

# **Summerland Yacht Club Policy**

## **Facilities Usage Policies**

The Club provides facilities for the use and enjoyment of its members and their guests and, on a restricted basis, the general public. The following policies address the responsibilities and limitations on the use of the Club's facilities by its members, their guests and the general public. These policies are in addition to Moorage Policies & Rules which focus on use of the club's moorage facilities. Where a policy is in conflict with the registered bylaws of the Club, the bylaws will prevail.

### **1. General Facilities Usage Policies**

The following are general policies applicable to specific areas of the club's facilities.

- Regular Members, Life Members and Sponsored Members are permitted to access and enjoy the use of the Club's facilities to the extent provided by their security card.
- The Club intends to operate the kitchen, dining and bar services seasonally with hours of operation and menu set by the House Director. The Club's bar and restaurant, at the discretion of the Executive Committee and approval of the membership, may be opened to the general public during the normal operating hours.
- The Club maintains a sanitary sewage pump out facility that is connected to the District of Summerland sanitary sewer and sewage treatment facilities. The Club's sanitary sewage pump out facilities will be available to all members and non-members without cost.
- The Club will make all reasonable efforts to secure the Club's facilities from theft and vandalism. Through those security efforts the Club hopes that the assets of its members, while on or in the Club's facilities, will be provided a basic level of security. Members, their guests, reciprocal moorage guests and the public have sole responsibility for the security of their vessels, vehicles, trailers or any other property while on or in the Club's facilities.
- The Club provides a limited amount of parking space for members and guest vehicles within its facilities. Parking capacity is limited, is not guaranteed and is available on a first come first served basis.
- Posted speed limits, stop signs, and parking restriction signs are placed to promote safety of members and the public and minimize inconveniences to all users of the Club's facilities. Reckless or habitual disregard of these restrictions may result in the member being subject to the Club's bylaws Section 2.7-Member Removal.
- The sailboat mast crane at the end of "C" Dock is available to members on a restricted basis for raising or lowering their vessel's mast and rigging. Usage of the crane is at the sole risk of the member. The maximum lift must not exceed 70 KG (150 lbs). The crane will be locked and must be re-locked after usage. The key or lock combination will be available from the Club Manager.
- The attached Schedule 1 – "Facilities Usage Rules" is incorporated into these facilities usage policies.

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## **2. Clubhouse Usage Policy**

The clubhouse may be used by the members of the Club in accordance with the following policies.

- Members have the right to use the clubhouse for all regular Club functions including bar and food service when open, club meetings, and Club organized functions such as dinners and dances.
- Members are permitted to access the clubhouse to use washrooms, entertainment media and Wi-Fi when available. The shower in the wheel chair accessible washroom is not to be used.
- Members are not permitted to access or use the clubhouse bar or kitchen facilities when secured, and when unsecured access is only permitted when volunteering to perform duties requiring access.
- Members of the Club may use the clubhouse for a function that is open to all other members provided those members organizing the function obtain approval from the Executive Committee in accordance with the Club's bylaws, Section 2.17-Use of Clubhouse. If the function requires clubhouse bar and/or food services then these services must be arranged in advance with the House Director who will determine costs and deposits appropriate to the request.
- A member may rent the clubhouse for a private function in accordance with the Clubhouse Rental Policy, provided the renting member is in full-time attendance at the function and takes full responsibility for the function.
- The clubhouse will be available for rental by non-members in accordance with the Clubhouse Rental Policy.

## **3. Key Card Policy**

The Club controls access to facilities through the use of security smart cards or key FOBs and security readers at various locks. The Club uses both types so this policy refers to them generally as security cards. The security locks that each issued security card is able to open is controlled by software. Security cards are activated and deactivated through the software.

- Each Regular Member, Life Member and Sponsored Member will be issued a security card upon payment of a refundable deposit. A Regular Member or Life Member may also request additional security cards upon payment of additional refundable deposits. The amount of the current refundable deposit will be determined by the Executive Committee from time to time.
- Honourary Members are not issued security cards.
- Members will normally have access granted to all security locks with the following exceptions:
  - The Lakeshore Drive entrance door access is limited to the Club Manager and Directors.

