



Sandy Beach Yacht Club

Member Handbook

And

Club Rules

Revised 12/07

**SANDY BEACH YACHT CLUB**  
**MEMBERS HANDBOOK and Club Rules**

**WELCOME ABOARD!!!**

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## **1. PURPOSE**

The purpose of this Handbook is to provide a simplified description of many of the items in the Constitution and By-Laws but also to describe the way we do things in the Club as well as to spell out the Rules and Regulations we expect all Members to operate under. Hopefully it will help answer some of your questions and help you become comfortable with your new "home away from home", as quickly as possible.

## **2. A SHORT HISTORY OF SANDY BEACH YACHT CLUB**

By Bob Schmidt

On 10 December 1938 a small group of Kenmore and Grand Island residents formed a club whose purpose was "to promote" the friendship of its members, maintain a club house, dock and boat houses at Sandy Beach for the benefit of its members, to acquire a knowledge of aquatic sports, and for entertainment and pleasure".

A constitution incorporating Sandy Beach Yacht Club was accepted on 16 March 1939. On 4 May of that year the first lot was purchased. The fact that they were able to build a clubhouse, small dock and plan a regatta, which was held on 25 July, is a tribute to the tenacity of purpose of those early members.

Following World War II, the first of seven or eight additions (including the present 1988), was started. Over the years three additional pieces of property have been added.

There have been many fleets of different classes of sailboats competing at the club and in many area regattas. Presently the races are between several sizes of auxiliaries. Powerboats have competed in Predicted Log and other contests.

There have been two catastrophes, major or minor depending on who has to fix them. A new dock, built in the spring of 1963 was wiped out by an ice jam in the winter of 1964. Rebuilt in its present general form by August 1964. In November of 1969 a fire severely damaged the interior. A blessing in disguise. We were able, with the insurance money, to gut and refinish the interior following one motif.

A chronological listing of events does not illustrate the real Sandy Beach. Our history is one of dedicated, hard working people, sound financial planning, and camaraderie unmatched in any club anywhere. It is a club where volunteer members designed and built most of the physical plant; continue to maintain it, all with a minimum of professional help. All paid for from current income or interest bearing bonds purchased by our members. At the same time dues and fees have been kept at a nominal level and unlike most clubs there has never been an assessment.

So that, in brief, is the legacy you have inherited. Hopefully our present members, and those in the future will continue in the same manner as those who preceded us.

### **3. STRUCTURE AND ORGANIZATION OF SANDY BEACH**

Sandy Beach Yacht Club is a Not for Profit Corporation that is owned by its active members. We are a “do it yourself” or “work” club. **All members are expected to participate in the upkeep and “project” work that makes our club better over time.**

There are several types of memberships:

**ACTIVE:** Active members, make up the majority of members, are dues paying, have voting rites, and the right to hold office. Active members may hold a slip and enjoy all privileges of the club.

**HONORARY MEMBERS:** This membership consists of a limited number of members who have performed outstanding service to Sandy Beach Yacht Club. Honorary members are entitled to all privileges of the Club, except to hold office or vote. Honorary members must pay slip fees but are not required to pay dues. Honorary Members may elect to also hold Active Memberships.

**INTERMEDIATE MEMBERS:** The Intermediate Membership was created to enable young persons (ages 23 to 27) to join the club at a reduced dues rate. It was felt that there was a need to encourage younger members at a time when financial burdens were greatest and income modest. Intermediate members are required to pay lower fees and dues than Active Members. Prior to the members' 28th birthday, that person is asked to apply for Active Membership. He/she may serve on the Board of Directors and vote at General Membership meetings but may not hold office. Intermediate Members have priority for Active Membership.

**JUNIOR MEMBERSHIP:** Junior membership is reserved for those 18 to 22 years of age. Dues and initiation fees are modest. Junior members are expected to apply for Intermediate Membership prior to their 23rd birthday. Junior members enjoy all the privileges of the club except that they may not vote or hold office.

