

**AYC**  
**Handbook**

# AYC HANDBOOK

*Revision 31 Dec 2024*

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## APPROVED CHANGES

- Updated 12.31.2024: Minor punctuation and formatting changes throughout. Changes were incorporated into the 2024 Directory and Handbook printed version.

## MEMBERSHIP POLICIES AND PROCEDURES

- Updated 10.15.2023: Section VIII. Membership Accounts and Assessments, Item 2. Change reinstatement fee.
- Updated 10.15.2023: Section VI. Modify membership discount policy.
- Updated 10.15.2023: Section V - Probationary Requirements. Add section for Probationary members who joined prior to 01Apr23.
- Updated 10.15.2023: Add new Section VI. Probationary Requirements - For Probationary members who joined after 01Apr23 with new requirements.
- Updated 10.15.2023: Section V and VI. Probationary Requirements. Add clarification regarding the number of points earned by couples working same or different volunteer shifts.
- Updated 12.23.2024 - Section IX. Membership Accounts and Assessments. Clarified when an account is considered past due. Clarified consequences of a past due account.

## **HOUSE RULES**

- Updated 01.27.2022: Move Section VI. Workspace Area from House Rules to Harbor Rules.
- Updated 10.15.2023: General. Remove item 5, regarding serving/selling alcoholic beverages.
- Updated 10.15.2023: Club Employees and Property. Add amounts above which require Club Officer or AYC Board Member approval.

## **HARBOR RULES**

- Updated 01.27.2022: Move Workspace Area section from House to Harbor Rules. Add definitions. Define process for “Improperly Stored” boats and trailers. Update Reservation rules and use of Work and Dry Out Areas.
- Updated 12.31.2024: General 3 - Added requirement that boats over 14 feet must be kept compliant with applicable US and Texas law and regulation.

## **CABIN AND RV SITE RENTAL RULES**

- Updated 07.28.2022: Require minimum rental of 2 nights prior to certain holidays.

## **SAIL TRAINING POLICY**

- Updated 07.31.2023: VIII. Sailing Sponsorship. Change reimbursement process, policy, and requirements.
- Updated 12.31.2024: II.2.C - Dinghy Charter Program - Changed “Sailing Program Director” title to “Sailing Program Head Coach”.

## **GENERAL**

- Updated 10.28.2021: Change “Club Manager” to “General Manager”.

## **MEMBERSHIP POLICIES AND PROCEDURES**

## 1. Introduction

**Mission Statement:** The Austin Yacht Club is a premier sailing club with an emphasis on sailboat racing, sailing education, and social activities for the entire family. The Austin Yacht Club creates a focused and relaxed atmosphere with family-oriented activities centered around volunteerism in leadership, committees, events, and activities.

The policies and procedures described below define the classes of membership set forth in the Bylaws, and describe the processes for applying for membership, for changing from one membership class to another, and for limiting membership, and clarify other general membership policies and procedures.

The policies and procedures set forth herein are subject to interpretation by the Membership Committee or to revision by the Board of Directors. The intent of the Membership Committee is to act in accordance with these policies and procedures, treating them as operational guidelines and making recommendations accordingly to the Board of Directors. When the Membership Committee feels these Policies and Procedures are inadequate or unclear, it will act in accordance with the best interest of the Austin Yacht Club.

Where a conflict exists between the Articles of Incorporation and any policy, Bylaw or Club rule, the Articles of Incorporation shall control. If a conflict exists between a policy or procedure, or the interpretation thereof, and the Bylaws of the Club, the Bylaws shall control.

1. **Member in Good Standing:** To qualify as a *Member in Good Standing* the member's financial obligations to the Austin Yacht Club must be in good order and not in violation of AYC Membership Handbook *Article VIII. Sec.1 Past due Accounts* and *Article VIII. Sec.2 Termination for Nonpayment*. The member must not be under Board Approved Sanctions as provided for in the AYC Membership Handbook *House Rules General # 7*. The member must also be in compliance with the Bylaws of Austin Yacht Club *Article III Sec. 9.B*

*(Termination for Nonpayment). C (Suspension or Expulsion).  
D (Reinstatement).*

## **II. Membership Application Priorities**

1. Because of the limitations on AYC facilities, the maximum number of members shall be determined each year by the Long Range Planning Committee and submitted to the Board of Directors for approval.
2. In the event that AYC is at its maximum membership level as determined by the Long Range Planning Committee, a waiting list for membership will be established using the priorities listed below. The same priorities will apply if the Club is below the maximum level, but the number of applicants exceeds the number of available memberships. The prioritization and qualifications are not intended to be exclusive or definitive, and the Membership Committee may operate outside these guidelines provided the rationale of such actions is presented to the Board of Directors. If the Club is not at its maximum membership level, or the number of applicants would not put the total membership over the maximum level, the priorities described below do not apply.

*Priority #1:* Children of AYC Members may enjoy the privileges of family membership in the Austin Yacht Club until they reach their 24th birthday. Once they reach their 24th birthday, children of AYC Senior or Life Members, who have previously demonstrated an interest in AYC by their active participation in racing events, may request membership and, if approved, AYC will waive all Initiation and Acceptance fees with the exception of the Application Fee currently in force. This in no way affects the need for compliance with current membership standards, or probationary requirements.

*Priority #2:* Previous members who resigned in good standing, and who later desire new membership shall have second priority in consideration for membership, after children of Senior or Life members.

*Priority #3:* Applicants who have demonstrated recent, consistently active racing participation as skipper or crew, under the AYC Trial Membership, or as a member or guest of another racing organization, or who have a long history of sailing and racing in other venues shall have third priority in consideration for membership. Such applicants must have a stated desire to participate in racing activities.

*Priority #4:* Applicants who have a stated desire to support and participate in AYC racing and other Club activities as an Associate Member shall have fourth priority in consideration for membership.

3. Applicants shall be considered for membership in chronological order of receipt of their application and Application Fee, according to the above prioritization.
4. The Membership committee shall consider applicants in the order described above until the maximum number of members is reached, except that the number of Associate Members shall never exceed 25% of the total membership.
5. A family membership includes a spouse or partner and any IRS-defined dependents under the age of 24, living under the same roof.

### **III. Classes of AYC Membership**

The Bylaws of AYC provide that there are 6 classes of membership. These are described below. The privileges associated with each class of membership are shown in the Privileges, Dues and Fees by Membership Class table.

1. Senior Member: This membership category is for those members who wish to actively race and participate in other AYC events. Senior members shall be entitled to all privileges of AYC, including the right to hold office and to vote at meetings of the Club. In the event the membership constitutes a married couple, the couple is entitled to one vote, although the membership will be carried in the name of one or the other of the parties. Either individual of a married

couple may hold AYC office, but both members shall not do so concurrently.

2. **Honorary Member:** The status of Honorary Member is intended to convey the Club's goodwill towards an individual in special or unusual circumstances and represents an open invitation to visit the Club and use the facilities as a guest of the Board. Honorary membership shall be granted at the pleasure of the Board and shall expire on January 31st of the following year unless extended by action of the Board at the January Board Meeting. Honorary Members may not vote or hold office and shall not be extended any privileges of membership other than use of the facilities by themselves and their immediate family members.
3. **Life Member:** The Life Member designation shall be used to recognize a Senior Member who has been of exceptional value and/or provided outstanding service to the Club. Life Members shall be entitled to all the privileges of AYC, including the right to vote and hold office. Their membership shall continue for the life of the member unless removed by action of the Board of Directors. Life Members shall be exempt from monthly dues, unless otherwise directed by the Board of Directors. Provisions for a membership that constitutes a married couple shall be as described above for Senior Members.
4. **Associate Member:** This class of membership is designed for those individuals who, for whatever reason, do not intend to campaign their own boat, but who wish to support racing and other activities of the Club in other ways. An Associate Member shall be entitled to all privileges of AYC membership except the right to hold office or vote at meetings of the Club or be assigned a boat storage space (wet, dry or board) or be placed on the waiting list for such.
  - A. A trial member shall be a special, temporary type of Associate Member. This membership type may be instituted by the Board of Directors from time to time for special promotional and introductory purposes.

