

Sandy Bay Yacht Club

Club Policies

Purpose

In furtherance of the Board of Governors' responsibility for the management of the affairs and property of the Club (Constitution and By-Laws, Art. 4, §5), these policies shall articulate rules and procedures for various activities at the Club that are not specifically described in the Club's By-Laws.

Responsibilities

It is the responsibility of the Board of Governors to review existing policies and enact new policies as needed. It is the responsibility of club members to follow the policies.

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POLICIES

1. Boat Bottom Washing

Members who pay a boat fee to the Club may use the Club facilities to haul their boat (if appropriate) to clean the bottom and use the pressure washer. No bottom washing is permitted:

- While the Hurricane Policy is in effect.
- On race days from noon until all racing dry sailors have launched.
- By non-members

2. Club Rental

The Club is available for rent to members who wish to hold a private party or event. The following guidelines apply:

- Rental of the Club is available to members only.
- The Board of Governors will establish Rental fees.
- The Club is only available to rent for the months of May (mid to late), June, September, and through mid October. No rentals during July and August.
- The Club is a small facility, and renters should keep their guest count relatively small... suggested 50 guests maximum.
- Renters agree to keep their party or event under control... our neighbors do not tolerate loud or raucous parties or events.
- Live music must be approved by the Town of Rockport, using their guidelines.

- g). Renters are responsible for acquiring all of their own supplies, food, etc.
- h). Renters are responsible for clean up, and the Club expects to find the Club as clean or cleaner than before the party/event.
- i). Club members will still have access to all Club facilities during the renter's party/event.
- j.) Renters and their guests will clean up and leave immediately if requested by the Manager.
- k.) The renter agrees to assume liability for and indemnify the Club against injuries to their (non-member) guests and/or musicians, caterers and the like.

3. Crane or Hoist Usage

The use and operation of the crane or hoist is available to Club members or employees only, who have had training in the operation of the crane or hoist. Junior members are prohibited from using the crane or hoist unless trained and authorized by a Club employee. Exceptions for usage may include regatta guests or emergency situations at the discretion of the Board of Governors or staff, but the operation of the crane or hoist is still limited to members or staff who have been properly trained.

4. Crew

It is understood that a boat owner may have alternating crew throughout the season, but the Club expects that a crew visiting the club more than three times must become a member of SBYC.

5. Dock Space Policy

Purpose

The purpose of this policy is to provide guidelines for allocating the club's dock space during the sailing season.

Objectives

The objective of this policy is to equitably allocate the club's dock space resources.

Expectations

SBYC Fleets

There are a total of 15 spaces on the dock for storing boats in the SBYC Fleet racing classes. The allocation of spaces for each fleet is:

<u>Fleet</u>	<u>Number of spaces</u>
Stars	10
Flying Scot	1
Rhodes 19	1
Bullseye	1
Lottery	<u>2</u>
Total	15

On or before May 1st of each year, each fleet will notify the SBYC Fleet Captain with the number of spaces their fleet desires for the upcoming sailing season. If a fleet desires to use less than their allocation, these spaces go into a lottery for those fleets that request spaces above the number of spaces allocated. By May 15th, the SBYC Fleet Captain will conduct a lottery for the extra spaces on the dock using the lottery system described below.

Lottery system

The bases for the lottery system are:

- The town assigns moorings based on the order in which people place their name on the town's mooring list. However, the Harbormasters also assign moorings based on the type of mooring available. For instance, if a Bullseye mooring (with more limited turning radius) becomes available, it is the next Bullseye type boat that goes onto that mooring. They would not assign a Rhodes 19 to that mooring. Similarly, if a Rhodes 19 type mooring became available, they would put a Rhodes 19 type boat on that mooring and not a boat of smaller or larger size and turning radius. In this fashion, the town has a defacto policy of allocating a certain number of 'spaces' to each boat type (e.g. Rhodes 19) based on the order in which each boat type's owner placed their name on the mooring list. The lottery policy provides a similar approach in that we expect each fleet to assign boats within their fleet to the allocated spaces. Similar to the town, we use the existing dock space policy to guarantee each fleet a certain number of spaces and use the lottery to allocate any additional spaces that may be available in a given year. Therefore, the Club's approach is nearly identical to the town's approach for equitably allocating and assigning mooring spaces. This combined approach balances the competing interests of many members (fleets) using limited resources. It is in the best, long-term interests of the club to provide equitable access and use of these limited resources to each fleet. As a Club, we cannot favor one fleet over another.
- The lottery consists of rounds with fleet selections in each round. The order of selection is based on a drawing (e.g. drawing the names of the fleet out of a hat). For example, there are three spaces in the lottery and two fleets have each requested three additional space for a combined request for 6 additional spaces. In round one of the lottery each of the fleets gets one of the lottery spaces. However, in round 2 of the lottery, the first fleet will select the final space. Privately owned non-racing boats will be accommodated on a space available basis after accommodating the recognized racing classes.
- The Star fleet is the only dry sailing fleet at SBYC.
- To be eligible for a dock space, the club member owning a Flying Scot, a Rhodes 19 or a Bullseye (and requesting a dry sail dock space) must be on the Town of Rockport mooring list. If a mooring becomes available, the owner must place their boat on the mooring. The dock space is an interim space until a mooring becomes available. It is not intended as a permanent location.
- To retain a dock space for the succeeding year, each boat stored on the dock must race in 50% of the race days designated by their fleet. Fleets must designate at least two out of the three holiday series and at least one weekend day during July and August. For example, Fleet A decides that they will designate the three holiday series and Sunday as their days of racing. A boat from this fleet must race in 50% of the races conducted during the holiday series and on Sunday. Other factors that apply to the 50% criteria include:
 - boats racing in regattas' away from SBYC,
 - a boat owner volunteering for the race committee may count that race towards the 50% criteria, and
 - boats required to be off the dock for another fleets regatta may count that day(s) of racing towards the 50% criteria.

The Board of Governors may grant exemptions to this 50% race criteria (e.g. A long term club member sails a traditionally dry sailed boat several days per week but no longer actively races.).

- Additional spaces a fleet acquires in a given year, beyond the policy's annual allotment, do not provide an entitlement for a dock space in a succeeding year's sailing season. Use of the dock for dry sailing is a privilege and not a right of membership.
- A boat receiving a dry sail space and not paying their membership and dock space fees by June 15th will lose that space for the sailing season.
- Boats stored on the dock must be removed when another fleet is conducting a regatta and when the Hurricane Policy is activated. The penalty for leaving the boat on the dock is \$100.00 payable to the Club and the loss of the dry sail space for the next year.
- Each fleet (fleet captain for each fleet) is responsible for allocating the dry sailing spots among its fleet's members.
- The Club Manager is not responsible to find a spot for boats either in the water or on the dock.
- The Board of Governors may review extenuating circumstances that prevent the owner of a boat using a dry sail space from fully complying from the dock space policy and grant a waiver from the enforcement actions.

SBYC SSP and Laser Fleet

The Laser, 420 and Optimist fleets will occupy assigned spaces on either floats or racks. The allocation of spaces for these fleets is as follows:

<u>Fleet</u>	<u>number of spaces</u>
Laser	18
420	8
Optimist	12

Spaces for actively used private Lasers, Optimists or 420s are on a space available basis. The criteria for space allocation are the same as for the SBYC Fleets.

Skiffs and pulling boats

Skiffs on floats may be required to be racked. Pulling boat space allocation is on a space available basis.

Responsibilities

Board of Governors

The Board of Governors is responsible for reviewing extenuating circumstances for a boat owner unable to comply with this policy and for granting waivers to this policy. The Board of Governors is also responsible for enforcing this policy in conjunction with the fleet captains from each of the fleets.

SBYC Fleet Captain

The SBYC Fleet Captain is responsible for conducting the lottery and for communications regarding this policy between the Board of Governors and the Fleet captains. The SBYC Fleet Captain is responsible for notifying the Club Manager about the results of the lottery and the boats from each fleet that will use the dock during the sailing season.

Fleet captains

Fleet captains are responsible for:

- Notifying SBYC Fleet Captain about the desired number of dock spaces requested for the upcoming sailing season,
- Representing their fleet at the lottery (if necessary),

- Allocating dock spaces within their fleet, and
- Enforcing this policy.