**NON-RESIDENT MEMBERS:** Members who live outside of the 8 counties of Western New York or Ontario for more than nine months of the year may apply for Non-resident Membership. This is a good way for members, at a very modest cost, to keep up with club news through the Ditty Bag, and to enjoy the reciprocal privileges available to members of Yacht Clubs. Non-Resident Members must apply to become Active Members upon their return to the area. Non-resident members may not hold office, vote, attend general membership meetings or apply for slip assignments.

**ASSOCIATE MEMBERS:** This classification of membership is available to a surviving spouse of an active member. This allows the associate member to enjoy the privileges of the club and to maintain their ties with Sandy Beach. Associate members may not hold office, vote, attend general membership meetings or apply for slip assignments.

**NEW MEMBERS:** It is important to the continued well-being of our club that we constantly add new active members. Each of our members should bring their friends to the club so that they might be introduced to the advantages of membership in SBYC. Should you wish to sponsor a new member you are encouraged to bring them to work nights, parties, and other activities so that they might get to know as many of our members as possible. When you and your guest feel comfortable with the decision to join the Club an Application for Membership should be made with the Membership Chairman. A check for the amount of the initiation fee is payable with the application. You as a sponsor are expected to write a letter of introduction and to obtain four co-signatures on the application.

#### **4. OFFICERS AND BOARD OF DIRECTORS**

The work and leadership that is required to operate the Sandy Beach Yacht Club, requires a great deal of input and commitment from all of our members. Following is a brief description of the club structure, the method employed to elect the board of directors, and the election of the club Flag Officers, by the board of directors. Also following is a brief description of several of the committees that are required to maintain the many functions of this organization.

#### **BOARD OF DIRECTORS**

Each November a General Membership Meeting is held to elect members to the Board of Directors. The slate of prospective members is made up of incumbent board members whose three-year term has expired, and with the names of those willing to fill vacancies on the board.

The board of directors is made up of 15 active members. Each year at the November General Membership Meeting, 5 directors are elected to serve for three-year terms of office. An Alternate is also elected (the 6<sup>th</sup> highest vote total) for 1 year. Vacancies created by resignation during the year are first filled by the Alternate and then, if needed, by appointment by the Board of Directors for the balance of that term.

Board meetings are generally held at the club at 7 P.M. on the third Wednesday of each month unless otherwise scheduled. Members are welcome to attend board meetings, and time is set aside for visitors' comments during the meeting.

## **CLUB OFFICERS:**

Commodore, Vice Commodore, Rear Commodore, Fleet Captain, Treasurer, and Secretary are elected by the Board of Directors at the board meeting following the November general Membership meeting. Officers take office on January 1 for the following year.

## **DUTIES OF THE OFFICERS**

### **Commodore**

The Commodore presides over the monthly Board Meetings, General Membership Meetings, and special meetings. The Commodore is the club representative to all other organizations and Yacht Clubs, and is responsible for the overall operation of the club and is an ex-officio member of all committees.

### **Vice Commodore**

The Vice Commodore is responsible for the House and Grounds. The Vice Commodore also supervises the Entertainment committee, Publicity committee, Ditty Bag Editor and the webmaster. The Vice Commodore assists the Commodore.

### **Rear Commodore**

The Rear Commodore supervises the operation of the Club Bar. He must maintain the books and finances, as well as the licenses required for the bar operation. He also hires and supervises the bartenders, sets bar prices, and bar hours.

### **Fleet Captain**

The fleet captain is responsible for a variety of waterfront activities. The fleet captain supervises the Dock Committee, and Race Committee. He must appoint the Auxiliary Fleet Captain, and Power Fleet Captain. The Fleet Captain must coordinate the efforts of outside contractors required to maintain our docks and is responsible for making slip assignments (see slip assignment guidelines). The Fleet Captain presides over regattas, the Opening Breakfast, and the Awards Banquet.

## **TREASURER**

The Club Treasurer maintains the financial books of the club. He writes all except the bar checks and reports on the financial condition of the club at each Board meeting and General Membership Meeting.

## **SECRETARY**

The Secretary keeps the minutes of the meetings of the Board of Directors and the

general membership meetings. The Secretary is the official keeper of the club records and correspondence for the club. He prepares and serves all notices of meetings and events.