- B. Trial membership programs should be designed to introduce prospective members to the Club through temporary memberships that must be converted to regular status memberships within a fixed period of time or expire. The details of each Trial Membership program shall be defined and approved by the Board of Directors and shall have a specific sailing component associated with the promotion. The maximum duration of a Trial Membership shall be three months. Trial Members shall be entitled to all privileges of Associate membership except the right to carry an account at the Club.
5. Young Adult Member: This membership category is for young individuals who may be less financially able to join the Club at the Senior level, but who are interested in actively racing and participating in other AYC activities. Young Adult members must be from 19 to 29 years of age. Such members shall be entitled to all privileges of AYC, including the right to vote or hold office. Provisions for a membership that constitutes a married couple shall be as described above for Senior Members.
6. Student Member: There shall be three types of Student Members: Junior Members, University of Texas Intercollegiate Sailing Team Members, and other organized student groups with a formal membership agreement between AYC and that organization. Student members may not vote or hold office and such membership is subject to the additional restrictions described below.
- A. Junior Member: The purpose of this type of student membership is to allow limited, supervised use of the AYC facilities by junior sailors who are learning to race. Juniors are eligible to be members in this category until they reach the age of 19. *Junior Members' privileges shall be limited to use of the AYC facilities and storage for one boat, at the then-current monthly rate, in a dry sail slip designated by the Harbor Commander. Boat storage shall be limited to boats that are active one-design racing classes at AYC or the TSA circuit; storage privileges are*

*further subject to availability and storage policies determined by the AYC Board of Directors. Junior Members who are actively participating in the Junior Program may, with permission from the Sail Training Commander and Harbor Commander, store one boat and one trailer/dolly in the Junior Program area.*

1. Junior membership is an individual membership, not a family membership. A Junior member may be accompanied by family members on AYC grounds while sailing or participating in a junior activity. A Junior member does not have guest privileges but may invite a family or a guest to AYC at social functions.
  2. Junior members may have their membership revoked at any time for misconduct or for lack of participation by a majority vote of the AYC Board of Directors.
- B. University of Texas Intercollegiate Sailing Team Member: Members of the University of Texas Intercollegiate Sailing Team (UTIST) as identified by the Team President, shall be entitled to the use of AYC facilities for team functions, per the stipulations of the written agreement between the Team and AYC. UTST members may not store any boats on the property other than the official UTIST boats. Membership dues are paid by the University of Texas Sailing Team. Team members do not carry an account at AYC.
1. A UT Sailing Team membership is not a family membership, but a UT Sailing Team Member may be accompanied by family members on AYC grounds while sailing or participating in UT Sailing Team activities.
  2. UT Sailing Team members may have their AYC membership revoked at any time for misconduct by a majority vote of the AYC Board of Directors.
- C. Other Organized Student Group Member—Members of Other Organized Student Groups with a formal membership agreement between AYC and that

organization shall be entitled to the privileges of AYC, except that they may not hold office or vote at meetings of the AYC or be assigned a boat storage space (wet, dry, or board) as an individual or be placed on the waiting list for such. They shall not be considered shareholders of AYC. Other Organized Student Group members are exempt from paying initiation fees and are not included in the application priorities. Membership dues are paid by the Other Organized Student Group. Individual Group Members do not carry an account at AYC. This is not a family membership. A Group member may be accompanied by family members on AYC grounds only while sailing or participating in a scheduled Group Activity. The Other Organized Student Group is limited to 12 guests for scheduled events without approval of the AYC Board of Directors. An individual Group member or the Other Organized Student Group as a whole may have their membership revoked at any time by a majority vote of the Board of Directors in case of misconduct.

#### **IV. Application Procedures for Prospective Members**

1. AYC has a long heritage of organized racing. In keeping with this heritage, persons interested in AYC membership should have experience with racing or sailing or have a strong desire to learn to sail. Prospective members should be those individuals who intend to support or actively participate in sailing activities, including organized racing. Prospective members should understand that AYC is a volunteer-based sailing Club where all members are expected to support the Club by volunteering their time and talents.
2. Unless otherwise stated, all correspondence required or requested by this Membership Policy shall be in writing, shall be directed to the Membership Committee, and shall be deemed accepted at the date and time received in the AYC office.
3. Prospective members are required to complete an AYC application form and return the completed application and the

appropriate, non-refundable Application Fee to the AYC office.

4. Prospective members shall abide by the AYC Guest Policy until membership has been granted by the Board of Directors, including having an AYC member on-board during AYC races and attending social events as a guest of an AYC member only.
5. Membership applications shall be reviewed by the Membership Committee the next regular membership meeting following receipt of the membership application.
6. If it is determined that the applicant does not meet the guidelines outlined above, the application shall be voided, and the Application Fee returned. In each such case, the applicant shall have the right to appeal to the Board of Directors.
7. If the prospective member meets the guidelines, based on the information provided in the application, the prospective member shall be notified and invited to attend the next meeting of the Membership Committee for an informal interview by the Committee. Notified applicants shall have 14 days to respond in writing to the Membership Committee as to whether they wish their application to be officially considered or to be withdrawn from consideration. If no response is received within 14 days or the applicant asks that they be withdrawn from consideration, the application shall be voided. A reapplication by the applicant, or a member of the applicant's family, will not be accepted for six months thereafter.
8. After meeting with the prospective member, the Membership Committee will then present its respective membership recommendation(s) to the Board of Directors at its next regular meeting. Upon favorable action by the Board, the applicant becomes a Probationary Member in the Austin Yacht Club. The Initiation fee must be remitted within one month of the date upon which the applicant was notified of his or her probationary status.

9. Access to storage areas, launching facilities, the A-frame and other AYC facilities which are available to certain membership categories will not be allowed until such membership is granted by the Board of Directors (except as provided by the guest policy.)

**V. Probationary Requirements - For probationary members who joined prior to 01 Apr 2023**

1. Probationary requirements are based on a point system. A member may receive only one point per volunteer shift. That is, if a couple volunteers during the same volunteer shift, they will receive only one point. If a couple works 2 different shifts or works 2 different volunteer events, then they will receive points for both.
2. When an applicant has been accepted for Senior, Associate, or Young Adult membership, the applicant shall become a Probationary Member for a period of one year during which they shall be expected to meet the probationary requirements set forth below. During the probationary period, the Probationary Member shall be entitled to all rights and privileges for the class of membership in AYC for which he or she has applied except the right to vote, hold office, or be considered for ladder event support, as applicable to the specific category.
  - A. Senior and Young Adult Probationary Members must earn a minimum of 15 total points (RC+R+S+O), which must include:
    1. Minimum of 1 Race Committee "RC" Point.
    2. Minimum of 8 Racing "R" Point.
    3. Minimum of 3 Service "S" Points.
  - B. Associate Probationary Members must earn a minimum of 15 total points (RC+R+S+O), which must include:
    1. Minimum of 1 Race Committee "RC" Point.
    2. Minimum of 3 Racing "R" Points.
    3. Minimum of 3 Service "S" Points.
  - C. RACE COMMITTEE "RC" Points:

1. 1 point for each day of participation on Race Committee in any SCORED racing activity (at AYC or at any other club/regatta).
2. 2 points for each day completing an AYC Race Management or Power Boat Safety course.

D. RACING “R” Points:

1. 1 point for each day of participation (as Skipper, Crew or Race Committee) in any SCORED racing activity (at AYC or at any other club/regatta).
2. 2 points for each day completing an AYC Race Management or Power Boat Safety course.

E. SERVICE “S” Points:

1. One point for each day of participation in a volunteer/service activity benefiting AYC. Examples include participating in AYC work parties, supporting social events, regattas or other special events.

F. OTHER “O” Points:

1. One point for each day of participation in other scheduled AYC activities including non-scored Races (Friday Night Beer Can Races), Clinics, Classes, Training, ASA courses, US Sailing courses and other events approved by the Membership Committee.
  2. One point for providing certificate of completion of the State of Texas Boater Education Course.
3. At the end of the probationary year, the Membership Committee shall review the member’s racing and volunteer participation against the applicable criteria above. These criteria are not intended to be exclusive or definitive. Based on their review of member participation and other relevant considerations, the Membership Committee shall make a recommendation to the Board of Directors regarding conversion to full membership. The Board will make the final membership decision by majority vote.

4. Upon conclusion of the one-year probationary period, a favorable review by the Membership Committee, and a positive decision by the Board of Directors, the Acceptance Fee must be remitted within 30 days of the Board's approval, and the Probationary Member becomes a full Member in AYC. Note: An individual who is applying for Senior or Young Adult membership, who is under the age of 24 years and who is attending an accredited college, university or high school and carrying a course load of at least 12 semester hours, may request that the Acceptance fee be paid in six equal monthly installments.
5. In addition to the category-specific criteria above, probationary members and their families shall demonstrate general adherence to AYC House and Harbor Rules, and to conduct exhibiting good sportsmanship.

