offer active 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, 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.

## ANNUAL MEMBERS

1. **Guidelines:** Annual members are families and/or individuals who have been approved for full membership in the club by the SYC membership. They will remain on a waiting list of annual members and be offered an active membership slot 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 full members with the exception of voting.
2. **Selection:** Annual members are families and individuals who have been approved for full membership in the club by the SYC membership through the guest membership process, but there are no available active membership slots. Eligible families include Honor Roll former members.
3. **Privileges:** Same as full 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. Non-Financial - Participate in work bees, weekly cleanup assignments, holiday duty and committee assignments.

## HONORARY MEMBERS

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 - Exempt from annual dues and assessments. Non-Financial- the Honorary member is relieved of all Club assignments.

## **SENIOR MEMBERS**

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 active members or Annual Members awaiting an active slot,
3. an active member may convert to Senior Membership status. If there is more than one member interested, age will be a determining factor. A candidate may apply for Senior Membership status by submitting his/her application to the Membership Committee chairperson, stating the reasons the applicant is seeking this status.
4. **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.
5. **Number Limitation**: Limited to five members.
6. **Obligations**: Financial - Pay full dues only. No capital dues. 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. Limited Annual Membership members are not permitted to bring guest or other family members to the Club. They are not eligible to 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.

## **EXTENDED FAMILY MEMBERSHIP**

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 an 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.

## **Spofford Yacht Club 2024 Health Guidelines**

### **Be Kind and Careful!**

The Covid guidelines of the last years have been relaxed. Though we might assume most of us are vaccinated, this does not include everyone for various reasons. Also, although the dangers of Covid have diminished, the virus is still around. Remember we are a club and we should work together to respect each other's health status.

This includes being responsible, please stay home if you are ill, to avoid spreading disease to our fellow club members.

Everyone is responsible for providing a safe setting for three general functions of the club: sailing, swimming, and a place socializing with family and friends. All members should practice common sense responsibility for good health including proper sanitation.

- **Bathroom use should include washing with soap and water and sanitizing the bathroom surfaces.**
- **Clean up after use of the clubhouse and changing room as appropriate.**
- **Bag all trash before being put it into the dumpster. Waste Management requires this.**
- **Carry out assigned cleanup chores with health standards in mind including sanitizing daily.**

### **SYC Emergency Procedures**

#### **Call 911. If you aren't sure about calling 911: MAKE THE CALL.**

Listen to your own instincts, not the ill or injured person. You don't need their permission to call! If you are using a cell phone, the operator will need to know the SYC Address:

**370 N Shore Road, Spofford NH 03462**

If it's a Water Emergency provide location on lake and description of boats.

**Make sure other people at the club know there is an emergency. Ask for assistance.**

**Designate someone to stay on the line and someone to relay information:**

- How many people are ill or injured?
- Age/Gender?
- Breathing?
- Conscious?
- Events? For example, allergic reaction, water related, heart related, head injury etc.

**SYC Command will decide to wait for EMS or move injured or ill parties.** Once EMS is on scene, EMS takes command. EMS can assist in stabilizing a person in the water.

**If someone is available, send them to North Shore Road to direct EMS personnel.**

**Designate someone else to direct emergency vehicles to the injured/ill person.**

**If it is a water emergency, direct EMS to the launch ramp or main dock.**

**SYC Emergency Procedures are posted on the bulletin boards near the phone and at the clubhouse door and above the sink outside the bathrooms.**

**END OF CLUB POLICIES & Guidelines**

**[www.spoffordyachtclub.com](http://www.spoffordyachtclub.com)**