## **5. USE OF THE CLUB FOR PRIVATE PARTIES**

Sandy Beach Yacht Club is available to its members for their private parties. It is expected that these parties be for nonprofit affairs. The club cannot be used for private parties on Friday, Saturday or Sunday between Memorial Day and the day following Labor Day Weekend.

Applications for a private party must be made through the Secretary who has the appropriate forms.

When planning a party one should remember that every Tuesday is work night, every third Wednesday is a Board Meeting, and every second Thursday is a Women's Organization meeting. Because of the very stringent liquor laws and liquor liability laws, any alcoholic beverages that are served at private functions must be under the supervision of the Rear Commodore, a member of the bar committee, a Past Commodore or Club bartender. Liquor served at private functions must be purchased through the Rear Commodore.

On the day of the party you must; open and close the Club, make sure that the Club is left broom clean. You must provide for the security of the club and be certain that the party guests are observing all of the club rules. Even though the Club has been reserved for a private party, members are still welcome in the club. Should you come to the Club when a private is in progress you should feel comfortable in using the Club facilities.

All garbage must be removed from the Club and the Club grounds and be placed in the dumpster located in the outer parking lot.

A nominal fee is charged to defray the cost of the added utilities etc.

## **6. COMMITTEE ASSIGNMENTS**

Sandy Beach Yacht Club is as much a social club as it is a boating club. We enjoy a host of activities year round.

Each of our parties requires a committee of volunteers to plan, organize, and run the party. Besides the satisfaction of putting on a successful party, each committee member makes a valuable contribution to the well being of our organization.

Of equal importance are the many friendships that are formed by the members and their spouses, working closely with the other committee members.

Upon entering the club new members are typically assigned to one or two party committees. After a year's time you may wish to join other committees.

## **7. TUESDAY NIGHTS AND WORK PARTIES**

Every Tuesday is designated as a work night. Generally work begins at about 7:00 P.M. in the winter and about 6:30 P.M. in the summer months. During these evenings, the many jobs of club maintenance, grounds and dock work are undertaken.

The supervisors of the work nights are the Vice Commodore, Rear Commodore, Bar Chairman, Fleet Captain, Dock Chairman, House Chairman, and Grounds Chairman. There are always plenty of jobs to go around and your help is greatly appreciated.

It cannot be overemphasized that the character of Sandy Beach has in large measure, been formed by the close associations of its members who have worked side by side through the years. New members are very quickly assimilated into the organization by meeting and working with fellow members on Tuesday work nights.

Although attendance on Tuesday night is not mandatory, it is highly recommended that all members participate to the best of their ability to maintain their "good standing" in the club. All slip applicants must be members in "good standing" which is defined as working at least one Tuesday night a month or the equivalent, working on at least one party committee a year and be free of club debt. You must keep in mind that the facilities that we enjoy are a result of the many hours of volunteer labor that have gone into construction and maintenance. The work that you don't do must be done by one of your fellow club members. In order to insure that our scarce dock resources are assigned equitably, please sign in as requested.

Some jobs require more time than is available on Tuesday night, such as painting, annual spring clean up and annual winter closing. These projects are scheduled on Saturday mornings.

## **8. TRADITIONAL CLUB ACTIVITIES**

The following is a guide to the traditional parties and activities at Sandy Beach Yacht Club. Rather than create a dress code, it indicates the usual type of dress worn. Closed Parties are noted, however most functions are open to friends, family and guests. Children are frequently welcome to attend with their parents. When in doubt about a particular event, feel free to question a friend or any one of the club officers.

### **January**

New Years Day Open House: Is presented by the Board of Directors to introduce

the newly elected club officers to the membership. This is a "Closed Party" and members usually dress semi-formal. Children do not normally participate. Club Officers dress in Class "A" uniform of their office.

## **April**

Opening Day Breakfast: This is the official start of the yachting season. The Flag Raising is one of the more serious ceremonial events of the year. The Fleet Captain is in charge of the event as the colors are hoisted for the first time in the current year. Each Flag Officer is given the flag of his/her office. This is a "Closed Event" for members and their spouses only. Flag Officers and Past Commodores dress in uniform. Other members dress in blazer or jacket with ties. New members from the previous year usually help prepare and serve breakfast.

