

PART IV
LDYC BY-LAWS

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1 INTRODUCTION.

The Club property layout is shown in Part II of the Handbook. To administer these it is necessary to publish a series of "do's" and "dent's" for two very basic reasons:

The first is to take as much responsibility as possible off the committee members and place that responsibility where it belongs, on individual members.

The second is to ensure that our communal living will be congenial and as orderly as we can make it.

Being a yacht club, our first concern is naturally to the boats and we therefore make no apologies for taking them as the first subject.

2 BOATS.

2.1 Registration.

(Refer By-laws 15.4 and 15.5 and Administrative Procedure No. 4, "Registration of Boats")

All members shall ensure that:-

- their boats are registered with LDYC;
- the Club registration number is prominently displayed on both sides of the boat and on the tow bar of the trailer/dolly, if any. Boats and trailers not displaying a Club registration number are liable to removal from the club property and/or moorings;
- the boat details, Club number and their home and business telephone numbers are recorded in the Club's boat register.

2.2 Storage of Boats on Club Land.

All boats, with the exception of tenders, shall be parked or stored within the areas designated for that purpose.

(Refer Administrative Procedure No. 5 'Storage of boats on Club property')

2.3 Moorings.

- .1 Moorings may not be laid in Club waters before they have been examined and accepted by the Harbour Master as being suitable for the boat to be moored thereon. Although the Club makes, sells and lays moorings, it cannot accept responsibility nor liability for any accident, injury or damage that may occur in respect of such moorings. All boats are moored at their owner's risk.

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- .2 A compulsory annual inspection of all member's moorings is undertaken by the Harbour Master at a basic fee agreed by the committee to which is included the prices of any materials used.
- .3 Laying or moving moorings can be undertaken only on the authority of the Harbour Master and members wishing to do so must complete in duplicate a Mooring Work Application form available from the clubhouse office.
- .4 Mooring raft us age is vested in the Harbour Master who has sole responsibility for this item of Club equipment and no member is permitted to use the raft without the Harbour Master, a Rag Officer or the Harbour Master's designated deputy, being present.
- .5 Mooring charges, e.g. cost of mooring, use of mooring raft, annual inspection .etc., are to be paid within 30 days of invoice. The committee shall lay down these charges and may revise these from time to time.
- .6 If you wish to be the most unpopular member in the Club, particularly among keeler skippers, just use someone else's mooring. The moral, therefore is: DDNT
- .7 While mooring work and the administration thereof is undertaken in good faith by the committee and its officers no responsibility nor liability whatsoever is accepted by **LDYC** in the event of loss or damage to any boats or moorings.

2.4 Slipway, Launching Cradle, Gantry and Winch.

- .1 Use of these facilities is at the users own risk and the club accepts no responsibility nor liability for injury or damage resulting from the use thereof.
- .2 The gantry equipment includes an electrical distribution board for 15 amp plugs, a 3 phase outlet and a winch. When not in use these are kept locked. Keys to this equipment and the hoisting slings with their shackles are kept by the Manager during the week and over weekends and public holidays by the Duty Officer. **Keys** will only be issued against signature to persons competent to handle the equipment. The keys (after locking up), slings and shackles are to be returned immediately after use.
- .3 The gantry, its winch, slings and shackles are not to be used for items having a mass exceeding 10 tons.

LDYC BY-LAWS**2.5 Sale of Boats.**

Members who sell their boats must advise the Club to enable it to up-date its records. The seller must also warn the purchaser, if he is not a Club member, that he merely has visitor status and that the boat cannot be left on the Club property or waters without special consent from one of the Rag Officers, i.e. Commodore, Vice Commodore and Rear Commodore.

2.6 Removal of Boats from Club premises.

Members who require that boats be removed from the Club's premises must advise the Manager to this effect before the boat is removed.

2.7 Power Boating.

- .1 No power boats are permitted to operate from Club property without prior written permission from the committee.
- .2 Power boating is not permitted through the Club anchorage or along the shoreline of the Club property other than to proceed to and from the jetty when the boat speed is not to exceed five knots.

3 CARAVAN SITES.**3.1 Caravan Sites - General rules.**

Caravan sites, measuring approximately 10 metres by 10 metres square, have been allocated on the property in terms of the Club Development Plan. Sites, subject to availability, may be leased by members at an annual rental fixed by the committee. Members with more than 15 years membership and whose sole income is a pension will be charged 50% (half) of the current ruling caravan site fee in the years following their attaining the 15 years membership.

In view of the demand for the limited number of caravan sites and in order to maintain good fellowship among members of the Club it is imperative that caravan site lessees co-operate with the committee in ensuring that all regulations pertaining to such sites are strictly adhered to.

3.2 Application for the use of a Caravan Site.

Any member wishing to be allocated a site shall:

submit a completed Caravan Site Application form to the Club Secretary within seven days following the expiration of the advertisement period detailed in section 3.6.

on allocation and prior to usage pay to the Club the relevant site fee for the financial year.

3.3 Application to transfer from one Caravan site to Another.

Caravan sites are not transferable except by the committee. No member may exchange a site with another member.

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3.4 Forfeiture of Right to use a Caravan Site.

Any member who has been allocated a caravan site and either:
transfers to Country Membership;
resigns from the Club;
fails to pay the prescribed fees within the stipulated period;
fails to comply with any of the regulations set out in paragraph 3.8; or
is expelled from the Club in terms of Section 46 of the Constitution;
shall immediately forfeit the right to any caravan site at the Club.

In the event of suitable arrangements not being concluded by such member within a period of 60 (sixty) days following such forfeiture the Club shall have the right to remove, dismantle, dispose of, or cause such other things to be done in order to permit another member to occupy the site without encumbrance, unnecessary expenditure or inconvenience caused by such items.

Any monies received by the Club resulting from the disposal of these items will be reimbursed to the owner less expenses, outstanding fees and handling charges.

3.5 Right of Occupation.

No member shall be permitted to occupy more than one caravan site or have more than one caravan on the property.

(Refer Article 44 2 of the Club Constitution re limitation on number of caravans per member).

3.6 Vacated Caravan Sites.

- .1 Any member vacating a site shall advise the Club of any improvements remaining on the site to be vacated, their value, and any arrangements made in respect of such improvements. If no satisfactory arrangements have been concluded by the owner within a period of 60 (sixty) days of vacating the site the disposal of such improvements shall become the sole responsibility of the Club. Following the disposal of such improvements the Club will reimburse the owner less expenses and handling charges.
- .2 In the event of a site becoming vacant for any reason, such site on becoming available for re-allocation shall be advertised on the official notice board of the Club for a period of 21 (twenty-one) days.
- .3 Applications by members for a vacant site shall be made as provided in section 3.2.

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3.7 Allocation of Sites.