Boat owners

- Boat owners are responsible for complying with this policy.
- Boat owners who put their boats into storage before this period or leave their boats on the dock after the end of this period shall pay a daily fine determined by the Board of Governors. Members who do not pay the additional fees billed shall be treated the same as if they were in arrears on their annual dues and fees.

6. Grill Usage

SBYC owns a gas grill, which is available for use by Club members, Snack Bar Operators, Caterers, and Visiting Boaters. SBYC expects that whoever uses the grill will ensure that it is properly cleaned after usage. The grill will not be used for personal purposes while the Snack Bar is in operation.

7. Hurricane/Storm Policy

This Hurricane/Storm policy defines an approach to monitoring tropical cyclones and major storms, the communication of risk to club members, and preparation of the club to withstand the severe weather associated with tropical cyclones. The policy defines responsibilities for boat-owning club members, fleet captains, and club staff. The purpose of the policy is to promote safety and property protection in the following order of priority: first, to protect club property; second, to govern availability to club members of club resources for use protecting club members' property. **THIS POLICY SERVES AS NOTICE TO ALL BOAT-OWNING CLUB MEMBERS OF SPECIFIC DESIGNATED TIMES WHEN CLUB RESOURCES WILL NOT BE AVAILABLE TO INDIVIDUAL MEMBERS SO THAT THOSE CLUB RESOURCES MAY BE USED EXCLUSIVELY TO PROTECT CLUB PROPERTY.** Further, this policy provides no guarantee regarding safety or property protection at any time.

Background

The National Hurricane Center defines the hurricane season in the Atlantic basin as lasting from June 1st through November 30th. This means that, with the exception of Memorial Day weekend, the *entire* SBYC sailing season occurs within hurricane season. It seems prudent to clarify and formalize the club hurricane/storm policy using tools and guidelines that have been created by the National Hurricane Center and the Coast Guard for emergency planning.

Definitions

Tropical Cyclone A storm originating over tropical or subtropical waters that gains and maintains its strength from the energy in warm ocean water.

Tropical Depression A tropical cyclone with winds of 38 mph (33 kts) or less.

Tropical Storm A tropical cyclone with winds of 39 mph (34 kts) to 73 mph (63 kts). Note that the tropical storm actually covers the gale force through storm force winds described in the familiar Beaufort Scale. The NWS only uses the term "tropical storm" to describe conditions associated with a tropical cyclone. In the absence of a tropical cyclone, "gale" or "storm" would be used to describe conditions instead.

Hurricane A tropical cyclone with winds of 74 mph (65 kts) or greater. There are five categories of hurricane strength, but for the purpose of this policy there is no need to distinguish among the hurricane categories.

Storm Committee Comprised of the Commodore, Race Committee Chairman, House Committee Chairman and Fleet Captain with the purpose of instituting the Hurricane/Storm Policy.

Tropical Cyclone Watches and Warnings

Tropical Storm Watch Tropical storm conditions are possible within the watch area, generally in the next 36 hours.

Tropical Storm Warning Tropical storm conditions are expected within the watch area in the next 24 hours.

Hurricane Watch Hurricane conditions are possible within the watch area, generally in the next 36 hours.

Hurricane Warning Hurricane conditions are expected within the watch area in the next 24 hours.

SBYC Readiness Conditions

Club Closed Standard condition outside of hurricane and SBYC seasons, October 19th through May 24th.

Club Lockdown Condition Temporary condition prior to, during and after a hurricane or storm when the club is closed to prepare for, or repair the club.

All Clear Standard in-season condition, from the Sunday prior to Memorial Day through Columbus Day. Club is open and no storms are threatening.

Preparation Elevated strike probability for Cape Ann issued by NHC. Club preparations begin, members alerted, boat evacuation plans reviewed by fleet captains.

Danger Tropical Storm Warning issued by NHC. Boat evacuation plans executed, club preparations completed.

Boat-Owning Member Responsibilities

Club Lockdown Condition None

All Clear Condition At the start of the season, read and agree to abide by SBYC Hurricane Policy. Submit boat evacuation plan to their fleet captain, alert fleet captain if they will be away for five days or more.

Preparation Condition Contact their fleet captain, confirm plans for their boat to be evacuated *immediately* if a Danger Condition is declared.