## **May**

The Past Commodore's Punch Party: This Cocktail Party is hosted by the Past Commodores and features some very elegant Hors d'oeuvres. Officers and Past Commodores dress in their summer Class "B" uniform. Dress for the membership is semi-formal. This also is a "Closed Party" and children usually do not attend.

## **June**

New Boat Christening: A casual party hosted by the Fleet Captain. Members with new boats and new members with boats in the club fleet for the first time, participate in this event. The members whose boats are being "Christened" furnish Champagne and hors d'oeuvres. This is a "Closed Event".

## **Summer**

Summer is boating season. We hold TGIF's (Thank Goodness It's Friday) every Friday at the Club with bar specials and either hors d'oeuvres or a nominally priced meal to help celebrate the beginning of the weekend. Several Saturday parties as well as Sunday sailboat races and a weekend Regatta are also held throughout the summer. All these events are "open" so bring your friends.

## **October**

Commodores Ball: This event is one of the most elegant of the season. Flag Officers from other area Yacht Clubs are in attendance. This party generally begins with cocktails and hors d'oeuvres followed by dinner, a roast of the Commodore, and dancing. This is a "closed party" and children usually do not attend. Club officers dress in Class "A" uniform of their office.

## **November**

Harvest Dinner and Awards Banquet: This is a combined Women's Organization (Harvest Dinner) and Club Award Presentation function. The Fleet Captain

acknowledges the yachting achievements of the year. The Family of the Year and P/C Robert C. Schmidt Member of the Year Awards are announced as the highlight of the evening. This is a "Closed Event".

General Membership Meeting: There are two meetings held during the year. They are "Closed Activities" for members ONLY. These meetings are business meetings for the benefit of the members. Children are not invited. Club Flag Officers dress in uniform. The election of Directors is held at the November meeting. The spring meeting is held to allow the newly elected Officers to out-line their goals for the coming season and propose any additions or changes in the organization to be considered. Refreshments are served following each of these meetings.

Other seasonal parties are announced in the Ditty Bag. The date, time, cost, theme, etc. will be furnished as required. Most of these monthly activities are "Open" and friends are invited. This is an ideal opportunity to introduce prospective members to the club.

## **9. SLIP ASSIGNMENTS**

Unfortunately the number of slips is limited and demand is usually great. Every effort is made to satisfy the greatest number of members in as safe a manner as possible. The Fleet Captain makes decisions about slip assignments.

All slip applicants must be members in "good standing" which is defined as working at least one Tuesday night a month or the equivalent, working on at least one party committee a year and be free of club debt.

Slip application may be made by a new member upon his joining the club. Slip applications come out with the dues billing each year. Those desiring a slip should return the application, with a check for one half the slip fee, by February 1st. Should the Fleet Captain be unable to accommodate an applicant the deposit check will be returned. Slip assignments will be made by March 1<sup>st</sup>. In order to insure that our scarce dock resources are assigned equitably, please sign in as requested.

Members should be aware that once assigned a slip, they have use of it for the season. On occasion members may be asked to move to a different slip during a season. Once assigned a slip a member has a continuing right to a slip, but not a particular slip. It is necessary for the Fleet Captain to make adjustments each year to most safely accommodate as many boats as possible in the safest possible manner. A set of guidelines for slip assignment is included. The Board of Directors shall settle disagreements about slip assignments.

Should a slip holder go away during the season it is important that they notify the Fleet Captain of departure and return dates so that he might re-assign the slip while it is available.

A slip holder has no guarantee that a larger slip will be found for him should he

purchase a larger boat. Before making serious plans about purchasing a boat that will not fit into your present slip it would be wise to consult with the Fleet Captain. It is possible for you to "buy yourself out of a slip".

Maintenance of the docks is done under the supervision of the Dock Committee. Every watercraft owner should make himself / herself available on work nights to help with that Work. Work on individual catwalks such as re-decking, is generally done by the boat owners most immediately affected. It is very important that NO MODIFICATIONS to the electrical or structural system of the dock be made without the permission of the Fleet Captain.