Should more than one application be received for a caravan site the committee shall use the following rating system in selecting the successful applicant who must be a fully paid up member:-

ALL MEMBERS - 1 Point per year of Membership

ADDITIONAL points for each person for serving on a Club Committee; subject to attending at least 75% of the relevant committee meetings held during each year of office:

POSITION	POINTS PER ANNUM
COMMODORE	5
VICE-COMMODORE	4
REAR-COMMODORE	4
SECRETARY	4
TREASURER	4
PRO	4
HARBOURMASTER	3
DEVELOPMENT	3
COMMITTEE	3
RESCUE OFFICER	
SAILING SECRETARY	2
ENTERTAINMENT OFFICER	2
FINANCIAL SECRETARY	2
JUDGE HANDICAPPER	2
GROG-FATHER	2
CATERING MANAGER	2
TRUSTEE	1
SAILING COMMITTEE	1
COMMITTEE MEMBER without portfolio	1

ADDITIONAL (once only) points for service to the Club:

HONORARY LIFE COMMODORE 3 points

HONORARY LIFE MEMBER 2 points

DONORS (cash or kind)

Above R1000 2 points R1000 or below 1 point

Should there be a tie in points, the record of payments to the Club in respect of fees or other charges and any other relevant factors considered by the committee to be of merit, may also be taken in account. In the event of no applications being received during the period referred to in Section 3.6.2 the site shall be allocated to the first qualifying application received by the Club Secretary.

3.8 Caravan Site Regulations.

Every member, on being allocated a caravan site, shall agree to abide by the following regulations:

.1 Caravan Site Usage

The site shall be used by the member for a minimum of 30 (thirty) days per annum. A caravan site usage register is maintained in the Club office. Members with caravan sites who have not signed in at the gate are to complete the register at the office whenever they visit the Club. The Manager is responsible for updating the register from the gate log each week to maintain a permanent record of caravan site usage.

.2. Caravans per Site

Only ONE trailable caravan, standard attachable tents and one vehicle will be permitted on each site.
Free standing storage boxes should not exceed 1,8m x 2m x ,65m in size.

Any additional items, other than a tender or a mono-hull dinghy not exceeding 16' (4,8m) and WITHOUT standing rigging will only be permitted with the prior approval of the committee.

At no time will boat road trailers, keel-boats and catamarans be permitted on a caravan site.

.3 Caravan Site Structures

No structure shall be erected on the site without the prior approval of the committee. Caravan canopies may be erected however without such prior approval subject to their design complying with the following standards laid down by the committee:-

- The canopies are to be of all metal construction.
- The vertical supports to be at least 75mm round or square tubing or of similar 01 greater strength.
- The vertical supports to be placed in concrete foundations of at least 0.5 x 0.5 x 0.5 metres.

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- The roof sheeting to be galvanized, of the corrugated or IBR type fastened by hook-bolts. The distance between hook-bolts in the two outermost rows of bolts is not to exceed 1 metre. The cross-cut ends to be fastened with at least 3 bolts each.
- Facia boards at least 10cm wide are to be installed unless the construction of the canopy makes it unnecessary in the opinion of the committee.
- The area covered by the structure shall not exceed 75 square metres of the site.

Failure to comply with any of these requirements could result in the dismantling or alteration of the structure at the cost of the member concerned.

.4 Cleanliness & Maintenance of Caravan Sites

The responsibility for the cleanliness and maintenance of a caravan site, once it has been allocated to a member, rests with that member. Should a caravan site or any equipment thereon become unsightly or be classified as a hazard due to lack of care, the committee may, failing response to 2 (two) written requests per registered post to rectify the situation, cancel the allocation of such site without refund.

Cleanliness of caravan sites is imperative (fire hazards, vermin, flies, etc.) and the committee reserves the right to take whatever action it considers necessary to preserve this condition. Should it incur any costs e.g. clearing, grass cutting, etc., such costs will be debited to the member concerned at a fee determined by the committee.

.5 Waste Water

Dishwashing water disposal on caravan sites is only permitted into soak pits, the minimum permitted size being one cubic metre.

No other waste water shall be disposed of on any site.

.6 Water Points

Water points for domestic use have been provided and more are being planned on the Club property. Washing of dishes and utensils at these taps is not permitted. The Club will not permit direct connections of any description between the water system in operation at the Club and any caravan site.

Members are urged to use water sparingly at all times and to ensure that taps are properly closed when not in use.

LDYC BY-LAWS**.7 Scullery, Laundry/ & Septic Tanks**

The washing of dishes, utensils and pots is not permitted within the ablution blocks. Washing up and laundry sinks are provided in the scullery at the west end of the ladies' ablution block.

The drying of laundry on caravan sites should be done as inconspicuously as possible.

No antiseptics, cigarette butts or other foreign matter may be disposed of into toilets or septic tanks.

.8 Fences

Fences erected by members to demarcate their caravan sites shall be a maximum of one metre above ground level. Solid wall fencing or screening is not permitted. Fencing shall not impede ground maintenance by Club employees.

.9 Noise

Site occupants are requested to restrict the use of radios, musical instruments and other sources of noise to their own site and to keep the volume sufficiently reduced so that they do not constitute a nuisance to other sites.

.10 Servants

There is no provision for the accommodation of domestic servants on the Club property and they are not permitted to reside on caravan sites.

The employment by members of Club employees is permissible only during their off-duty hours by prior agreement with the Manager.

Members wishing to employ non-members on Club property are to notify the Manager in advance in writing and provide the following details of each person:

full names, national identity number, the work to be performed, the location of such work, its anticipated duration and the responsible person in charge.

The Club accepts no responsibilities for such person(s) or their property and shall exercise its right to evict any such person(s) should their behaviour warrant such action.

.11 Braai Fires

Braai fires are only permitted in suitable containers and not on the bare ground.

Fire safety precautions must be exercised at all times.

LDYC BY-LAWS**.12 Rubbish Disposal**

Rubbish disposal drums are on sites throughout the Club property and **ALL** refuse must be deposited therein.

.13 Park Sites

Open spaces (park sites) have been designed at various intervals throughout the caravan site areas.

The improvement of these sites, e.g. tree planting, braai fixtures, etc., shall be determined by the committee. However, adjoining occupiers may, with the prior approval of the committee develop and/or maintain the sites in accordance with the wishes of **ALL** the adjoining occupiers.

.14 Liability

The Club shall not be held responsible nor liable for any costs incurred by any member or visitor through malicious damage, theft, weather hazards, flooding, fire or riots in respect of personal property.

.15 Failure to comply

Failure by a member to comply with any of the aforementioned regulations following due warning or written request by the committee will result in such member forfeiting the right to occupy a caravan site.

.16 Removal of Caravans

Members who request that caravans be removed by a third party from the Club premises must advise the Manager to this effect before the caravan is removed.

4 CAMPING SITES.**4.1 Designated Areas.**

Areas have been designated in terms of the Club Development Plan for the erection of tents and/or the parking of caravans on a temporary basis only and under the direction of the Duty Officer or Manager.

4.2 Tent Restrictions.

No camping tent may remain erected on the Club property if no use is to be made thereof by the occupier for a period exceeding 24 hours.

4.3 Limits of Occupancy.

Unless with the prior approval of the committee or its delegated officer no tent or caravan shall be accommodated on a camping site for an unbroken period exceeding 7 (seven) days. The Manager shall be advised of such an arrangement.

4.4 Fee.

Any member or visitor using a camping site shall be charged a fee determined by the committee.

The committee shall have the right to waive such fees on days when special events are held at the Club.

4.5 Regulations.

Caravan Site Regulations 3.8.2, 3.8.4, 3.8.6, 3.8.7, 3.8.9, 3.8.11, 3.8.12, 3.8.14 and 3.6.15 are also applicable to the occupiers of camping sites and shall be strictly adhered to.