Danger Condition Execute their boat evacuation plan within 24 hours. Boat owners will expeditiously remove their boats from moorings and away from the Yacht Club and T-Wharf. When this condition is in effect, boat owners and crew will perform no maintenance (e.g., power washing the bottom) when removing boats.

Fleet Captains' Responsibilities

Club Lockdown Condition None

All Clear Condition At the start of the season, read and agree to abide by SBYC Hurricane Policy. Receive boat evacuation plans from fleet members, update fleet member contact information, create an evacuation plan for their own boat, ensure contingency plans are in place for fleet members who are away from the area for five days or more.

Preparation Condition Contact fleet members to confirm plans for their boat to be evacuated *immediately* if a Danger Condition is declared. Alert Club Fleet Captain if any fleet member cannot be reached.

Danger Condition Execute their boat evacuation plan within 24 hours. Help arrange for assistance to fleet members who need help executing their plans.

Staff Responsibilities

Club Lockdown Condition Update readiness condition on club website home page.

All Clear Condition Update readiness condition on club website home page. Monitor NHC reports of tropical cyclones formation and Strike Probability maps. If the map shows an elevated strike probability for Cape Ann, Club Manager declares a Preparation Condition.

Preparation Condition Club Manager begins preparations to protect club property that have minimal impact on normal operations, alerts volunteers. Sailing Program Director alerts students and makes arrangements for evacuation of sailing program dinghies. If a tropical storm warning is issued by the NHC, Club Manager declares a Danger Condition.

Danger Condition Club Manager contacts volunteers, evacuates club boats, and completes club preparations. Sailing Program Director oversees evacuation of sailing program dinghies. When the storm passes, the Club Manager performs a walkthrough of the club premises with House Committee Chairman, Race Committee Chairman, and the Club Fleet Captain to inspect premises, declare Club Lockdown Condition, and schedule All Clear declaration.

Private Boats on the Dock

During a Danger Condition, the dock is reserved for the protection of club property only. Therefore, no racing boats or winter storage boats are allowed on the dock when a Danger Condition is in effect. Drysailing fleet captains are responsible for removing absentee fleet member's boats from the dock. Any racing or winter storage boats left on the dock when a Danger Condition is in effect will be ineligible for dock space until after the next racing or storage season. From this day forward, only current winter storage boats which are on cradles will be exempt from this policy. Any new winter storage boats, and current winter storage boats on trailers will have to be evacuated during a Danger Condition.

Execution of Policy

The five readiness conditions will be instituted by the Storm Committee. The panel will use information gathered from the National Weather Service to determine which readiness condition to enact during storms.

Once a Danger Condition has been instituted by the panel, club members will have 24 hours to evacuate their boats via the Sandy Bay Yacht Club. After 24 hours has passed the club will be in Locked Down condition for final preparations to club property only. Any time during these final 24 hours the club may be locked down due to unsafe conditions by the Storm Committee.

We strongly recommend removing property during the Preparation Condition to ensure the safety of your belongings.

8. Illegal Activities / Drugs

SBYC does not tolerate any illegal activities or illegal drug usage on Club property. If a member, or their guest(s) participates in any such activity on Club property, the member may lose membership privileges with no recourse for dues or fees paid to SBYC. A club employee who participates in such activities on Club property will be released from employment.

9. Lifejackets

In addition to State and Federal rules applying to PFDs (lifejackets), SBYC has a policy that children ages 12 and under shall wear a PFD not only on boats, but also while on the docks at SBYC.

10. Loaner Boats

SBYC owns a fleet of sailboats, which may be rented to members of SBYC. The following rules for usage apply:

- a). Only members may rent a Club owned sailboat.
- b). A member renting a Club owned boat must be “certified” to do so based upon their ability. Certification must be granted by either a Club sailing instructor, or by a member of the Club’s Board of Governors.
- c). There are certain time slots available for boat rental, and a member can only sign up for (reserve) one time slot per day.
- d). Priority for usage of the Club owned sailboats will be: Sailing Program Instruction, Club sponsored racing (for the duration of the race) and Pleasure Sailing, in that order.
- e). Usage of the club sailboats is weather dependent. The staff at SBYC may disallow such usage, depending on weather or wind conditions.
- f). Single-handed sailing is not allowed, unless the member is certified to do so.
- g). Members renting a Club owned sailboat are expected to pay a fee, the minimum of which shall be determined by the Board of Governors, and posted on the cover of the reservation book.
- h). Members renting a Club owned sailboat should report any damage incurred to a SBYC employee.