Slip holders may take a year leave, at a time when they would not use their slips for a year. They would pay no slip fees, but still maintain rights to a slip for the following year.

All rules for slips and slip assignments also apply to floating docks for PWC. See Bylaw #7.

## **10. SBYC Women's Organization**

The Women's Organization was founded to promote the friendship of its members and further the interest of the Sandy Beach Yacht Club. It holds its regular meetings on the second Thursday of the month. Time and place varies but is noted in the Ditty Bag. They run various raffles and parties throughout the year and undertake projects to improve the house and grounds. Many of the improvements in the club would never have happened without the help and advice given by the Women's Organization. New member spouses are encouraged to join and participate since it greatly facilitates melding into the SBYC family.

## **11. HOUSE AND GROUND RULES**

So that we all can enjoy privileges, it is in our best interest to have rules governing the use of our club. Your Board of Directors has, therefore, established the following: Should you have any questions about these guidelines and rules please see one of your Flag Officers or Directors.

## **GUESTS**

Members are encouraged to bring guests to all Club activities (except those designated as closed events). In the event of a party being closed and a member having guests staying at their home at the time of that party, the member may invite said guests to accompany them. A member should accompany guests at all times. Guests are encouraged to use the outer lot for parking, so as to provide inner lot parking for members. Questions regarding guests should be directed to the party chairman. All guests must sign the guest registry.

## **PETS**

Pet owners will abide by the following rules:

- Pets will be on a short leash (6-ft max) from your car to the boat by way of pavement and dock. At no time will any pets be allowed under the gazebo, on the lawn or inside the club. If a pet is being carried, the pet will still be leashed. At no time will pets be allowed to run free on grounds, pavement or docks.
- Pets will be allowed to retrieve from the green ramp with the following exception:
  - If members are utilizing the picnic tables and a pet owner wishes to use the green ramp, the pet owner will kindly ask the members for their approval to do so. If any member present at the picnic tables wishes for the pet owner to refrain at that time, the pet owner will comply with this reasonable request and return the pet to the boat or car as stated in rule #1. There will be no debate or argument.
  - The green ramp will be off limits to pets during club parties, private parties, and TGIF's.
- Any pet owner not abiding with the above rules will be subject to disciplinary action by the Board of Directors, which may result in the suspension of members' pet privileges.

## **GROUNDS**

Winter storage of non-club owned boats on Club grounds is not permitted.

Trailers and equipment may not be stored on Club property, except with the Fleet Captains approval.

Cooking fires shall be confined to prescribed areas. When using the fire pit, extreme discretion is to be exercised during adverse or windy conditions. Please be sure that the fire and all embers are extinguished before leaving unattended!

There will be no parking in front of the gates, in the launch area, or along the fence area on the eastside of the inner lot leading to the launch area. Please respect parking areas reserved for Flag Officers as well as space designated for handicap parking.

## **HOUSE**

The last member to leave the Club is responsible for securing the house and grounds. If in doubt, lock it!!! We have too great an investment to take a chance on leaving it unlocked. All members have keys, and can re-enter the club should they be locked out.

When you leave, turn off all of the ceiling lights, fans, basement and shower room lights, close and lock all windows and doors.

No storage of gasoline or gasoline engines is permitted within the Club House. All combustible materials must be housed in the utility building in the parking lot.

Equipment and personal property shall not be stored in the locker room except within a locker. (Lockers are available through the club secretary.)

The Club is not responsible for personal property.

Cushioned furniture shall not be removed from the Clubhouse.

The user shall return folding chairs, picnic tables, umbrellas, tools, etc. to their normal storage areas.

Club property may not be removed or borrowed from the Club without the approval of the Vice Commodore.

Aquatic equipment should be stored in designated areas as instructed by the House Chairman.

Shirts and shoes are required in the Clubhouse

## **BAR**

Scheduled working hours will be established by the Rear Commodore and posted accordingly.

Children under 21 years of age are not allowed in the bar area.

The Bar will be open only when under the supervision of the Bartender, Bar Chairman, Rear Commodore, Director or a Past Commodore.