## **VI. Probationary Requirements - For probationary members who joined after 01 Apr 2023**

1. Probationary requirements are based on a point system. A member may receive only one point per volunteer shift. That is, if a couple volunteers during the same volunteer shift, they will receive only one point. If a couple works 2 different shifts or works 2 different volunteer events, then they will receive points for both.
2. When an applicant has been accepted for Senior, Associate, or Young Adult membership, the applicant shall become a Probationary Member for a period of one year during which they shall be expected to meet the probationary requirements set forth below. During the probationary period, the Probationary Member shall be entitled to all rights and privileges for the class of membership in AYC for which he or she has applied except the right to vote, hold office, or be considered for ladder event support, as applicable to the specific category.
  - A. Senior and Young Adult Probationary Members must earn a minimum of 15 total points (RC+R+S+WP+B+O), which must include:

1. Minimum of 1 Race Committee "RC" Point.
  2. Minimum of 8 Racing "R" Point.
  3. Minimum of 3 Service "S" Points.
  4. Minimum of 1 Work Party "WP" Point.
  5. Minimum of 1 Monthly Board meeting Attendance "B" Point.
- B. Associate Probationary Members must earn a minimum of 15 total points (RC+R+S+WP+O), which must include:
1. Minimum of 1 Race Committee "RC" Point.
  2. Minimum of 3 Racing "R" Points.
  3. Minimum of 3 Service "S" Points.
  4. Minimum of 1 Work Party "WP" Point.
- C. RACE COMMITTEE "RC" Points:
1. 1 point for each day of participation on Race Committee in any SCORED racing activity (at AYC or at any other club/regatta).
  2. 2 points for each day completing an AYC Race Management or Power Boat Safety course.
- D. RACING "R" Points:
1. 1 point for each day of participation (as Skipper, Crew or Race Committee) in any SCORED racing activity (at AYC or at any other club/regatta).
  2. 2 points for each day completing an AYC Race Management or Power Boat Safety course.
- E. SERVICE "S" Points:
1. One point for each day of participation in a volunteer/service activity benefiting AYC. Examples include participating in AYC work parties, supporting social events, regattas or other special events.
- F. WORK PARTY "WP" Points:
1. One point for participating in an AYC Work Party led by an AYC Board Member, scheduled via email and/or announced on the Club website.
- G. BOARD MEETING "B" Points:

1. One point for attending an AYC Board meeting.
- H. OTHER “O” Points:
1. One point for each day of participation in other scheduled AYC activities including non-scored Races (Friday Night Beer Can Races), Clinics, Classes, Training, ASA courses, US Sailing courses and other events approved by the Membership Committee.
  2. One point for providing certificate of completion of the State of Texas Boater Education Course.
  3. At the end of the probationary year, the Membership Committee shall review the member’s racing and volunteer participation against the applicable criteria above. These criteria are not intended to be exclusive or definitive. Based on their review of member participation and other relevant considerations, the Membership Committee shall make a recommendation to the Board of Directors regarding conversion to full membership. The Board will make the final membership decision by majority vote.
  4. Upon conclusion of the one-year probationary period, a favorable review by the Membership Committee, and a positive decision by the Board of Directors, the Acceptance Fee must be remitted within 30 days of the Board’s approval, and the Probationary Member becomes a full Member in AYC. Note: An individual who is applying for Senior or Young Adult membership, who is under the age of 24 years and who is attending an accredited college, university or high school and carrying a course load of at least 12 semester hours, may request that the Acceptance fee be paid in six equal monthly installments.
  5. In addition to the category-specific criteria above, probationary members and their families shall demonstrate general adherence to AYC House and Harbor Rules, and to conduct exhibiting good sportsmanship.

## VII. Membership Discounts

**The following categories must be requested through the Membership Committee and are subject to Board approval:**

1. **Leave of Absence:** Members in good standing may file a written request for a leave of absence from Club membership, including suspension of dues, because of temporary absence from the Austin area. They must show they are moving more than 150 miles from Austin with reason to believe they will return within one year, and that they have no boats on the grounds. The Board of Directors may approve such a request for a period not to exceed one year. Before the one-year period has elapsed, the member is solely responsible for either requesting reinstatement of their previous membership status, or for submitting an appropriate resignation in writing. If the one-year period elapses without request from the member, the membership will terminate ipso facto. Members on Leave of Absence do not retain the right to vote as a member of AYC. Members on Leave of Absence are not entitled to member discounted rates for classes, clinics, and regattas.
2. **Non-Resident Status:** Senior Members whose primary residence is outside Travis County and the contiguous counties and who have no boats stored on AYC property may request in writing a 50% non-resident discount on monthly dues. Members with Non-Resident Status retain the right to vote as a member of AYC.
3. **Retired Status:** Senior members in good standing who are 67 years of age or older, and who have been Senior members for at least 30 total years may request conversion of their Senior membership to Senior-Retired Status. This special membership status is intended for those Senior members who may be less active in the Club than they have been in the past, but who wish to remain connected to the Club and to participate in AYC activities to the extent they are able. In recognition of the contribution they have made to the Club during their time as a Senior member, Senior-Retired members shall enjoy a 25% discount on dues (relative to Senior membership). Senior-Retired members shall be

entitled to all privileges of Senior membership except that their right to boat storage shall be subordinate to Senior members with equivalent or greater racing activity.

Prior to July 23, 2009, there were membership status types called *10 Year Ol' Salt* and *30 Year Ol' Salt*. These membership types are no longer granted but those who had such status were grandfathered in. The rights and restrictions are the same as *Senior- Retired Status*. The monthly dues are discounted 50% and 100% respectively.

4. Full-time Student Status: Members who are full-time students (carrying a minimum of 12 semester hours or enrolled in a graduate program at an accredited college or university) may request a 50% discount on dues.

## **VIII. Membership Changes, Transfers, and Terminations**

1. Members wishing to change membership classes (except from Probationary to their full class membership) shall:
  - A. File a written application for the change in class.
  - B. Pay the current application fee.
  - C. Meet with the Membership Committee.

If the change in Membership Class is approved by the Board, such member shall:

- A. Pay the difference in Initiation and Acceptance fees between their former class and the class to which they are moving. However, no refunds will be given if the fees are less than already paid in their former class.
  - B. Meet all racing/service requirements for the new class unless such requirements have already been met.
2. All resignations must be presented in writing to the Board of Directors. A request for resignation shall not affect any financial obligations owed to the Club up to and until the date the resignation is accepted by the Board. *Probationary members who resign forfeit all requirements and will start afresh if ever they re-apply.*
3. If a member couple gets a divorce, it will be up to such member couple to advise the Club regarding which party has

been awarded the Club membership in the divorce agreement. The other party may, if desired, apply for membership in his/her own name. The application fee and probationary requirements for new membership shall be waived if the membership application is received within 12 months of the divorce.

4. Memberships are not transferable, except that upon the death of a member in good standing, the membership shall automatically be transferred to the surviving spouse.

## **IX. Membership Accounts and Assessments**

1. **Past Due Accounts:** AYC statements are due when billed. The charges become past due on the last day of the month following the billing date. A late fee, as shown on the AYC Fee Schedule, will be charged for a past due balance of 30 days or greater. The late fee will be applied on the last day of each month the balance is outstanding. For example, if the February payment, which is billed on February 1st and due on February 28th (29th in a leap year), is not received by the due date, then late fees will accrue as of March 1st. Additionally, if a member's balance exceeds \$ 500 and is 30 or more days past due, the member will lose all charging privileges until the account is brought current. Monthly membership dues and slip fees are due regardless of whether an invoice is received. It is the member's responsibility to ensure timely payment to avoid any penalties or disruptions in membership status. Late fees will not be reversed unless there are extenuating circumstances. This policy ensures consistency and fairness in the billing process, and any exceptions will be considered by the Board of Directors on a case-by-case basis.
2. **Termination for Nonpayment:** In accordance with the Bylaws of the Austin Yacht Club, (ARTICLE III, Section 9.B.), members who do not pay all amounts within 90 days from the date due shall be terminated from Membership ipso facto without further or necessary action by the Board of Directors. Further, any personal property located on AYC premises will

be subject to impoundment and/or sale to satisfy member's obligations. ***Terminated members forfeit their rights and privileges at the Club grounds, facilities and events until their delinquent balances are paid in full or a payment plan has been approved.*** A member may request reinstatement after first paying their account balance in full and then paying a reinstatement fee of \$ 150. This request for reinstatement may be made only one time unless there are extenuating circumstances (to be determined by the Board), which would allow this privilege a second time.