11. Lockers

SBYC has a number of lockers, which are available to rent for members of SBYC who are boat owners, in order to store their boating gear. In general, there are three spaces allocated per locker, although more spaces may be allocated if the situation allows. The following rules apply:

- a). Each member who rents a locker space must be a boat owner (who pays a boat fee to SBYC) and pay a locker fee, as determined by the Board of Governors.
- b). Members who rent a locker space may **not** invite their friends or family members, who are also boat owners, to store their gear in the locker space.
- c). Combustible materials, such as gasoline, propane, etc. may not be stored in a locker space.
- d). Limited space is available, and the Club will maintain a waiting list for locker space.

12. Mailing List

SBYC respects the privacy of its members, and will not release its mailing list to any third party.

13. New Member Pro-rated Dues

New members, junior, senior or family, who join the Club on or after August fifteenth may join at a pro-rated fee of 60% of the yearly dues plus all capital fund charges. This is a one-time offer for new members only, and is valid only for the year in which the membership was activated.

14. Nondiscrimination

SBYC does not discriminate, and admits members or students of any race, color, religion, or national origin.

15. Parking

SBYC has no control of parking spaces on T Wharf, and cannot guarantee a parking space for members. Parking in the gateway is generally not allowed, and if you need to do so on a temporary basis, you must advise a Club employee, or risk being towed.

16. Pets

Members are discouraged from bringing their pets to SBYC, but if they do so the pet must be under control and leashed at all times.

17. Safety

Safety is paramount to SBYC. The Board of Governors, its Safety Committee, or its staff may impose certain safety regulations from time to time, to which members and their guests must comply.

18. Skiffs & Boat Fees

Purpose

The purpose of this policy is to provide rules and procedures governing the tie-up of skiffs at the club's docks.

Background

The Town licenses mooring space in the harbor, subject to availability, for yacht and boat owners who meet the Town criteria for mooring space allocation.

SBYC establishes boat fees for club members with yachts or boats moored in the harbor, to offset the costs of providing and maintaining facilities, supplies, and equipment for boat owners such as launches, docks, hoists, power washers, water, ice, tools, etc. The fees are also intended to offset the costs of staff to provide services such as launch service, repair and maintenance of club property associated with the use of vessels, etc.

Expectations

Persons with yachts or boats moored in the harbor, who gain access to their yachts or boats through SBYC property, are expected to become yacht club members and pay the requisite boat fees.

Persons who wish to use SBYC facilities, supplies or equipment must be members or claim the privilege of temporary visiting yachts or boats.

Visiting Yachts and Boats

Visiting yachts or boats temporarily tying up in the harbor or at the SBYC docks or pilings for periods not to exceed three days will be extended the courtesies of the club and may use the club on the same basis as members.

SBYC Members

SBYC members owning boats or yachts on moorings in the harbor must pay the appropriate boat fee for each vessel moored. SBYC members who pay a boat fee to the Club have the following privileges:

1. Launch service.
2. Use of club facilities to maintain/repair their boats, such as electrical power, pressure washer, water, etc.
3. Use of club skiffs to access their boats(s).
4. May tie their own skiffs to the Yacht Club docks on a space available basis (requires payment of skiff fee).
5. Use of hoist/crane only in accordance with the Crane or Hoist Usage Policy.

SBYC members who keep their boats moored in the harbor and who do not pay a boat fee will not be allowed the above privileges.

Non-Members with Yachts or Boats moored in the Harbor

Non-members who keep their boats moored in the harbor are must use Town facilities to access their vessels.

Skiffs on Floats

Skiffs on floats may be required to be racked.

Responsibilities

Board of Governors

The Board of Governors is responsible for reviewing extenuating circumstances for a boat owner unable to comply with this policy and for granting waivers to this policy.

Boat Owners

Boat Owners are responsible for complying with this policy.

19. Smoking

Smoking is not allowed on the premises at SBYC.

20. Temporary Dock Tie-ups

The Club's staff will approve tie-ups on the Club's docks. The time limit for dock tie-ups on weekends is one hour.