Bar chits are permitted, however, must be paid within 30 days in order to maintain a workable cash flow.

## **WATERFRONT**

Swimming shall be confined to the swim dock area only. There will be no swimming in the boat basin channel unless approved by the Fleet Captain. Running and/or horseplay will not be permitted on the dock.

Small dinghies, sailfish and dry storage boats are to be stored in their designated places only.

There will be absolutely no fueling of any watercraft at the dock or launch area.

For guests arriving on boats, member shall contact the Fleet Captain or any Officer for proper docking arrangements.

## **CHILDREN**

Children are obviously the direct responsibility of their parents or guardian who are members of SBYC. Children are considered guests and thus must be accompanied by a member. Children over 18 years of age are encouraged to become junior or intermediate members. The following are a few guidelines that adult members and their children should be aware of and abide by:

- Children are to refrain from running on the main floor of the Clubhouse.
- Children are not allowed behind the bar at any time.
- Children are not allowed to enter the flowerbeds or gardens of the club.
- Since only people of drinking age are allowed at the bar, please see that your child leaves the immediate bar area soon after being served.
- When people are assembled, such as in a group on the lawn, please see that the children's play activities are not interfering with the group.
- Children, under 10 years old, must wear a life jacket when on or near the dock.
- When it is necessary to keep the children indoors, please encourage them to use the downstairs playroom. There will be no playing in the men or women's lounges.
- It is the parent's responsibility to make sure that the playroom is kept neat after each use.
- Children should not be allowed to jump down the stairs or slide down the banister.
- For child safety reasons, children are not allowed in the kitchen unless

accompanied by an adult.

- For child safety please discourage children from playing in the parking lot especially during club functions and busy time periods.
- Parents shall restrain children from throwing any object into the water.

## **COURTESIES**

Members and guests are required to be considerate to our neighbors and fellow members. Special attention should be given to being quiet when entering or leaving after dark or in the early morning hours.

In consideration of barefooted members and their children, members are required to keep the grounds and water clear of empty glasses, bottles, cans, etc.

Please respect the Flag Officer parking and the designated no parking areas.

Waste materials are to be deposited in the containers provided for the purpose in the parking lot. No waste materials should be left on the grounds.

No loud music is allowed after 11 PM as per Grand Island town ordinance.

## **KITCHEN**

Keep kitchen neat and clean at all times. All equipment must be cleaned and returned to its proper place.

Use towels for drying dishes and not as a cleaning cloth.

Stoves are to be used for preparing food only - keep them clean. Turn off stove, oven burners and exhaust fans before leaving.

No kitchen equipment is to be borrowed unless permission is secured from the Vice Commodore.

Any breakage of dishes is to be reported to the Vice Commodore.

Watch for silverware being tossed in waste cans after parties or going home in picnic baskets.

Any improvement or suggestions for kitchen equipment, please contact the Vice Commodore.

The walk-in cooler is for use during and for open and private parties and for overflow situations only. Any personal food items can be stored in the kitchen

refrigerator.

It is the responsibility of all club members, their families, and visiting organizations to adhere to the following:

- Supply their own food and place in clearly marked packages
- Clean their work and eating areas thoroughly and immediately
- Put all dishes and equipment back in its proper storage place after being washed and dried
- Empty garbage cans, as needed, into the Dumpster in the outside parking lot. Boat refuse goes to dumpster, not the kitchen
- Remove your food from the refrigerator by Sunday night, (Unlabeled leftovers will be discarded by the house chairman.)
- Turn off lights, stoves, ovens, fans when not in use and unplug coffee maker
- Club members are permitted to use available kitchen equipment but are not allowed to remove from the premises.

It is the responsibility of committee chairpersons to make certain:

- The kitchen, including the floor, is properly cleaned
- The equipment is cleaned and put away
- The tablecloths and dish towels are cleaned and returned

### **General**

**USE COMMON SENSE AROUND THE CLUB AND TREAT IT AS IF IT WERE YOUR OWN PROPERTY!**

The Board of Directors has the right to alter or change any of the House and Grounds Rules. The membership will be notified if changes do occur.