Members are to ensure that their invited guests comply with all relevant regulations.

LDYC BY-LAWS**5 CLUBHOUSE AND FACILITIES.****5.1 Behaviour & Conduct**

The clubhouse, ablutions, scullery and their adjacent facilities have been constructed for the enjoyment and usage of members, present and future. To preserve these amenities, members, their families and guests, are expected to respect the efforts and sacrifices which have gone into their construction and equipping. It is therefore expected that the behaviour and conduct of members and those for whom they are responsible will always befit a Club which can provide the resources of which we are all proud.

5.2 Licenced Premises.

Being licenced premises requires members, their families and visitors to adhere to certain minimum standards of dress and behaviour in the clubhouse. The clubhouse and its adjacent facilities are not to be used as a playground.

5.3 Pets.

Pets are not allowed in the clubhouse and ablutions.

5.4 Notice Boards.

Notices and posters are to be placed on the Club notice boards in the clubhouse foyer and not on walls, doors and windows. Exceptions are the notice boards at the ablution blocks entrances and Club regulatory notices.

5.5 Discipline

Any member who has been requested by the Committee to resign or whose name has been removed from the Register of Members or whose membership has been suspended as a result of disciplinary action, shall not be entitled to any of the benefits of membership, which shall include the use of the club facilities and/or club premises, unless prior written permission has been obtained from the Management Committee

6 FINANCIAL MANAGEMENT.

6.1 Control.

.1 Expenditure Approval

Where practicable, all activities and events organised by the Club and requiring any form of expenditure are to be self-funding and approved in advance by the committee.

.2 Budgets

Management Committee members are to submit their proposed departmental operating and capital budgets for the next financial year to the committee for approval at its monthly meeting in March each year.

.3 Purchase Authority

Authorisations for purchases, other than for approved consumables, up to R300 in advance of such purchase, may be made by a Flag Officer. Purchases above R300 must be approved by the committee.

.4 Payment Sanction

A person who places a purchase order for the Club's account is not authorised to sanction payment for that order. Written authorisation for any payment on any account, including reimbursements to members from the Managers' cash float for expenses incurred, must be by a Rag Officer.

.5 Goods Acceptance

All goods accepted on behalf of the Club must be accompanied by Delivery Notes. Goods are to be checked and signed for by the responsible Club Committee member, thereafter the completed Delivery Note/s to be given to the Treasurer for checking against the relevant invoice.

.6 Collections of Monies

No collections of monies are allowed in the Club without the express approval of, and control by, the committee. All monies collected must be handled through the Club's accounts. Therefore, every such collection is to be handed to the incumbent Duty Officer who will issue receipts for such monies received.

.7 Bar Stocks

Excepting for special events, e.g. Round the Island Race Regatta, bar stocks are to be restricted to a three months trading turnover. The limitation of beverages brands and stocks will be:-

BRANDS		STOCKS
Beer :	Lion, Castle, Amstel only	Max 45 trays, Min 18 trays, per brand
Spirits:	Whisky, Brandy, Rum Gin, Cane, Tequila, Vodka	Two brands each - Max 2 cases, Min 1 case per brand. One brand each - Max 1 case per brand
Wines:	750ml and 250ml containers	4 brands each - Max 2 cases, Min 1 case per brand.
Liqueurs		Total stock holding value not to exceed R200.00. Max 2 bottles per brand.
Cool Drinks		Litre bottles - Max 30 crates all brands Cans - Max 45 trays, Min 18 trays, all brands.

Both the maximum and minimum stock levels are to be shown on the monthly bar stock sheets prior to each stock take.

The Grogfather will maintain a Bar Purchases Register in which he is to record all purchases pertaining to the bar. The Treasurer will check the register against the accounts every month.

All liquor orders are to be countersigned by the Vice Commodore or in his absence by a Flag Officer. Private orders for members are not permitted.

Only Flag Officers may sign for free issues from bar stocks in a register maintained for this purpose by the Grogfather. The Treasurer will check and countersign the register monthly.

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6.2 Cost Allocation Procedures.

.1 General.

The object of the cost allocation system controlled by the Treasurer is to apportion costs in as simple a way as possible between new projects and running expenses in order to ascertain how existing funds are being utilised and to budget for future revenue.

Cost symbols are divided into two main categories, "Projects" and "Overheads" as follows:

PROJECTS	OVERHEADS
P1 Ablution Block	OH1 Building Maintenance
P2 Club House	OH2 Plant Maintenance
P3 Slipway	OH3 Site Management
P4 Jetty	OH4 Gas
P5 Water Reticulation	OH5 Fuel (Petrol, Dieseline, oil)
P6 Electrical Reticulation etc.	OH6 Vehicle Maintenance etc.

.2 Daily Work Record Sheets.

Daily work record sheets are to be completed and signed by the Manager daily.

Where an employee works on different operations on the same day his total cost should be allocated to the longest task. Supervisory hours may be divided and allocated to more than one cost centre.

Material used is to be allocated in the relevant section to the various cost centres as a check on consumption. During weekends the Duty Officer shall enter such details on the record sheets. The onus shall be on the person drawing such materials to ensure this is done at the time of receipt of such materials.

.3 Monthly Cost Summary Sheets.

Monthly cost summary sheets record all the costs allocated to a specific cost centre during the particular month.

Labour hours entered are totalled and multiplied by the average hourly cost for the particular category of employee.

The average Labour Cost is total of wages paid to a particular group of employees divided by the total number of hours worked by that group

Materials used will be costed directly from the suppliers invoice which may have to be divided between various cost centres. Material donated or reused should be recorded but entered as "no charge". Material allocations can only be completed when all invoices have been received.

7 FIREARMS.

Regulations in terms of the Water Act, No. 54 of 1956, make it a punishable offence for a person, other than an Officer who is lawfully authorised in the exercise of his duties to carry a firearm, to have in a Government Water Control Area, without the written approval of the Minister, a firearm of any kind or weapon on him or in his vehicle.

As the Club property falls within such an area, members are to comply with this Regulation.

8 GUESTS.

(Refer Article 43 of Part III, LDYC Constitution, visitors).

8.1 General.

Any member may invite guests to the Club and such guests are welcome to enjoy the Club's facilities and to participate in whatever activities are planned during their visit. Member's guests are not permitted to caravan or camp at the Club without at least one weeks advance approval of the committee.

8.2 Licenced Premises.

LDYC is a Licenced Club in terms of the Liquor Act. It is therefore imperative that members comply with Article 43 of the Club Constitution "Visitors". Such compliance will also protect the rights, privileges and vested interests of all members.

8.3 Junior Members.

Junior members referred in Section 43.7 of the Constitution are those who are under nineteen years of age.

8.4 Discipline

Notwithstanding anything to the contrary in the Constitution and By-Laws of the club, no members shall invite as a guest to the club, any person who is the subject of current disciplinary action in terms of the Constitution and By-Laws.