21. Upper Deck Access

Access to the upper deck at SBYC is limited to staff, and senior members and their guests. Junior members are not allowed access, unless accompanied by a senior member.

22. Use of Club Moorings

The Club has a few moorings available on a "loaner" basis as a courtesy for members who do not yet have their own mooring. The following applies:

1. The Club will make every effort to inspect, maintain and replace mooring gear as needed, however users agree that use of the mooring is at the user's risk.
2. The mooring user will be billed a mooring fee (Town mooring fee and an amortized fee for ground tackle).

3. The use of a Club mooring in one year does not guarantee that a mooring will be available in the future, nor does such use provide any entitlement to use of a Club Mooring in a succeeding year's racing season. Use of a Club Mooring is a courtesy and not a right of membership.
4. The user agrees to assume liability for and to indemnify the Club against any damage to their boat or other boats or injuries to themselves or their guests or others as a result of using the mooring.
5. To be eligible to use a Club Mooring, the club member must be on the Town of Rockport mooring list.
6. To be eligible to use a Club Mooring, the club member must state an intention to race in 50% of the race days designated by their fleet in the racing season for which the Club Mooring is sought. For members seeking use of moorings in any subsequent year, their boat must have raced in 50% of the race days designated by their fleet in the prior racing season. Fleets must designate at least two out of the three holiday series and at least one weekend day during July and August. For example, Fleet A decides that they will designate the three holiday series and Sunday as their days of racing. A boat from this fleet must race in 50% of the races conducted during the holiday series and on Sunday. Other factors that apply to the 50% criteria include:
 - boats racing in regattas away from SBYC, and
 - a boat owner volunteering for the race committee may count that race towards the 50% criteria.

The Board of Governors may review extenuating circumstances that prevent the owner of a boat using a Club Mooring from fully complying with the policy regarding Use of Club Moorings, and may grant exemptions to the 50% race criteria and other relief it deems appropriate.

23. Winter Storage

The purpose of this policy is to elaborate on the conditions under which SBYC boat owners may continue to rent space to store their boats on the dock during the off season.

1. The rental rate for the following winter storage period is determined by the Board of Governors during the SBYC annual budget process; bills are mailed to winter storage boat owners around January 2nd each year and are payable by March 1.
2. The winter storage period shall start on the last Sunday of September, or the Sunday after the last club race, whichever is earlier, and end on the Sunday preceding Memorial Day weekend.
3. Boat owners who put their boats into storage before this period or leave their boats on the dock after the end of this period shall pay an additional assessment as follows: \$250 (two hundred fifty dollars) for each boat not removed from the dock by the end of the winter storage period; and an additional \$250 (two hundred fifty dollars) for each boat not removed from the dock within two weeks after the end of the winter storage season. Members who do not pay the additional assessment billed shall be treated the same as if they were in arrears on their annual dues and fees, and in addition may not be eligible again for winter storage privileges in the discretion of the Board of Governors.

4. During the early and late season periods, all boat owners shall refrain from using the crane for beginning of season or end of season activities (bottom painting, mast stepping/pulling, hauling out, etc.) between the hours of noon and 2:00 p.m. on weekends, except in times of severe weather; the crane shall be reserved during these times for boats putting in to sail or race.
5. The Board of Governors has voted to discontinue offering winter storage at the Yacht Club. Effective May 2006, boat owners that stored their boats during the winter storage season 2005-2006 may continue to store the same boat as long as they own that boat and they wish to use winter storage space. In order to end winter storage in an orderly and fair way, the Board of Governors has determined that winter storage privileges as exercised in the 2005-2006 season inure to the members only as to the particular boat stored during the 2005-2006 winter storage season. Winter storage privileges do not run with the boat when the boat is transferred to another owner, nor may a member use winter storage privileges with respect to a boat not stored by that owner at the Yacht Club during the winter storage season 2005-2006. That is, neither the boat nor owner alone is entitled to continue to exercise the winter storage privilege, rather, only the existing combination of boat and owner is considered a grandfathered use.

24. Work Shed

SBYC has a work shed and tool locker, which has traditionally been available to Club members. Members who use this facility are expected to clean up after themselves, and to return or replace all borrowed tools.

Combined SBYC Policies

Revision: 02

Revision date: March 29, 2009

Effective date: May 7, 2005