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- Other security locks installed in the future where the Executive Committee deems it appropriate to limit access.
- Members of other yacht clubs who are granted reciprocal moorage will be issued a security card upon payment of the current refundable deposit. At the end of their reciprocal moorage stay they may return the card and be refunded the deposit, or they may keep the security card for use during future reciprocal moorage stays.
- Security cards issued to reciprocal moorage visitors, when not returned, will be deactivated automatically at the end of the reciprocal moorage stay.
- A person issued a security card may return the card to the Club Manager for a refund of the deposit paid at the time it was issued.
- Security card(s) issued to members of the Club may be deactivated at the Club's sole discretion in the following situations
  - Upon a member giving notice of termination of their membership in the Club
  - Upon a member being expelled from the Club in accordance with section 2.7 of the Bylaws.
  - Non-payment of annual fees. One month after the due date of annual fees payment unless an arrangement for the payment of fees has been agreed to by the Club.
  - Upon the written request of a Regular Member or Life Member to terminate the membership of an associated Sponsored Member
  - After 10 days from the date of giving notice that a member with assigned moorage has failed to provide adequate documentation as required by sections 5 and 8 of the Club's Moorage Policies.
- A security card deactivated for any reason may still be returned for a refund of the deposit paid at the time it was issued.

### **4. Boat Launch Policy**

The Club maintains a boat launch facility that is capable of launching and retrieving power and sail boats depending on the length and draft of the boat and the seasonal water depths. Prior to 2009 the Club permitted Regular Members without moorage and persons that were not members of the Club to use the launch facilities upon payment of an annual launch fee. This practice was discontinued by approval of the membership at the November 24, 2008 Annual General Meeting. The Regular Members paying the annual launching fee at that time were grandfathered and are called "Daily Dippers"

- The general public are not permitted to use the Club's launch facilities unless specifically exempted by this policy.

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- Regular Members and Life Members in good standing and with assigned moorage are permitted to use the launch facilities at any time provided the vessel being launched or retrieved is the vessel that has been approved for the assigned moorage. Launching or retrieving vessels other than the approved vessel is prohibited.
- A Regular Member on the moorage wait list and not yet assigned moorage is permitted to use the launch facilities at any time provided the boat being launched is the boat awaiting assignment of moorage, and the insurance coverage for the boat complies with the Vessel Insurance Requirements Policy of the Moorage Policies.
- Sponsored Members in good standing are permitted to use the launch facilities at any time provided the vessel being launched or retrieved is the vessel jointly owned with a Regular Member or Life Member and that member has assigned moorage for that vessel.
- Honourary Members are not permitted to use the launch facilities.
- Grandfathered Daily Dippers will remain grandfathered until the first year that they fail to pay the annual launching fee. The grandfathered status will not pass to any other person. Daily Dippers are Regular Members of the club and must abide by all applicable policies and rules of the Club during launch, retrieval and transiting the marina.
- Guests of the Summerland Waterfront Resort are permitted to use the Club's launch facilities after presenting to the Club Manager or the Gas Dock attendant on the first use of the facilities proof that they are a current guest of the resort. In addition the Club reserves the right to have the following documentation presented before launching the first time,
  - Photo identification of the guest
  - Vessel license or bill of sale showing the guest's ownership of the vessel
  - The Pleasure Craft Operators Card or equivalent proof of competency for the person that will operate the vessel in the Club's marina.
  - Proof of pleasure craft Protection & Indemnity liability insurance of at least one million dollars (CDN)
- Persons who are members of other yacht clubs to which the Club extends reciprocal moorage are permitted to use the Club's launch facilities upon presentation of the documentation requirements of the Reciprocal Moorage Policy (Section 10 of Moorage Policies) unless they already have approved reciprocal moorage assigned in the Club's moorage facilities and have already provided the required documentation with their reciprocal moorage request.
- Persons permitted to use the Club's launch facilities do so at their sole risk and liability.
- Persons permitted to use the Club's launch facilities must promptly remove their boat trailer from the Club's premises.
- While the Club will use best efforts to provide a route to the launch facilities the Club will not guarantee access between the normal dates for lift-out in the fall and lift-in in the spring.