9 JETTY.

Our jetty is neither large nor heavy. Depth of water permitting, boats should only be brought to it for the purpose of embarking or disembarking passengers, crew and supplies, or when repairs not possible at moorings are necessary. In the latter case, bilge and drop keel skippers should take advantage of their boats construction and beach them in order to carry out repairs thereby relieving the demand on The jetty. Use of jetty is at the users own risk and the Club accepts no liability for injury or damage resulting from the use thereof. *(Refer By-law 15.1.)*

9.1 Jettiquette.

One aspect of good seamanship with which you can impress fellow yachtsmen and visitors is how you use the jetty. Here are some pointers by a long-suffering user and the solution (in parenthesis) which can be adopted by the more seamanlike:

.1 Unwelcome tenders.

Always leave your dinghy tied to the deep-water end of the jetty. The sight of keelers running aground because only shallow water is available is hilarious, especially when they have to shove off in the cold of winter. (Personally, I maliciously use such dinghies in the place of fenders - they grow thinner, faster).

.2 The long painter.

When tied up at the jetty, keelers should stream their dinghies astern. The longer the painter (rope to you, Ben!) the more amusing the attempts by keelers to make the longer luff onto the jetty. In fact, the clots sometimes have more than one go. (Personally, I try to stretch the painter - or the dinghy, it makes them longer, faster - by using them as a brake for a ton of fast moving keelboat).

.3 Scalp Collections.

Encourage your children, and others, to dive and swim from the jetty amongst incoming keelers and howl with delight at the panic among the skippers taking avoiding action. The best time for this little act is when boats are returning after a race. (Beware: some skippers collect scalps on their props).

.4 There Lies the Rub'

Tie up fore and aft alongside the jetty; after all, you've paid your subs and are entitled to as much space as you require. (Protesters against this habit have been seen quietly moving aside the fenders, and then "let her rub, baby, rub").

.5 The Jetty tripper

Ensure you tie your boat painter right across the jetty - the higher the better - and then laugh till you split your sides when someone trips and, you hope, falls into the water. (Sharp knives should resolve this one).

.6 A Floating Motor?

Keep your outboard motor and cage lying on the jetty. After all, it's your inalienable right to clutter it up while you painstakingly stow these away on your boat. A well-placed foot, and over the side it goes. Funny, they never leave it there again for long).

.7 A testing sail {sale)

Collect your boat at dawn and leave it tied to the jetty all day. (Remedy: Tell people the owner has left it there because it's up for sale and available to anyone wanting to test sail it.)

- Happy Tying Up -

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10 REFUSE.

Rubbish drums are sited throughout the Club grounds. Please use them.

Caravan and campsite occupants are requested, in the interest of hygiene, to provide their own site refuse bins or containers with lids.

Of particular concern are beer and cool drink can tear-off tops, which, if thrown on the ground, can cause injury to barefooted persons. Please dispose of them and the empty cans into refuse bins.

11 SAFETY.

The Club is a member of the South African Yacht racing Association (SAYRA) and is therefore bound by the safety regulations prescribed by SAYRA for all yachtsmen who belong to member clubs. In addition to these regulations, the Transvaal Sailing Association and the Vaal dam yacht clubs who are members of SAYRA, have consistently applied minimum safety standards for equipment to be carried by yachts when racing and these have been adopted by your Club as being compulsory applicable to all yachts irrespective of whether they be racing or cruising from the Club's waters or shores.

The Club's safety rules are:

11.1 Keelboats.**.1 Anchor.**

Anchor of adequate size for the yacht and 25 metres of anchor warp with 3 metres of 7mm chain between the anchor and the warp. As a guide, a Danforth anchor should weigh 0,7% of the yacht mass.

.2 Auxiliary Motor.

Auxiliary motor capable of propelling the yacht at a minimum speed of 3 knots in calm conditions for 10 nautical miles and the necessary fuel and fittings thereof.

.3 Bailers.

Bilge pump or bucket with rope lanyard.

.4 Fire Extinguisher.

Fire extinguisher, mounted and easily accessible from the cockpit.

.5 Lifebuoy.

Lifebuoy within immediate reach of the helmsman. For night sailing a floating light must be attached by a lanyard to the lifebuoy.

.6 First Aid.

First aid equipment adequate for day to day contingencies and the number of persons aboard.

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.7 Life Jackets.

Adequate life jacket/s for each person aboard. IYRU Rule 4.1 "Y" shall apply when racing.

.8 Towing warp.

Towing warp at least 7 metres long. (Additional to the anchor warp).

.9 Water - Drinking.

Five litres of fresh drinking water. (For emergencies).

.10 Audible Signals.

Sound signaling device.

.11 Night Sailing.

Spotlight or powerful electric torch (minimum 3 x 1,5 volt cells or equivalent).

Sleeping bag or blanket for each person aboard.

11.2 Catamarans.

.1 Righting Lines

Adequate righting line/s.

Only one parked vehicle is permitted on each caravan and campsite.

To reduce dust problems, please keep vehicle travel on the Club property to a minimum and

KEEP to the demarcated roads and speed limit of 10 km/h.

Only licenced drivers are permitted to drive motor vehicles on the Club property.

14 WATER.

The vagaries of the local domestic water supply are such that care must be taken to conserve water.

LDYC BY-LAWS**15 GENERAL.****15.1 Swimming.**

No person is permitted to enter the water deeper than waist-height or to swim within 30 metres of any jetty or slipway unless such person is directly concerned with jetty construction, boat maintenance or rescue work.

Parents are responsible for the behaviour and safety of their children whilst swimming or in the vicinity of swimming areas.
Pets and glassware are not permitted within the swimming pool fence area.

15.2 Fireworks, Pellet Guns, Catapults, Snares, etc. - PROHIBITION.

Fireworks are not permitted on the Club property. This also applies to pellet guns, catapults, snares or any other device which can be used to kill, maim, capture or molest wild life.

15.3 Water Skiing.

Water skiing is not permitted in the vicinity of the moorings and members are requested to assist in enforcing this rule.

15.4 Checking of Membership, Boat & Site Registers.

Please regularly check the membership, yacht and caravan site registers in the Clubhouse to ensure your personal, boat and caravan site details are correctly recorded. This will ensure that in the event of their being any problems concerning your boat or caravan, the Manager will be able to notify you without undue delay.

15.5 Club Registration Numbers.

Ensure your boats and trailer/s have their Club registration numbers on them to facilitate rapid notification should they be in difficulties. Without this precaution, By-law 2.1 becomes largely meaningless.

15.6 Club Equipment.

No item of LDYC Equipment may be loaned to persons or organisations outside the Club without the prior approval of the committee. (*Refer Part V, Section 4.18*).

First issued December 1972.
Revised 6th March 1980
Revised 4th April 1983.
Revised November 1983.
Re-issued with revisions 15th April 1987.
Re-issued with revisions 30th April 1988.
Re-issued with revisions 31st May 1992.
Re-issued with revisions 12th June 1995
Re-issued with revisions 30th April 2004

DUTY OFFICERS DUTIES**1 OBJECTIVES.**

To act each weekend and public holiday as a relief to the Manager and provide:

- 1.1 A courteous and helpful service to members and visitors
- 1.2 A communications link between the committee, the Club's members and visitors.
- 1.3 Management for the orderly functioning of the Club.