3. **Special Fees and Assessments:** In accordance with the Bylaws of the Austin Yacht Club, (ARTICLE III, Section 4.), the Board of Directors may make special assessments on all members except Life and Honorary Members. Such assessments shall not exceed 50% of the dues paid by any member during the preceding 12-month period nor may the member be assessed more than once during any 12-month period.
4. **Abandonment of Property:** Persons who are no longer members of AYC are responsible for the removal of any property left on AYC premises immediately upon their separation from the Club. Any property left longer than 30 days will be considered abandoned and may be impounded by the Club and/or sold to recover any monies owed to the Club. The Club will not be responsible for any damage to or loss of any such property.
5. AYC members have the privilege to visit reciprocal yacht clubs. They must contact that yacht club prior to their visit to learn the reciprocity policy. If a Letter of Introduction is required, they must contact the AYC General Manager with the contact information for the club they are visiting and the dates that they will be at the club. They must contact the AYC General Manager at least seven days prior to their visit for this documentation. They will be expected to use their personal credit card at these yacht clubs rather than charging to their AYC member account.

# HOUSE RULES

## I. General

1. Members and their families shall comply with all Club rules. AYC Officers, Fleet Captains, and the General Manager are expected to strictly enforce all rules. Members and their families shall cooperate when requested to comply with Club rules. Violations of any rule shall be subject to action by the Board of Directors.
2. Any damage, charges, liability, or misconduct created by any member, family, or guest on the Club premises will be the responsibility of the member and the Club may assess such charges against such member.
3. The Club shall not be responsible for personal property left on the Club premises, nor for missing equipment from boats in the dock storage or dry sail.
4. No firearms or fireworks of any kind shall be allowed on AYC grounds.
5. The section regarding serving/selling alcoholic beverages was approved and removed in January 2023.
6. All members shall obey County, State, and Federal laws that apply to the operation of the Club.
7. All members shall behave in a civil manner toward other members, guests, and Club staff while on the Club grounds or while communicating about AYC related topics away from the Club grounds. Members who, in the opinion of the Membership Committee and Board of Directors, violate this policy by engaging in aggressive or abusive behavior directed at other members, guests or Club staff may be sanctioned through written reprimand, fines not to exceed \$500 per occurrence, suspension of membership privileges, or termination of membership. Alleged violations of this policy should be submitted in writing to the Immediate Past Commodore (Chairperson of the Membership Committee) for consideration at the next regularly scheduled Membership Committee Meeting. Upon receipt of a written allegation, the

Membership Committee will provide a copy of the written allegation to and solicit a written response from the party against which the allegation has been made. A copy of the response will be provided to the party making the allegation. The Membership Committee will review the allegation(s) and the response(s) and conduct a hearing in which they will interview both parties along with any witnesses that can provide relevant information. The Membership Committee will then decide whether to make a recommendation for sanctions to the Board of Directors. In making its decisions, the Membership Committee may consider previous sanctions and/or allegations made against the member. If the Membership Committee decides to recommend sanctions, the Immediate Past Commodore will submit a motion for consideration at the next regularly scheduled Board of Directors Meeting that will summarize the findings of the hearing and provide the recommended sanctions as outlined above. In accordance with Section 9.C. of the Bylaws of Austin Yacht Club any suspension or expulsion from Austin Yacht Club requires a two-thirds vote of the Board of Directors.

8. Any person who has been expelled, pursuant to Article III, Section 9.C. of the Club's Bylaws, and has not been reinstated pursuant to Article III, Section 9.D. of the Club's Bylaws, shall be automatically excluded from the Club's grounds and from participation in events which the Club sanctions or sponsors. This rule is both prospective and retroactive.
9. Aircraft, including drones of all sizes, are not permitted to be operated on AYC grounds or off AYC property, including docks and any Club owned boats.
10. Austin Yacht Club encourages a culture where wrongdoing can be addressed quickly and effectively. Our **Whistleblower Policy** is intended to encourage Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without fear of retribution. The whistleblower is not responsible for investigating the activity

or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

11. Austin Yacht Club has a **Conflict-of-Interest Policy** to prevent Board directors from benefiting in any way (financially, personally or otherwise) from Board service, Board events or activities. A conflict of interest policy fulfills legal requirements and prevents unexpected penalties. Our conflict of interest policy prevents directors with conflicts from participating in discussion, reporting or voting on any issue where there is a real or perceived conflict.

## II. **Guests (Non-Members) and Facilities Usage**

12. Guests of the Club must be accompanied by their host AYC member, except for regattas. Members of other US SAILING Clubs with proper identification will be extended reciprocal privileges. Members may arrange through the General Manager to provide Club privileges for nonresident guests, not to exceed a period of ten days. No other exceptions will be allowed — including prospective boat buyers, business associates, etc.
13. AYC members are welcome to bring guests to the club and enjoy the facilities. However, to ensure that large gatherings of non-members do not unduly inconvenience other members or create conflicting use of limited equipment and facilities, any of the following situations require Board approval:
  - More than 12 guests (non-members).
  - Reservation of any AYC facility or equipment. Others will not be able to use it at the same time. This also applies to use by members-only. An AYC facility may include the clubhouse, under the clubhouse, Rylander Pavilion, cabins, shelters, race equipment, sail training equipment, or a specific area of the grounds.

Exceptions to these requirements are official AYC events such as regattas and post-series race activities.

A Facilities Use Request (FUR) should be filled out by a member and submitted to the AYC Board for evaluation.

Information in the form includes the responsible member, a description of the event, dates, times, and the facilities and equipment that will be used. The submitter should review the AYC Calendar and attempt to resolve any potential conflicts. The FUR form can be found on the AYC Members Website.

- For events with 13 to 29 attendees, approval by at least three Board members is required.
- For special functions of 30 or more guests, majority Board approval is required and presentation to the Board at a monthly AYC Board meeting by the requesting member is mandatory.
- Use of the Club facilities for off-site business meetings not related to sailing is discouraged.
- Generally, FURs for large non-AYC events will not be approved for Friday, Saturday, or Sunday when the Club grounds are most heavily used by members, unless it is a racing or sail training event sponsored by another sailing entity that multiple members will participate in.

Any issues with the facilities or the equipment should be reported to the General Manager. Members responsible for a large gathering or event at the Club should ensure that the facilities are left clean and in working order for others to use after the event. If a Board Member or staff personnel deems that conditions are not satisfactory, a professional cleaning fee may be imposed.

Guest privileges, regardless of the number, do not extend to Junior members. A Junior member may be accompanied by family members on AYC grounds only while sailing or participating in a Junior activity or at AYC at social functions.

14. Display of an AYC decal on all members' vehicles is requested of all members. All members and guests must obey posted parking instructions for vehicles.

### **III. Club Employees and Property**

15. Requests for employees to perform a particular task must be made to the General Manager.
16. Gratuities or tips to any employee in the service of the Club are prohibited.
17. Physically or verbally abusive behavior toward AYC staff is strictly prohibited. Violations shall be addressed as provided under House Rule 7, above.
18. No expenditures in excess of \$500 may be made by a member of the Club for the Club's benefit without prior approval of the appropriate officer. Expenditures in excess of \$1,500 must have prior Board approval.
19. No items of Club property shall be removed, rented, or loaned without specific authorization from the Club office. The Club tractor is not available for personal use by the membership.
20. The Vice Commodore will be responsible for the Club video and still camera equipment and maintain a written usage policy. Changes to the written policy will be on recommendation by the Vice Commodore and with approval of the Board. Club members using any of the camera equipment must obtain prior authorization from the Vice Commodore or General Manager. Camera equipment is not available for personal use by the membership.

#### **IV. Facilities**

21. Parents shall supervise and be responsible for their children, especially those who are swimming in the pool or in the lake. The Club furnishes no lifeguard at any time.
22. Skateboarding on AYC property is prohibited.
23. Unlicensed motorized vehicles are prohibited on AYC property.
24. Wheel toys are prohibited in the area underneath the clubhouse. Wheel toys are not to be used on the patio on regatta days and end-of-the-series race days.

25. All members shall be responsible for placing litter in trash receptacles, and for policing litter on Club premises.
26. Picnic fires shall be built only in authorized and designated areas. Camping and fires are specifically prohibited on the Point.
27. No pets are allowed on Club property at any time. In addition to being responsible for any damage or inconvenience caused by any pets which may be present in violation of this rule, repeated violators will be subject to a fine imposed by the Board of Directors for each violation of this rule.
28. Smoking is prohibited inside all AYC facilities that are generally made available to members and their guests. This includes but is not limited to the clubhouse, office, cabins, and bathhouse/restrooms. Extensions to these facilities that, by definition, are open air, such as balconies and screen shelters, are exempt from this No Smoking policy.