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### **5. Gas Dock Operations Policy**

The Club will operate a boat refueling service for members and the general public.

- The gas dock will be a seasonal operation with hours of operation set by the Yard Master.
- The general public is permitted to enter the Club's marina for the purpose of refueling their boat or partaking of other Club offered services during the posted operating hours of the Gas Dock or clubhouse restaurant. Mooring of vessels at the head wall or any slip while partaking of those services will be at the sole direction and discretion of the Gas Dock attendant.
- Moorage at the Gas Dock headwall will normally be limited to the time to refuel the vessel unless otherwise approved by the Gas Dock attendant.
- At the discretion of the Yard Master the Club's outside washrooms may be made available to the general public that are refueling their boat.
- All refueling operations at the Gas Dock will be done by the Gas Dock staff unless the boat operator specifically requests to refuel the boat. Refueling by the boat operator will be under the supervision and assistance of the Gas Dock staff. All persons on the boat must get off the boat during refueling.

### **6. Clubhouse Rental Policy**

The Club's clubhouse with its kitchen, bar services and patio or inside dining facilities is a valuable asset that can generate revenue for the Club through rentals and providing associated kitchen and bar services. The Club's rental agreement will set out all the charges, fees, deposits, conditions, restrictions and responsibilities for rentals.

- The Club's clubhouse and associated kitchen and bar services will be made available for rental to members of the Club and also the general public for private functions on a restricted basis.
- The Executive Committee on the recommendation of the House Director or designate will from time to time set the rental fees, service charges and other deposits that will apply to private function rentals by members and non-members. Rental fees, service charges and other deposits will be as published to the rental agreement available on the Club's website.
- A person wishing to hold a private function must submit a Clubhouse Rental inquiry request through the club's website detailing the nature of the function and the services requested. The Club reserves the right to approve or reject any rental request.
- The rental is only approved once the renter agrees to all the conditions of the rental agreement, makes the required payments of deposits and charges and signs the agreement. The rental agreement will define the terms for refunds in the case of a cancellation by the club or the renter.

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- The Club reserves the right to set blackout periods for certain months of the year and days of the week during which no rental requests will be considered.
- A person wanting services for the private function to be provided by the Club’s kitchen and or bar must make the rental request at least 30 days prior to the desired date of the function unless the House Director agrees to a lesser notice.
- All alcoholic beverages served at the private function must be provided by the Club’s bar services. Under no circumstances is a renter or those attending the private function permitted to bring liquor, wine, beer or other alcoholic beverages into the clubhouse, except that the renter may provide their own wine subject to payment of a corkage fee.
- A person renting the clubhouse may arrange for an outside caterer to provide food services for the private function but under no circumstances is the caterer permitted to use the Club’s kitchen facilities.
- During a private function rental the clubhouse will remain open to Club members to access washrooms and Wi-Fi. Members will have access to bar services, if available, and will be at normal member bar service prices.

### Facilities Usage Policies & Rules - Revision Log

Revision	Summary of Changes	Date Approved by Executive Committee
1.0	Initial policies & rules approval. Retires: <ul style="list-style-type: none"> <li>• Boat Launch Facility Policy 2010</li> <li>• Keycard Deactivation, Cancellation Policy 2011</li> <li>• Rental Policy 2011</li> <li>• Rules &amp; Regulations For Club Members 2011</li> <li>• Dock Protocol and Safety 2009</li> <li>• Relevant portions of Moorage Contract Schedule 1 not included in Moorage Rules</li> </ul>	March 12, 2019