2 DUTY ALLOCATIONS AND TIMES.

3

- 2.1 Following every AGM the Commodore shall allocate in writing to Club committee members the weekends and/or public holidays on which they are to perform the duties of Duty Officer. At least three days prior to each weekend or public holiday the Manager will remind the appointed member of his allocated duty. (*Refer Section 5 below*).
- 2.2 From 10.00 to 16.30 on Saturdays;
From 08.30 to 16.30 on Sundays and public holidays;
lunch hours being excluded from the above times.

3 DUTY AREA.

Entire Club property but normally in immediate vicinity of club house. A field telephone in the clubhouse and portable C8 radios are available for communication between gate and Duty Officer.

When absent from clubhouse leave prominent notice advising your whereabouts and time of return. Arrange stand-in for telephone calls and radio communications. If no stand-in is available ensure office is locked during your absence. At all times carry portable CB two way radio with you after ensuring gatekeeper can communicate with you on his CB two way radio. Both radios are issued after testing by the Manager each Saturday morning. Portable VHF radios are for use in race/regatta administration only and are NOT to be operated whilst they are being re-charged.

4 DUTIES.

4.1 Handover.

Draw Duty Officer's keys, receipt book and portable CB radios from Manager or a Flag Officer when commencing duty. The keys, to be retained on your person, give access to:

- Clubhouse (External and internal doors)
- Fuel store
- Generator Room
- Key cabinet
- Maintenance yard
- Store room.

Other essential keys including those for regalia are marked accordingly and available from the key cabinet in office. Except when issuing or returning keys the key cabinet is to be kept locked. To ensure proper key control every issue and return of a key is to be recorded in the "Issues/Receipts Register". (*Refer Section 4.16*)

DUTY OFFICERS DUTIES**4.2 Notify Club Members.**

On commencing duty notify club members of your presence on Club public address system.

4.3 Cleanliness of Club.

Check that Club buildings are regularly kept clean and tidy by the staff; paying particular attention to the ablutions and that soap and toilet paper stocks always adequate. Must be ongoing throughout the period of duty.

Names of the duty staff each weekend are recorded in Manager's Report Book. Allocate them their duties and supervise them in a courteous manner.

4.4 Communications

- .1 Frequently ensure there is two way communications between gate and you and that the clubhouse CB and VHF base stations are operational. Duty Officer is responsible for manning the base stations for the duration of a Club race occurring during his period of duty.
- .2 Respond to telephone calls; use the public address system and the radios when necessary or appropriate. On Saturdays at 18h00 and Sundays at 08h00 check the Vaal dam clubs radio network on CB channel "A" by contacting each club in turn. (The Clubs are Aeolians, DAC, LDYC, PNYC and VGA). Log in with the NSRI on VHF channel 16 (be brief).
- .3 Record all unusual occurrences/incidents in the Manager's Report Book. Instructions on the use of the Report Book are on the inside front cover of the book.

4.5 Administrative Duties.

Answer all enquiries; issue and receive documentation where appropriate e.g.

- Boat registrations.
- Boat storage applications.
- Caravan site applications.
- Distance race course cards.
- Judges reports.
- Membership applications.
- Mooring work.
- Order of finishing yachts.
- Protest forms.
- Race entries.
- Retiral declarations.
- Sailing instructions and race course cards.
- Scrutineers checklists.

4.6 Camping/Caravan Fees.

Collect fees for temporary camping/caravaning. Record these in the Gate Register Sheets and issue receipts for cash received.

4.7 Regalia

Responsible, on request, for sale of Club regalia to members. All payments are to be receipted and deposited in night safe with respective receipts.

DUTY OFFICERS DUTIES**4.8 Gate Fees.**

Collect gate money, cash float and gate sheets at about 16h00 on duty days. Re-issue sheets and cash float before 08h00 the following morning if duty is of more than one day. Same day collect gate money, sheets, float and portable radios at 16h00 after checking and recording correct amount on last used sheet. Record details of discrepancies, if any. Make out receipt/s for gate monies received, attach original (white) copy to gate sheets, duplicate (blue) to accompany the monies. Post completed sheets and gate money with receipt into the office night safe. If gate money short, record amount and name of gatekeeper in Manager's Report Book for recovery purposes. Leave gate cash float attached to clipboard and place in records store. Lock portable radios in records store. Lock store and office.

4.9 Braai Fires.

Saturday at 16h00 issue adequate charcoal from storeroom to staff on duty for making up braai fire. Light when appropriate.

4.10 Flags.

- .1 Lower flags at sunset and lock in office together with portable radios on issue.
- .2 Raise flags at 08h00 every duty morning. Club burgee at head of mast, national flag from yardarm.

4.11 VCR.

If VCR unit required, unlock cabinet and set up unit for use. Ensure a responsible member available for re-locking cabinet after screening,

4.12 Kitchen.

Ensure kitchen, crockery, etc. washed on Sunday morning by female staff. Bar crockery to be returned to Waterhole. Kitchen to be kept locked when not in use.

4.13 Application of By-Laws and Rules.

Full Club By-laws and Rules have to be applied, do so positively but courteously.

4.14 Flag Officer.

Any problems you can't resolve contact a Flag Officer.

4.15 Receipt of monies.

AH monies (cash) received are to be receipted in office receipt book and original receipt (white) to be given to payee except for gate monies when receipt to be attached to gate sheets. Duplicate copies (blue) of receipts together with all cash received to be posted in the office night safe. Use separate plastic cash packet for each receipt and its monies.

4.16 Issues/Receipts Register.

All items of Club equipment, e.g. keys, dinghies, tools, etc., issued and received are to be recorded against signature in the "Issues/Receipt Register". Before leaving the Club check that all items are accounted for. Items returned are to be re-entered into the Register and signed for. No Club property and/or equipment may be loaned to persons outside of the Club without itsTM sanction of the Management Committee.

4.17 Manager's Report Book.

All materials, fuel, etc. issued for use at the Club must be entered in the "Manager's Report Book". In addition, all fuel issues are also to be entered in the "Fuel Register" maintained in the fuel store.

DUTY OFFICERS DUTIES

4.18 Lost and Found Property.

Enter details into "Lost and Found Register" of all items found and handed in or reported lost. Without giving details, advise members timeously over the public address of items found and property reported lost. Ensure articles claimed are signed for and full details of claimant are recorded for identification purposes.

4.19 Finalising Duty.

On final duty day p.m. ensure flags lowered and in office. If last to leave, ensure clubhouse is locked up excepting the bar and front doors. Deposit duty keys in the circular letter box opening next to the front door before leaving Club, unless alternative arrangements made with the Manager Before leaving ensure equipment, e.g. radios and copier are switched off together with non-essential lights and remind the duty Grogfather it is his responsibility to complete the locking up and to turn on the alarm system before he leaves the premises.

5 CONCLUSION.

On average, each Club committee member will only be required to be a Duty Officer thrice during his year of office.

Your **role** as Duty Officer on these occasions is intended to be a supportive and co-operative one to the staff, members and visitors.

Your conduct and demeanor while a Duty Officer is a reflection of LDYC as a Club.

If you are unable to undertake your duties on the allocated days you may exchange with another Club committee member. Notifications of the exchange must be made at least seven days prior to the duty period on the master copy of the Duty Officers Roster on the "Club Notices" board in the entrance foyer of the Club and on the control copy on the notice board in the Manager's office.