## **V. Security Gate**

29. The Security Gate will be left open for open regattas and for two hours prior to series races. For personal social events the gate will be left closed and will be the burden of the host member. For special events, contact the AYC manager about gate access.

## HARBOR RULES

### I. General

1. **AYC Not Liable:** The Austin Yacht Club shall not be liable or responsible for destruction, damage, or theft of any member's boat or other property under any circumstances, including damage or loss caused by Acts of God, negligence of Club members or employees, or acts of vandalism. Each member is encouraged to purchase his/her own insurance for such risks.
2. **Unauthorized Boarding:** No boat shall be boarded or otherwise molested without the owner's consent, except in case of emergency or where conditions render a boat unsafe or a menace to other property. The Harbor Commander and his/her assigns and Club personnel are exceptions during the performance of Club business.
3. **Member Boats and Trailers Only:** No member may keep any boat or trailer on AYC property in storage or for sale other than his personal boat or trailer. Boats stored on the Club premises must be entirely owned by AYC members; otherwise, the boat must be removed from the premises. No personal boat shall be used as a demonstrator to the general public. Boats over 14 feet in length stored on AYC grounds must be kept compliant with applicable US and Texas law and regulation, including being properly registered with the Texas Parks and Wildlife Department (TPWD), in order to receive or maintain slip assignment. Exceptions will include expired registration (so long as a valid TPWD number is displayed on the hull) and boats temporarily stored on AYC Grounds with permission of the Harbour Commander. As of January 1, 2004, vessels documented by the U.S. Coast Guard are required by the TPWD to have state registration. Boats found to be not in compliance with applicable law and regulation will be considered improperly stored and subject to additional fees as determined by the Board.

4. Dock Safety: No running, scuffling, or horseplay is permitted on the docks.
5. Swimming: Swimming is permitted at the swimmer's risk in the area of the docks, but swimmers are requested to keep clear of all boat traffic.
6. Trash Disposal: Trash, bottles, cans, or garbage shall be placed in appropriate receptacles and shall not be left on docks, or thrown into the water, left around the grounds or in the work or dry sail area.
7. Marine Sanitation Devices (MSDs): MSDs of any type may not be discharged into the harbor or into the waters of Lake Travis. Dumping of MSDs or porta-potties in the Club restroom, onto the grounds, or into the lake is strictly prohibited. MSDs should be emptied only using an approved pump out station. Arrangements may be made through the AYC Office for pump out.

## **II. Launching and Sailing**

8. Sailboard Recommendations: Due to the high traffic and limited maneuverability of larger boats, sailboards are encouraged to utilize the South Cove rather than the North Cove and to keep clear of larger boats.
9. Non-Member Policy: Non-members and non-member boats shall not be allowed on AYC grounds, nor allowed to use AYC launching or mooring facilities, except for regattas, guests accompanied by a member, guests renting cabins, and property owners who have water access rights.
10. Temporary Dock Usage: No sailboat is to be tied to dock fingers except that centerboard sailboats may be tied to leeward dock fingers for a short period of time in light air, never overnight, and only if sails are lowered and center or dagger boards are raised. Boats so tied shall not be allowed to block access to slips. Owners of boats so tied will be held responsible for any damage done by their boats to other boats properly moored in their assigned slips.

Boats shall not be left tied up at T-heads or rigging docks overnight without the permission of the Harbor Commander or General Manager. Boats shall not be tied up to the rigging dock so as to impede the rigging, launching and pulling of boats. Violators shall be subject to loss of all docking privileges including removal from dock waiting list.

11. No Wakes: Boats in the harbor shall not run at a speed that creates a significant wake. A no-wake policy is strictly enforced in the harbor.
12. Commercial Ramp Use: An AYC member launching or hauling a boat from AYC property in connection with a commercial venture will be charged the Commercial Launch Fee shown in AYC Fee Schedule. The member will be responsible for any damages incurred to the roadway, ramp, bank, or dock during the launch, as determined by the appropriate Club official. The member must contact the General Manager for a launch appointment in order to ensure that the launch will not interfere with other Club activities.

### **III. Slip Assignments**

13. Storage Fees: Fees, as shown on the AYC Fee Schedule, are assessed for the use of wet slips, dry sail slips, board boat space, and Work Area or Dry Out Area spaces.
  - A. Fees for Improperly Stored boats — The fee for storage of a boat that has been left in a space by a person who is no longer a member of the Club, or by a member who has been directed by the Board to vacate the space, will be a rental fee of three times (3X) the normal rental fee for wet slips and board boat docks, and five times (5X) the normal rental fee for dry sail spaces until the boat is removed. If a boat does not have an assigned storage space, then the fee shall be three times (3X) the monthly dry sail rental. These fees also apply to any boat that is Improperly Stored as defined elsewhere in these rules.
  - B. Members who have failed to meet probationary after 18 months will have storage fees automatically increased

by 50%. This increase will be removed upon completion of the probationary requirements and can be waived by the Membership Committee in consideration of special circumstances.

- C. Any boat, trailer, or any other equipment placed in any dry out space, workspace, or the hoist area by a member without first requesting and receiving approval of the storage through the AYC website shall be considered improperly stored.
  - D. Any member who has obtained approval for storage of a boat, trailer, or other equipment that remains in a dry out space, workspace, or the hoist area longer than the allotted time as defined in Harbor Rules 46, 47, and 48 may be notified that their boat, trailer, or equipment is improperly stored.
  - E. The fee for improper storage of boats, trailers, and/or equipment shall be \$ 25.00 per night beginning from the time the member was notified of the improper storage until the boat, trailer, and/or equipment is returned to proper storage. Imposition of this fee shall be by recommendation of the Harbor Commander or General Manager and shall be authorized by the Board of Directors prior to assessing the fee.
14. Number & Types of Slips & Boats: An AYC member may be assigned a maximum of one regular wet slip space. This does not apply to any other assigned storage spaces (including board boat dock space or to dry sail slips, windsurfer racks, or Training Facility space).

Beginning January 1, 1990, a Letter of Agreement must be signed by each owner of a boat and must be on file in the AYC office before a member may place a boat in an assigned space. The exact wording of the letter will be approved by the Board.

A boat may be moved by the Club to another suitable space provided that the new space has a safe margin for movement within it. Generally, this is required only when a boat is in a

space too large for its needs and when larger boats have need for such space. For purposes of this section, 8 inches clearance on either side of the boat will usually be deemed adequate. For dry sail spaces, all boats stored must stay within their assigned space (not extending into the adjacent space), not be parked on the grass or extend out into the drive beyond one trailer length. If more than one boat is stored in the dry sail space and exceeds the requirements, a second space must be requested.

Due to the concerns over excessive stress being placed upon the docks by large boats and the limited maneuvering room between the docks, as of April 1, 1994, all boats with an LOA of over 30 feet must be reviewed and approved by the Harbor Committee prior to being placed on a waiting list for a wet slip or should a slip holder acquire a different boat prior to being first moored in a wet slip. Members should anticipate the possibility of having to find a suitable commercial marina to store boats that are deemed to be too long, too wide, or too heavy for our facilities.

15. Slip Assignment Priorities: Persons applying for wet slips at the Austin Yacht Club will be accorded the following priorities:

*Priority #1:* The owner is an experienced racer\* and is committed to the continuation of active participation with his/her own boat in AYC racing events during the foreseeable future.

*Priority #2:* The owner is not an experienced racer\* but is committed to participation with his/her own boat in AYC racing events in the foreseeable future and is the owner of a “recognized class” of boat, as is then defined by the AYC Board of Directors.

*Priority #3:* The owner is not an experienced racer\* and is either (1) not committed to participation in AYC racing events; (2) not the owner of a “recognized class” of boat, as then defined by the AYC Board of Directors; or (3) is an experienced racer\* but is not committed to the continuation

of active participation in AYC racing events with his/her own boat during the foreseeable future.

*\*An “experienced racer” is defined as one who has had at least two full years of active racing experience prior to the date the priority is assigned, either as skipper or crew.*

An owner may, however, become an “experienced racer” by participation in 80% of all scheduled races at AYC for a one-year period. For such purposes, attendance at regattas away from AYC shall be counted as attendance at AYC events.

Assignment of priority will be made by the Harbor Commander. The procedure for establishing priority is for the owner to make a formal request in writing to the Harbor Commander, c/o the AYC office, listing all sailing and racing experience at AYC and other clubs. The request will be considered official as of the date received by the office. The request will be reviewed by the Harbor Committee. The priority will be set based on the information provided, and the applicant’s name will be placed on the appropriate priority list based on date of receipt of request.