# Summerland Yacht Club Policy

## Schedule 1 – Facilities Usage Rules

1. Members shall enter the names of all guests in the **Visitor's Book**. The member must remain with the guest for the whole time that the guest is in the clubhouse (Liquor Control Board Regulations.)
2. Members shall be responsible for the orderly behaviour of themselves, family members and their guests at all times while on the Club's premises.
3. Foul or abusive language will not be tolerated while on the Club's premises.
4. Members and guests are to be suitably dressed when in the clubhouse. Shirts and footwear are mandatory.
5. A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Executive Committee.
6. Complaints of any nature relating to the management or operation of the Club shall be addressed in writing to the Commodore. Under no circumstances shall a servant of the Club be personally reprimanded by a member.
7. No animals, other than certified service animals, are permitted in the clubhouse or onto the concrete patio area during the operating hours of the restaurant. Pets are permitted on the grass area adjacent to the concrete patio during restaurant operating hours although they must be controlled and on a leash.
8. All pets must be on a leash while within the Club's facilities including the docks, except when the animal is onboard a vessel. The member must pick up and dispose of excrement from the pet with disposal being made to the garbage dumpster and not the garbage containers.
9. All children under the age of 12 must be under the supervision and responsibility of an adult while within the Club's facilities.
10. No liquor or other alcoholic beverages may be brought into the clubhouse or patio facilities by a member or guest. All alcoholic beverages sold from the Club's bar must be consumed in the clubhouse or the patio facilities.
11. A member shall settle indebtedness for food and refreshment or otherwise before leaving the Club premises.
12. Each membership is permitted to park one vehicle in the Club's parking facilities while visiting the Club, subject to space being available. Angle parking is to be used on the inside lane of the main parking lot and also on the south side of the parking area adjacent to the Summerland Resort Hotel.
13. Boats on trailers or boat trailers must not be parked in the Club's facilities other than during the process of launching or retrieving a boat or during winter storage. At the discretion and direction of the Yard Master or Gas Dock attendant a member may be permitted to temporarily park a boat trailer in the Club's facilities.
14. Only vehicles exhibiting a handicap parking permit are to be parked in the designated handicap parking spots.

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15. The use of the Club's washroom facilities to dump waste from portable marine toilets is strictly forbidden. The sewage pump out facility is to be used to dispose of waste from these portable toilets.
16. A member shall not cause any communication in whatever form to be exhibited on Club notice boards or premises without permission from the Club Manager.
17. "For Sale" signs are permitted on boats in moorage or winter storage provided they are of an unobtrusive size or design. Members are encouraged to use the Club's bulletin board and web site for advertising the sale of boats or related equipment. The Club Manager can provide assistance.
18. Any person who is a registered competitor or crew member in any race sponsored by or on behalf of the Club is entitled to use the Club facilities within a period of 24 hours before and after the race in which they are competing.
19. A garbage dumpster and a recycle cardboard dumpster are provided for restricted use by members. All waste cardboard must be flattened and placed in the cardboard dumpster. The garbage dumpster is to be used for normal household garbage materials produced on members' vessels. Members are not permitted to use the Club's garbage dumpster for disposing of boat/car/trailer parts, batteries, engine oil or other fluids, furniture, upholstery or similar materials.
20. Garbage cans are located around the Club's facilities for the use of members to dispose of small amounts of garbage. Members must dispose of larger garbage items directly to the garbage dumpster.
21. Containers are available for members to recycle returnable (deposit paid) cans, glass and plastic bottles and other containers. Members must remove returnable items from cardboard and plastic containers and deposit this packaging into the cardboard dumpster or garbage dumpster as appropriate.
22. Swimming within the Club's moorage facilities is strictly prohibited.
23. Fresh water supplied on the docks, at the headwall and at the sewage pump out dock is not guaranteed to be potable. Members and guests may use this water at their sole risk.
24. Fresh water supplied on the docks, at the headwall and at the sewage pump out dock is supplied free of charge, provided it is not used wastefully. The Club reserves the right to charge a fee to any member that uses water wastefully.
25. Electrical outlets at the gas hut or those accessible in the washroom building may be used free of charge by members to perform minor maintenance work on their boats or for temporary use to charge their vessel's batteries. These outlets must not be used to run heaters in vessels while in winter dryland storage.
26. There is to be no sandblasting or spray-painting allowed on the Club's premises, unless in a confined area and subject to the approval of the Yard Master. It is imperative that all measures should be taken by vessel owners to reduce any pollution of the lake by using proper materials to finish boat bottoms and tops and to use proper methods to prevent any contamination of the lake or lake shore. No open flame, such as blow torches, gas burners, etc., shall be used in the yard without permission first having been obtained from the Yard Master