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LDYC RACE OFFICER DUTIES

Refer part VIII of the Handbook

1 GENERAL

Is responsible for:

1.1 Courses.

Setting the course for club series races in consultation with the Rear Commodore.

1.2 Management.

Controlling and managing the Club series race(s).

1.3 Appointment of Bridge Crew.

Appointing signals officer, timekeeper and recorders adequate for the number of participating boats.

1.4 Receipt of Entries, Protests and Retirals.

Receiving entries, protests and official retirals.

1.5 Race Documentation.

Issuing Sailing Instruction and Course Cards to skippers.
Issuing relevant documentation to race officials.

1.6 Race Results.

Calculating race results and posting them on the notice board as soon as possible following the race.

2 DUTIES.

These are detailed in sequential order.

2.1 Two Hours before Start Time.

At least two hours prior to scheduled start of race ensure that committee boat is in order.

2.2 Bridge/Mark Laying Briefing.

Appoint and instruct bridge crew, e.g. signals officer, etc., and mark layer.

2.3 One Hour before Start Time.

One hour before scheduled start of race, depart with bridge crew and necessary documentation in committee boat for starting area and set start line for a windward first leg.

2.4 Race Control.

Start, control and finish the race in accordance with the current LDYC Sailing Instructions.

LDYC RACE OFFICER DUTIES

2.5 Judge's Result Sheets.

Prepare and complete in duplicate the Judges Result Sheet if no protest received, otherwise postpone completion until protest finalised.

2.6 Committee Boat.

Return committee boat to mooring.

2.7 Race Results.

Post results on club notice board and hand duplicate to Sailing Secretary for filing and press release.

3 REGATTAS.

During regattas, the duties to be performed by Race and Duty Officers will be as prescribed in Part VII titled "Regatta Officials and Duties" in this Handbook, except in that the Duty Officer will undertake the duties detailed for the Regatta Secretary or any other of the prescribed duties which the Judge may require of him.

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REGATTA OFFICIALS

The following notes are intended as a guide to the LDYC officials involved in organising and running a club regatta and indicates the nature of the duties required of them. (For the annual Round the Island Race regatta a detailed checklist is issued each year by the Commodore to all Club committee members.)

1 JUDGE: (PRINCIPAL RACE OFFICER)**1.1 Responsibility.**

- . 1 Directs and controls the overall management of the regatta.
- . 2 In charge of the race committee, bridge, mark layer, support boats and crews.
- . 3 Responsible for course laying, starting, finishing and the general conduct of each race. Records infringements noted by the Bridge in the Judges' Report and initiates any necessary action.

1.2 Manning.

Ensures Bridge adequately manned with:

Timekeeper.
At least one Recorder for each competing Class.
Signals Officer.
Boat/Radio Officer.

1.3 Judge's Report.

Verifies Judges' Report on each race, hands to Regatta Secretary and confirms infringements.

2 RACE OFFICER.**2.1 Deputy Judge.**

Acts as deputy to the Judge (Principal Race Officer).

2.2 Two Hours prior to Race.

At least two hours before the start of every race ensures the availability and preparedness of:

Committee boat fully fuelled, that all necessary equipment available in working order and relevant documentation on board.

Mark laying/rescue boat and skipper; that all necessary fuel, marks, signals aboard; rescue facilities adequate; communications equipment operational; that boat suitably rigged and equipped to display signals. In an emergency the mark laying/rescue boat must be in readiness to serve as a stand-by committee boat.

REGATTA OFFICIALS**2.3 Race Equipment.**

Accounts for and stores all race equipment after every race.

2.4 Committee, Mark laying, Support Boats.

Responsible for ensuring that skippers of committee, mark laying and support boats safely moor or lay up their boats at the end of each days racing.

3 TIMEKEEPER.**3.1 Committee Boat.**

Ensures availability and preparedness of the committee boat and skipper and that all necessary fuel and racing equipment is aboard and that the boat is suitably rigged to display the necessary number of Class signals, code flags and shapes. Tests to ensure that communications equipment e.g. radio, loud hailer, operational. Ensures sound signals operational,

3.2 Timekeeping.

Responsible for calling times at the start and finish of every race.

Ensures accurate times correctly recorded against each competing yacht by Recorders.

3.3 Results.

Assists in calculating results for each race and in compiling results sheets.

4 REGATTA SECRETARY.**4.1 Responsibility.**

Administers and co-ordinates the championships.

Prepares and, after acceptance by the Judge, circulates notice of regatta to all relevant persons and organisations at least six weeks prior to the event.

4.2 Notices.

Ensures Regatta Notice, instructions and all other notices pertaining to the regatta are displayed on the Regatta Notice Board timeously and that copies are available to the Race Officer for the committee boat.

4.3 Documentation.

Ensures that the prizes, sailing instructions, score sheets and entries are available at least 24 hours before the start of the regatta.

PART VII
REGATTA OFFICIALS

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4.4 Records.

Maintains all records of the regatta, issues sailing and other instructions and notices to competitors and posts race results.

4.5 Entries.

Accepts entries and accounts for entry and other relevant regatta fees to Treasurer.

Where necessary check Class records for membership and, when applicable, valid SAYRA Measurement Certificates for all entries.

Enters competitors details by Classes on Judge's Report for each race.

4.6 Complaints.

Receives and initiates necessary action on complaints from Class representatives and/or participants.

4.7 Scrutineers Reports.

Receives and checks Scrutineers reports and, when relevant, advises Race Officer and records details on Judge's report.

4.8 Formal Retirals.

Receives and checks Judge's Report on each race and records on it details from Retiring Declarations.

4.9 Protests.

Convenes protest panel when necessary.

4.10 Results.

Collates and displays Score Sheets.

4.11 Prize Giving.

Organises prize giving.

REGATTA OFFICIALS**5 TROPHY SECRETARY.**

At least one month before regatta ensures all relevant trophies and prizes available.

Assists Regatta secretary with 4.3, 4.4, 4.5, 4.6, 4.10 and 4.11 above.

Sets out trophies, prizes and assists at prizegiving. Maintains necessary records.

6 MARK LAYER.**6.1 Responsibility.**

Ensures mark laying/rescue boat and crew adequate for the regatta in accordance with Section 2.2 above.

6.2 Course.

Lays course marks in accordance with the Judge's instructions.

Ensures marks legibly and correctly numbered. Lays in sequence.

6.3 Signals.

Ensures correct signals flown on mark laying boat.

6.4 Change of Course.

Alters course in accordance with Judge's instructions.

6.5 Support Boats.

When necessary directs and controls support boats.

6.6 Recovery of Marks.

Recovers marks at the end of each race and stores them away.

7 SIGNALS OFFICER.

Ensures signal flags and shapes necessary for regatta on board committee boat and available for flying in correct sequence when required by Judge.

8 RECORDERS.

Preferably there should be at least one Recorder for each Class, with an additional Recorder doing a dumb check by recording sail numbers only as the yachts cross the line.