Any applicant on the wet slip waiting list may request a higher priority by making a request in writing to the Harbor Commander, listing all sailing and racing experience. The Harbor Committee will hear and review new requests and requests for changes of priority.

After a priority is assigned, the Harbor Committee may, at their discretion, review and reset the priority if, in their opinion, conditions have changed, or new information is available that no longer justifies the original priority. Any member whose priority is to be reviewed by the Harbor Committee will be notified at least 10 days in advance that a review is to take place and will be allowed to represent themselves in the review. Position on a priority list will be based on the date of the original request, regardless of any movement between priority lists. The wet slip waiting and priority lists will be updated at that time and kept in the AYC office in the Slip Assignment notebook.

Any member who believes he or she has been improperly classified may appeal to the AYC Board of Directors whose decision will be final.

In addition to the wet slip' priority lists, the Harbor Commander may choose to implement priority lists for any type of storage space when needed to manage waiting lists. Priorities will be assigned and managed as defined above for wet slip assignment.

Members who have previously occupied and relinquished all slips of any given type while in good standing under the slip usage policies specified in Harbor Rule 14 shall be placed at the top of the applicable priority level for the corresponding slip type, based on the date of receipt of a formal request for a slip.

#### **IV. Slip Usage Policy**

16. Slip Usage Policy: All boat and equipment storage spaces at AYC are intended for use by Club members who are active in the Club, and members who occupy such spaces do so at the sole discretion of the AYC Board of Directors. Accordingly, when it becomes apparent that a member's boat is no longer actively used, then the Board may require a member, upon recommendation by the Harbor Committee, to vacate this storage space. Generally, such vacating could be required if, in the judgment of the Board, the storage spaces in question could be better utilized by other members.
  - A. For the purpose of this Harbor Rule, the following definitions shall apply:
    1. "Used" means that the boat has been occupied and has left the AYC harbor during any 24-hour period, beginning 12:01 a m, for any purpose. A continuous use that spans more than one 24-hour period shall be considered one use.
    2. "Period" means a six-month period, beginning January 1 and ending June 30, or beginning July 1 and ending December 31 of any year.

- B. In determining whether a member will be required to remove his/her boat from a storage space, the Board will consider the following guidelines:
1. For those members who were originally assigned a storage space prior to January 1, 1990, or who were assigned a storage space prior to January 1, 1990, and have been assigned a new space, having earlier relinquished the space in good standing; the Board will consider, as a guideline, whether the member's boat has been used at least six times during the immediately preceding period.
  2. For all other members who were assigned a space after January 1, 1990; the Board will consider, as a guideline, whether the member's boat has been used at least six times during the immediately preceding period, with at least four of the uses in an AYC event.
  3. For board boat slips, the Board will consider, as a guideline, whether the boat has been raced at least once during the immediately preceding period.
  4. For all other storage areas, the Board will consider, as a guideline, whether the boat or equipment stored is at least in usable condition. Use of the boat at least once in a period may be required to prove usability or satisfy the active use requirement.
  5. Should any storage space remain empty for not more than four months due to the then-current renter thereof having sold one boat and purchased another, such non-use will not be deemed grounds for removal.
  6. In all the above circumstances, special consideration may be given to members with records of strong participation in Club events or of service to the Club.
- C. The Harbor Committee is charged with the responsibility of investigating boat activity and making recommendations to the Board regarding compliance

with this rule. Grounds for investigation by the Harbor Committee shall include, but not be limited to, apparent non-use of the boat, extreme neglect of the boat, or a vacant space for an extended period of time. In the administration of this rule, the following procedures will apply:

1. During a period, the Harbor Committee will investigate boat activity, and, immediately following the period, if appropriate, will recommend to the Board those members who, in their judgment, should be asked to vacate their storage space. This list would typically be presented at the Board meeting in January and July.
2. In the event the Harbor Committee recommends revocation of a member's storage space, the member shall have the burden of establishing that his/her boat is actively used as contemplated by this Rule. Evidence of such use shall be limited to race results in which the boat has participated or documentation of use of the boat by proper recording of such in the Boat Use Log maintained by the General Manager. All members should record their boat use in this log if they are not racing often enough to satisfy the above guidelines for active boat use.

At least 15 days prior to any action, the Board will deposit in the mail a written notice of its intentions to consider the possibility of requiring the member to vacate their storage space. This final action would typically be considered at the Board meeting following the Harbor Committee's recommendation.

17. **Loaning of Slips:** No assigned storage space may be loaned without the prior approval of the Harbor Commander or General Manager.
18. **Slips Non-Transferable:** Assigned storage spaces are not for sale or sub-lease by members. The Board may require a space to be vacated if, in its opinion, the sale of all or part of

a boat amounts to, in substance, the sale of the space to a member who has not qualified for a space by normal progression through the applicable priority list, such as a case in which the original space holder has become an inactive partner in the use of the boat.

Any member(s) entering joint boat ownership with an existing slip holder must notify the AYC General Manager and Harbor Commander in writing within 30 days of the joint ownership commencement date.

Any member(s) entering joint boat ownership with an existing slip holder shall be required to vacate the slip:

- A. On sale of all the original slip holder's interest in said jointly owned boat or any subsequent replacements thereto, or
  - B. If the original slip holder relinquishes his/her slip through resignation, Board action, leave of absence, or voluntary action as described in the last paragraph of the Harbor Rule 13, unless the remaining owner-member(s) qualifies for a permanent slip by normal progression through the dock priority list.
19. Special-Interest Storage Areas: AYC maintains dock space for use by the University of Texas Sailing Team. No privately-owned boats may be stored in UT storage area. AYC may choose to provide storage space for other racing groups, such as High School sailing teams.
- Any storage space so allocated will be reviewed annually by the Harbor Committee and Board of Directors.
20. Unauthorized Storage Areas: All boats are specifically prohibited from being stored, temporarily or permanently, except in designated storage or repair areas.
21. Storage Assignment Authority: All assigned storage spaces shall be occupied or vacated only with knowledge and approval of the Harbor Commander.
22. Unauthorized Storage Remedies: Any boat or trailer found in a space to which it has not been assigned may be moved only

- at the direction of the Harbor Commander or General Manager at the owner's risk and expense. Boats or trailers stored on AYC property for more than one week without authorization by the Harbor Commander or General Manager and which have not been assigned a dock space or dry sail space shall be subject to impoundment and assessed fees.
23. Storage Area Modifications: Dock alterations are subject to prior approval of the Harbor Commander except as listed below:
    - A. Carpet on the board boat docks must be outdoor carpet without a backing and must be attached so it does not touch the water (normally 3-6 inches above the water).
    - B. Racks for board boats must be firmly attached to the dock.
    - C. Board boats should be pulled up on the dock to allow reasonable passage behind the boat.
    - D. Hardware designed to secure board boats to the dock with a bow line should not cause a safety hazard when the slip is not occupied.
    - E. Board boat masts and life jackets must be either down or under a boat that is unoccupied for more than 24 hours when on the dock and must be removed when the slip is unoccupied.
  24. Unsafe Storage Conditions: Conditions rendering a boat unsafe or a menace to others' property may be corrected by the Club if not corrected in due time after being brought to the owner's attention. Any expenses incurred will be charged to the account of the owner. In case of emergency, necessary steps may be taken in the owner's interest, without notification, and he/she shall have no recourse against the Austin Yacht Club, its officers, employees, or anyone taking such emergency action.
  25. Mooring Lines: Each member shall be responsible for mooring lines, securing his boat, and the AYC shall have no duty to check, maintain, or correct faulty lines, or notify the

member of same. Mooring lines should be trimmed or tied such that they do not hang in the water and wick water back to the dock.

26. **Storage Identification:** All boat trailers of AYC members shall have the letters “AYC” and the last name of the owner painted on both sides of the trailer tongue in legible letters at least 4” high. All boat cradles, dollies or other storage equipment stored on Club property shall have similar identification affixed to a prominent location. If any boat storage equipment is not so identified, the Harbor Commander or General Manager may have the lettering done and assess the cost to the owner.
27. **Failure to Abide:** Failure to abide by the Harbor Rules may subject a member’s boat to impoundment, removal, or being declared abandoned. All costs associated therewith will be borne by the member/owner.
28. **Unattended Power:** Unattended power consumption from dock electrical outlets is not permitted.
29. **Unassigned Storage Areas:** The trailer parking area is for trailers and boats assigned to AYC wet slips or board boat slips only. Boats may be stored temporarily in other areas, such as on the point between the North and South coves, during AYC sponsored events such as regattas. Temporary storage in this area outside of AYC sponsored events is only by permission of the Harbor Commander or General Manager and a written boat storage request form must be completed and submitted to the Club office. If a member/owner does not complete and submit a boat storage request form to the Club office the boat will be considered as Improperly Stored.