Each Recorder is responsible for:

REGATTA OFFICIALS**8.1 Race Documentation.**

Collecting the Class Judge's Reports and Order of Finishing Yachts forms before each race from the

8.2 Judge's Report.

- .1 For every race record the Class starting times and the finishing times of every yacht on the relevant Judge's Report.
- .2 When required, record the crew complement and if "Y" flag signal flown, life jacket status of each yacht, both at start and finish of every race.
- .3 On the Judge's instructions record details of any infringements.
- .4 Calculate and record final positions for each Class on the respective Judge's Report.
- .5 Hand Judge's Report to the Judge for verification.

9 BOAT OFFICER.

Assists in anchoring, weighing anchor, mooring and general running of the Committee Boat and also assists the Signals Officer in the flying of signals and shapes. Operates the radio.

10 PROTEST COMMITTEE.

This requires a Chairman and at least two other members. Their task is to hear and decide protests. Regatta Secretary responsible for its composition, preferably not comprising competitors nor any of the regatta officials.

11 CLASS SCRUTINEERS.

To undertake the scrutiny of the first three boats in every race in accordance with the Scrutiny Checklist and to return same to the Regatta Secretary immediately following each scrutiny.

12 CLASS REPRESENTATIVES.

One should be appointed for each Class of yacht participating and their duties are:

12.1 Organise Boat Checks.

Organise boat checks on all competitors (other than where official Class Scrutineers are appointed), to ensure that all boats comply with SAYRA Safety Rules and Class Rules and report results to the Regatta Secretary.

REGATTA OFFICIALS**12.2 Complaints/Queries.**

Deal with complaints/queries from competitors and refer unresolved ones to the Regatta Secretary.

13 MANAGER.**13.1 Camp Sites.**

Allocate and demarcate camping, caravan sites and car parking areas, after consultation with the Vice Commodore.

13.2 Visitors.

Meet and direct visitors to Club facilities.

13.3 Fire Prevention.

Issue warnings regarding fires and specify areas where fires may be lit. Appoint Fire Wardens where necessary.

13.4 Signs.

Prepare and erect necessary directional signs.

13.5 Regatta Office.

Arrange provision of Regatta Secretary's "office".

13.6 Services.

Ensure services, e.g. fuel, gas, water, garbage removal and disposal, adequate for entire regatta period. Imperative that refueling of rescue, mark layer and committee boats be arranged in advance of every race and pre-mixed fuel for rescue boats be constantly available. If necessary arrange stand-by emergency services.

13.7 Club Facilities,

Supervise frequent cleaning of Club buildings and property during regatta. Ensure maintenance of Club facilities is ongoing.

13.8 Prize Giving.

Lay out tables and chairs for Clubhouse catering and for prize giving.

13.9 Notices.

Prepare and display catering and entertainment notices (If any).

13.10 Public Address System.

At least 10 days before regatta test to ensure public address system fully operational and covers property.

REGATTA OFFICIALS

14 ENTERTAINMENT OFFICER.

Organise and present suitable entertainment as required by the committee.
Ensure that whatever equipment required is available. On completion of the entertainment, dismantle and secure the equipment and arrange cleaning operations.

15 HARBOUR MASTER

Allocates and controls visitors moorings.
Keeps jetty clear of non-racing boats as far as is possible.

16 PUBLIC RELATIONS OFFICER

Obtains and acknowledges sponsorships.
Host VIPs in accordance with the requirements of the committee.
Ensures media coverage by whatever means possible, including press releases, before and after regatta.

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PART VIII
RULES GOVERNING
CLUB SERIES RACES

Page:1

1 SAILING INSTRUCTIONS.

These Rules do not replace nor supercede the current LDYC Sailing Instructions.

2 ENTRIES.

Entry fees are as prescribed by the Sailing Committee. These are payable in advance at the clubhouse not later than one hour before the start on race days. If payment is not received within one hour of the finish of a race, defaulting competitors will not feature in results and their names shall be posted on the Club notice board. Entries are to be confirmed at the clubhouse not later than one hour before the start of every race irrespective of having entered for the series or, for that race, at the Committee boat on the water not later than half an hour before the first start.

3 MINIMUM ENTRIES.

The minimum number of entries required to constitute a race are at least five yachts of a kind. e.g. five keelboats, five catamarans, five dinghies.

4 START TIMES.

Brass Monkey series not before 11h00.
All other series not before 10h30.

5 COURSES.

Catamarans and dinghies - Olympic, unless otherwise specified.
Keelers - 1st and 3rd races distance, if water levels permits, remainder Olympic.
The onus is on skippers to corroborate the course being sailed when they confirm their entries.

6 DISCARDS.

One race per series.

7 SERIES; RESULTS.

To feature in overall results, competitors must have sailed a minimum of two races in a four race series and three races in a five race series.

8 AVERAGE POINTS.

A competing skipper unable to sail a series race due to participating or officiating in a nationally or provincially recognised regatta, or representing the Club in an inter-club, or unable to compete due to official duties, e.g. Duty Officer, Race Officer, etc., may claim average points at the end of that series for the race not sailed provided he has sailed a minimum of two races of the series.

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RULES GOVERNING
CLUB SERIES RACES

Page: 2

9 TROPHIES.

Trophies for Club series races will be awarded to any entrant provided that he:-

- Has paid the race entry fee
- Is a fully paid-up member of a recognised sailing club in good standing with the national and relevant provincial yachting authority and is a member of a SAYRA recognized. Class association where applicable.

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LDYC JUNIOR SECTION.

1 OBJECTIVE.

Junior members under the age of 18 years constitute a Junior Section within the Club the objective of which shall be to promote the skills of sailing among the juniors.

2AGM.

During June of each year the junior members shall hold their Annual General Meeting at which they will elect the following office bearers to manage the affairs of the section:-

Junior Commodore
Junior Vice Commodore
Junior Rear Commodore
Junior Secretary
3 Junior committee members.

3 MEETINGS.

The Junior committee shall hold at least four committee meetings during each year of office or shall meet whenever the Junior Commodore or a least three members of the Junior committee request such a meeting. Minutes of all meetings are to be forwarded to the Club Secretary within two weeks of each meeting.

4 REPORTS TO MANAGEMENT COMMITTEE.

Following each quarterly meeting the Junior Commodore shall report verbally to the Management Committee at its next meeting.

5 LDYC CONSTITUTION, BY-LAWS & PROCEDURES APPLY.

The LDYC Constitution, By-laws and Procedures will mutatis mutandis apply to the Junior Section.

Issued 31st May 1992.

Re-issued 30th April 2004

NO. 1

APPLICATION FOR LDYC MEMBERSHIP.

(Refer Articles 7 and 8 of Constitution)

1 Submission of Application.

If the application form is submitted by the applicant on site, the duty officer will check the details of the form with the applicant.

2 Payment.

If entry fees and subscriptions are paid by cash the duty officer will issue a receipt in the normal manner. He will write the amount on the application form stating if payment by cash or cheque.

3 Distribution of Applications.

- .1 Completed application form, with any accompanying cheque, to be placed in the Treasurer's tray.
- .2 Treasurer will confirm any amounts received by cheque on the top right hand corner of the application form, and thereafter take three photocopies of the form and disperse as follows:
 - Original retained by Treasurer.
 - One copy to the Secretary.
 - One copy to be posted on Club's notice board.
 - One copy to the Financial Secretary for checking against Club records.

4 Temporary Membership Card.

Secretary will write to the applicant enclosing a temporary membership card and confirm date, time and place of interview.

5 Interview.

- .1 Secretary will inform the Commodore of the outstanding application and arrange an interview between the applicant and at least two committee members one of whom shall be a Flag Officer.
- .2 Secretary will ensure that copies of the application made by the person to be interviewed will be in the hands of the above committee members before the interview takes place.
- .3 After the interview, the committee members interviewing will sign the application forms and place these in the Secretary's tray.

NO. 1

6 Consideration of Application.

Secretary will present the completed application form at the next committee meeting and comments will be submitted by the interviewers. Any objection by members to the application shall also be taken into consideration. The applications will then either be accepted or rejected by the committee taking into account the membership limit based on:-

- 150 permitted caravan sites
- 200 keelboat moorings capacity
- 100 catamaran storage bays capacity
- 50 monohull sailing dinghies storage capacity.

7 Result of Application.

Secretary will note the decision made at the meeting and inform the applicant by letter of the committee's decision. If an acceptance and after bank clearance of any cheque/s submitted he will enclose Membership card, Members Handbook, any relevant forms requiring completion and return, copy of the Club's calendar, latest issue of SIGNAL and, if necessary, an invoice showing amounts owing less paid. If a rejection he will enclose a refund cheque.

8 Resources Register.

Treasurer will open accounts and update the resources register.

9 Membership Register.

Secretary will update the Membership Register.

10 Welcome New Members.

PRO will include the salient particulars of any new members in the next issue of SIGNAL.

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NO. 2

MOORING WORK APPLICATION

(Refer By-Law 2.3).

1 Application for Mooring Work.

Applicant obtains form from office (Duty Officer) and completes.

Lodges completed form and advance prescribed fee, if any, with Duty Officer.

2 Notification to Harbour Master.

Duty Officer places form in Harbour Masters correspondence tray, issues receipt when relevant and posts with monies in office nightsafe.

3 Fee.

Harbour Master undertakes required work, completes certificate on form and forwards to Financial Secretary with details of charges to be made.

4 Certificate of Work.

Financial Secretary forwards certificate and receipt and/or invoice for charges in excess of advance fee.

Re-issued 30th April 1988.
Re-issued 31st May 1992.
Re-issued 30th April 2004

NO. 3

CARAVAN SITE APPLICATIONS

(Refer to Section 3 of the By-Laws)

1 Advertising of vacant sites.

Vice Commodore displays details of vacant sites on notice board.

2 Applications for site.

Recipient of application to hand to Secretary or, in his absence, to the Manager or Duty Officer for onward transmission to the Secretary.

3 Time Limit.

Secretary to ensure application is within seven day period of lapse of notice on the "Club Notices" board of vacant sites being available. *(Refer By-Law 3.2)*

4 Allocation.

At next committee meeting applications considered in terms of By-law 3.7 and allocations made accordingly.

5 Caravan Site Register.

Vice Commodore to amend Caravan Site Register accordingly.

6 Advise Applicants.

Secretary to write to all applicants dealt with at that meeting advising them of outcome. Sends copies of successful applicants letters to Treasurer for accounting purposes.

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NO. 4

REGISTRATION OF BOATS

(Refer Article 23.1 and 40 of Part III and

By-Laws Nos.2, 15.4. & 15.5)

1 Registration Forms,

- .1 Boat Registration forms are available from the Duty Officer, or from a supply maintained by the Sailing Secretary at the yacht register boards in the club-house lounge.
- .2 A boat registration application form is to be completed for all catamarans, dinghies, keelboats, powerboats (where permitted - refer By-law 2.7), sailboards and tenders for initial registration.

2 Boat Registers.

- .1 The Sailing Secretary shall maintain the Club's boat registers in accordance with all applications made, and file all processed applications in alphabetical order.
- .2 Members are responsible for advising the Sailing Secretary of any amendments to the Club's boat records, including changes in boat name and/or ownership, by either completing a boat registration form or recording the necessary details in the notebooks attached to the boat register boards.
- .3 Completed boat registration forms are to be given to the Sailing Secretary, either directly or via the Duty Officer or Manager.
On receipt the Sailing Secretary will:
 - Update the relevant records including the current membership list;
 - Allocate the registration numbers and logo and issue these together with an invoice to the member concerned.

3 Cessation of Membership.

On cessation of membership, the Sailing Secretary is to>

- advise the former member in writing to remove all LDYC registration numbers and logos from the craft in his possession;
- delete the crafts details from the relevant registers, allowing reallocation of the numbers;
- file a copy of the letter with the original application.

4 Responsibility.

The Rear Commodore is responsible for the overall management of the boat registration programme.

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NO. 5

STORAGE OF BOATS ON CLUB PROPERTY

1 Designated Storage Areas.

- .1 In terms of Club By-law No. 2.2 areas have been designated for the storage of members sailing boats (excluding sailboards) on LDYC property. The area for keelboats and micro-multihulls is adjacent to the slipway. For catamarans and sailing dinghies, numbered storage bays equipped with tie-down points are located south of the clubhouse. Storage of sailing boats elsewhere on the property is not permitted except in special circumstances and only with the permission of the committee. (Refer to By-law 3.8.2).
- .2 Only boats owned by Ordinary (single), Family and Junior members and registered with the Club in accordance with By-law 2.1 may be stored on the property.

2 Keelboats.

Keelboats may not be stored for a period greater than four weeks (28 days) except with the approval of the committee who will levy a charge for any protracted period. Members are to notify the Manager in advance of such storage. The Manager will direct where such boat is to be placed. (Refer to By-law 2.6 "Removal of boats from Club Premises").

3 Catamaran and Sailing Dinghies Bays.

- .1 Application for a numbered tie-down bay is to be made on the prescribed form available from the Duty Officer or Manager to whom the completed form is to be returned.
- .2 Allocation of a numbered bay on a first come first served basis is the responsibility of the Manager who shall, on receipt of an application, shall check that the applicant is a member in good standing of the Club, the boat is registered in accordance with By-law 2.1 and is the property of the applicant.
- .3 When not being used, catamarans, sailing dinghies and their respective trailers/dollies left on the Club property by members shall be secured in their allocated storage bays. The Committee reserves the right to remove to a holding area any Club registered catamaran or sailing dinghy not in its allocated bay when not in use. Similarly, any such craft on the Club property and not registered in accordance with By-law 2.1 are liable to removal from the property. LDYC and its officers accept no liability for any damage or loss sustained as a result of such removals.

NO. 5

.4 Numbered bays are not transferable by members and remain the property of LDYC.

4 Fees

- .1 Registration and annual rental fees for the numbered bays shall be determined by the committee. These fees are not refundable and payment is to be in accordance with Article 18.5 of the LDYC Constitution.
- .2 On allocating a numbered bay the Manager shall advise the:
Financial Secretary who will invoice the member;
Sailing Secretary who will update the relevant register.

5 Responsibility

The Vice Commodore is responsible for the overall management of boat and trailer storage on Club property.

6 LDYC Liability

While boat storage areas are allocated and the administration thereof is undertaken in good faith by the committee and its officers, no liability whatsoever is accepted by LDYC in the event of loss or damage to any boats.

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Advertising of caravan sites
Allocation-numbered tie-downs bays
Allocation of caravan sites
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Alteration of constitution
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