## **V. Boat Slip Hoist [lift] Policy**

**Purpose:** To provide a policy that protects the interests of Austin Yacht Club, its members, and the safety of the craftsmen installing or de-installing a Hydro Hoist [boat slip

lift]. The use of hydro hoists will be allowed on docks of Austin Yacht Club under the following conditions:

30. The hydro hoist is purchased by a slip storage space renting Austin Yacht Club member and the model used is the UltraLift (“UL”) model, manufactured by the boat lift company. <http://www.Hydrohoist.com>
31. Multiple UL models with different lifting capacities are available.
32. Used UL models will be considered by Austin Yacht Club, but the final call on the lifts allowance onto an Austin Yacht Club dock will be the Harbor Commander’s.
33. Other models will not be allowed as of January 1, 2007.
34. Austin Yacht Club reserves the right to adjust slip storage rates for hydro hoist slips.
35. Installation/de-installation: The hydro hoist will be installed and de-installed, ONLY using a trained hydro hoist installation technician. The company and individual must follow all Austin Yacht Club established guidelines for contract work being done on Austin Yacht Club grounds as identified in harbor rules. Installation and de-installation costs will be the sole burden of the slip storage renting member.
36. Slip location of hydro hoist: The location of a hydro hoist slip will be assigned by the Harbor Commander.
37. Electrical power: It will be the responsibility of the requesting member to provide electrical power via portable generator. Austin Yacht Club will not be responsible for providing electricity to hydro hoist carrying docks. Power already on docks of Austin Yacht Club cannot be used. Sharing of portable generators is allowed and recommended.
38. Dock Boxes: A hydro hoist owner will be allowed one corner style dock box. It is intended that this dock box be used to store the portable generator. The dock box installation must be secure, to the judgment of Austin Yacht Club staff, or Harbor Commander.

39. Dock Boxes (Vented) must be used for the storage of any and all flammable materials. Penalties will be loss of privileges or even membership. Questions? Reference the Race Committee dock.
40. Maintenance of lift: The maintenance of and costs incurred in maintenance of hydro hoists are the sole responsibility of the slip storage renting Austin Yacht Club member. Austin Yacht Club reserves the right, through the Harbor Commander to demand that maintenance be done on any hydro hoist. Failure to comply will be grounds for the slip to be in an Improperly Stored condition, and subject to the prescribed penalties as indicated in harbor rules fees section.
41. Reassignment of hydro hoist slips: In the event of a sale of a hydro hoist to another Austin Yacht Club member, no special priority status shall be accorded the new owner of the hydro hoist so as to allow them access to slip storage space assignment outside of the already established slip assignment priority system.
42. Removal of hydro hoist: Austin Yacht Club reserves the right to require removal of a hydro hoist at any time. In this event, Austin Yacht Club will not pay the cost of the removal of the hydro hoist. In the event of vacating of a hydro hoist storage slip by the request of the assigned slip renter, the slip renter will pay the cost of the hydro hoist's removal.
43. Dry storage of hydro hoists: DRY storage of hydro hoists will not be permitted on the Austin Yacht Club grounds.

## **VI. Workspace Area**

44. The following definitions apply to this section of Harbor Rules:
  - “Work Area” – the concrete slab surrounding the A-Frame Hoist, including access areas in front of each designated space on the slab and in the driveway approaching the slab.
  - “A-Frame Hoist” – the steel hoist, frame, and portion of the Work Area underneath and immediately surrounding the boat hoist mounted to the Work Area slab.

“Dry Out Area” – the parking spaces designated by the Harbor Committee, as documented on the AYC Website, used to temporarily park boats on trailers in preparation for moving to Work Area, to travel to regattas, etc.

“Improperly Stored” –

- Non-members’ boats are not allowed to be stored at the AYC, unless approved by a majority of the Commodore, Harbor Commander, and General Manager.
  - Members’ boats on the AYC grounds must either have an assigned dry sail, board boat, or wet slip, or must have applied for one of these spaces as per the Membership Handbook for an assignment. Junior Members who are active participants in the Junior Program may, with permission from the Sail Training Commander and Harbor Commander, store one (1) boat and dolly/trailer in the Junior Sailing area.
  - Members’ trailers may be stored in the Trailer Storage Area (“Boneyard”) only if the Member has a wet slip or board boat slip. Only trailers which match the boat in the assigned slip (e.g. keelboat trailer for keelboat, dinghy trailer for dinghies) may be stored in the Boneyard.
  - A member’s boat and trailer must be parked in an assigned space, either in its wet slip and trailer storage area, the Dry Sail area in a space leased by the same member, or in a Dry Out or Work Area space as reserved on the AYC Website.
  - Any boat or trailer stored in any other manner, or any non-member’s boat or trailer parked on AYC Grounds without proper registration and permission, is considered “improperly stored” and is subject to the actions and penalties, including but not limited to increased storage fees, as outlined below.
45. Reservations for use of the Dry Out area, Work Area, and A-Frame hoist must be made through the AYC Website and are governed by the following rules:
46. The A-Frame hoist may be reserved for three days at a time, after which it can be reserved for another three days for a

total of six (6) days. After this period of time a boat must be moved to a properly reserved space in the Work or Dry Out area or her assigned storage.

47. Reservations for Work Area spaces must be made through the AYC Website. The pad may be reserved for a maximum of three weeks at a time. The work area slab is only for boats that are actively being worked on. Boats which exceed this time limit, or whose owner fails to maintain a reserved space through the website, or which are not being actively worked on may be considered Improperly Stored.
48. Boats may remain in a properly reserved Dry Out Area space for a maximum of 30 days. Any boat in the Dry Out Area for more than 30 days, even if moved from one reserved space to another reserved space, may be considered Improperly Stored. Exceptions to this rule include boats that are in between circuit stops and other extenuating circumstances that have been cleared through the Harbor Commander or General Manager.
49. All boats or trailers in the dry out and work areas must belong to AYC members or affiliated programs (Sea Scouts, UTST/UTSC), and boats must be on a trailer (unless in the hoist) which is properly marked with an AYC member's name on both sides of the tongue.
50. All boats in the dry out or work areas must have a currently-valid state (TX) registration and registration numbers displayed, or if not a registered vessel then a blue tag (available in the AYC office) must be attached to her bow or the front of the trailer.
51. All boats or trailers in the dry out and work areas must have reserved the occupied space prior to the boat being placed in that space.
52. Any boat or trailer which is Improperly Stored, is not properly marked, is not registered/tagged, or is found in a space which has not been properly reserved is subject to the following:

- a. Any empty trailer (without a boat on it) which is not clearly marked with the owner's name painted on each side of the tongue will be subject to immediate towing and disposal.
  - b. For any trailer with a boat on it which is not properly marked with the owner's name painted on each side of the tongue:
    - i. Harbor will attempt to determine the boat owner, and will notify them that the trailer needs to be marked. The boat owner will have fourteen (14) days to mark the trailer or move it out of the work/dry out area.
    - ii. Any unmarked, untagged, and unregistered trailer and boat will be subject to immediate towing to the Point and accrual of increased storage fees.
  - c. Should a boat be in a space without a reservation on the website, the owner will be notified and will have five (5) days to reserve the space or move the boat. After this period, Harbor may move the boat to the AYC Point and it will begin to accrue increased storage fees.
  - d. Should a boat be parked in a space different from its reserved space, the boat owner will be notified and will have five (5) days to amend the reservation or move the boat to the properly reserved space. After five days the boat will be considered Improperly Stored and subject to being towed and increased storage fees.
  - e. With acknowledgement that trailers are loaned for working on boats, Harbor will attempt to contact the boat owner in each of the above circumstances. Should Harbor be unable to determine the boat owner, the trailer owner will be contacted and will assume all responsibilities for reservation or relocation per the above.
53. Clean Marina Guidelines: The Austin Yacht Club and its members follow the Clean Marina Guidelines for our work area and other environmental related marina practices. A

copy of the Clean Marina Guidelines is available at the AYC office or online at the Clean Marina website. Any maintenance work that may create storm water pollution by contaminating the soil such as any work involving sanding, grinding, painting, or any work involving any type of chemicals must be done on the work area.

## CABIN AND RV SITE RENTAL RULES

### I. Cabin Rental Rules

1. Only AYC members, their sponsored guests and members of other reciprocal yacht clubs may rent the cabins and shelters. Daily cabin rates are listed in the AYC Fee Schedule.
2. Reservations may be made for up to six calendar months in advance on a first-come first-served basis. Bookings for non-AYC members must be accompanied by the first night's deposit in advance, which will be forfeited for failure to show or with less than 24-hour notice of cancellation. Bookings made prior to the adoption of the annual AYC racing calendar are subordinate to reservation requests by out-of-town regatta participants up to five days before a scheduled regatta.
3. AYC members and non-members may cancel reservations for themselves 24 hours in advance. Cancellation after that time will result in a charge for the first night's lodging of such reservation unless the cabin is subsequently rented for the night.
4. AYC members may be placed on a reservation waiting list for the cabins on AYC open regatta weekends. However, such waiting lists will be subject to reservations made by out-of-town regatta race participants made any time prior to five days before the regatta.
5. During all regatta weekends and prior to certain holidays (listed below,) there will be a two-night minimum for renting cabins. An exception may be made if a cabin has not been rented by two days prior to the regatta weekend or holiday. The holidays include New Year's Eve and Day, Easter, Mother's Day, Memorial Day, Father's Day, Independence Day, Labor Day, Thanksgiving and the day after, and Christmas Eve and Day.
6. Check-in time for the cabins will be between 3 and 5 p.m. the day of the rental. Early check-in may be allowed if the cabins are available and ready. Early and late registration

needs to be prearranged with the AYC General Manager during office hours prior to rental.

7. Check-out time for the cabins will be 12:00 p.m. Late check-out will be allowed by permission only from the AYC General Manager.
8. No pets are allowed on Club property at any time.
9. No AYC fleet or group may make reservations during an open AYC regatta. Fleet or group reservations are allowed for fleet regattas. If a fleet reserves cabins for a fleet regatta, the fleet may cancel any reservation up to one week before the regatta. Otherwise, the fleet pays for the first night's lodging.
10. Cabin #4 may be reserved by the regatta chair during an AYC event. If the reservation is not confirmed five days prior to the rental, the cabin will be available for rental.
11. Cabins may be leased on a long-term basis by members only if approved by the General Manager and Buildings and Grounds Commander.
12. Guests will be charged an additional clean-up fee should the cabin be left in a manner that would require more than normal clean-up. To avoid a service charge for clean-up, a guest must perform the following tasks prior to departure:
  - A. Wash dishes and leave to dry.
  - B. Rearrange furniture to original position.
13. Inventory sheets are on clipboards in each cabin. Guests will be charged for damaged or missing cabin items as noted by the AYC staff upon move-out.
14. Members may receive the member rate for only one cabin at a time.

## II. RV Site Rental Rules

1. Only AYC members, their sponsored guests and members of other reciprocal yacht clubs may reserve the RV sites. **Reservations are required.** Daily RV Site rates are listed in the AYC Fee Schedule.

2. Reservations may be made for up to six calendar months in advance on a first-come first-served basis. Bookings for non-AYC members must be accompanied by the first night's deposit in advance, which will be forfeited for failure to show or with less than 24-hour notice of cancellation. Bookings made prior to the adoption of the annual AYC racing calendar are subordinate to reservation requests by out-of-town regatta participants up to five days before a scheduled regatta.
3. AYC members and non-members may cancel reservations for themselves 24 hours in advance. Cancellation after that time will result in a charge for the first night's reservation unless the RV Site is subsequently rented for the night.
4. AYC members may be placed on a reservation waiting list for the RV Sites on AYC open regatta weekends. However, such waiting lists will be subject to reservations made by out-of-town regatta race participants made any time prior to five days before the regatta.
5. All reservations are subject to no consecutive night minimum and a 1 consecutive week maximum stay. RV Site 1 (next to Shelter 1, Entry Gate – 120 V electrical hookup) and RV Site 2 (next to Shelter 2, N Ramp – 25-30 amp electrical and water). Use of cleanout station is for Dumping Only (not to be connected to). The Dump Station is to be shared by both RV Sites.
6. Use of the cleanout station is for dumping only. Never put anything other than the contents of your holding tanks into the dump station. Access to the cleanout station may not be available if that RV spot is in use.
7. Check-in time for the RV Sites will be between 3 and 5 p.m. the day of the rental. Early and late registration may be allowed but must be pre-arranged with the AYC General Manager during office hours prior to rental.
8. Check-out time for the RV sites will be 12:00 p.m. Late check-out will be allowed by permission only from the AYC General Manager.

9. No pets are allowed on Club property at any time.
10. Members may receive the member rate for only one RV Site at a time.

## RACE COMMITTEE POLICY

1. Intent: The AYC Race Committee is committed to promoting quality yacht racing at and beyond the Club level. For the purpose of administering the Club racing program and to encourage activity and continuity, the Race Committee will limit the number of fleets and starts according to the activity of those fleets. The Committee encourages members to race within the currently recognized one-design fleets in order to improve the quality of competition in each of those fleets. The list of recognized one-design classes and handicap fleets is updated regularly and are listed in the AYC Directory.
2. Changes in One-Design Fleets: If a one-design fleet not currently recognized has an average of five boats in each of the races for which such a fleet is eligible for two consecutive series, that fleet may replace a one-design fleet in its category (centerboard or keel) which has failed to maintain such a five-boat average. If a fleet meets the five-boat average and no other fleet fails to do so, the Race Committee may make a recommendation to the Board as to whether or not to increase the number of recognized fleets. If a fleet has lower participation than the five-boat average, the Race Committee may make a recommendation to the Board to reduce the number of recognized fleets.
3. Changes in Handicap System: Those interested in handicap sailing shall form a fleet and, as a group, decide on which handicap system is favored. The fleet captain will advise the Race Committee of the handicap system which has been selected. The Race Committee will make a recommendation to the Board which will make the final decision. It is recommended that the handicap system be approved on an annual basis; however, the fleet may change the handicap system at any time according to the procedure outlined above. If no handicap system is recommended, the Race Committee will make the decision.
4. Protests: Protests in series races should be viewed as a means of learning the racing rules as well as deciding right and

- wrong in a given situation. The Race Committee is to conduct and decide each protest in an equitable manner.
5. Fleet Participation: One-design fleets shall receive credit, for the purpose of fleet recognition only, for participation in out-of-town regattas that conflict with the Series races. Fleet Captains should report such activity to the Race Committee representative for the series.
  6. Cancellation of Series Races: Before the series race committee leaves the dock, the Permanent Race Committee representative shall be responsible for canceling the day's races based on the following guidelines:
    - A. Races may be canceled for all classes if there is lightning in the vicinity or if the temperature is below 45 degrees F.
    - B. Centerboard handicap races may be canceled if the wind exceeds a steady 20 mph and gusts above 25 mph.
    - C. All classes may be canceled if the steady wind exceeds 25 mph and gusts above 30 mph.
    - D. Normally races may not be canceled before the scheduled starting time. In the rare event that races are canceled before the scheduled starting time, they must be canceled by the PRC representative.
    - E. Centerboard races may be canceled ashore or afloat in accordance with the Race Instructions.
  7. Cancellation of Regattas: The preceding criteria for canceling a series race shall serve as a guideline for regattas at AYC. However, a regatta race committee may exercise its own judgment on when to cancel.
  8. Race Committee Duty
    - A. Series races will be conducted by a race committee composed of members of the scheduled duty fleet. The fleet will provide suitable personnel to operate the committee boat and two chase boats and will report to the Permanent Race Committee representative for the

series not later than one and a half hours prior to the scheduled warning signal.

- B. Regatta race committee will be chaired by a member of the Permanent Race Committee. The recognized fleets must provide the members for race committee duty as determined by the Permanent Race Committee in conjunction with the Fleet Captains' Committee.
  - C. Fleet Captains are the designated liaisons with the Permanent Race Committee. If fleets fail to meet their responsibilities, the Permanent Race Committee may recommend to the AYC Board appropriate sanctions.
9. The Committee boat and chase boats shall be used only by those authorized by the Race Commander and General Manager. A minimum of two people per boat is required. The boat driver must have a current driver's license. The consumption of alcohol is strictly prohibited, while operating any AYC boat for any reason.
10. Boats racing in AYC Series races must have an AYC member aboard unless previously authorized by the Race Commander. Special racing series that are approved by the Board are exceptions. Reciprocity with other Clubs will be honored.
11. Racing Calendar
- A. The official racing calendar of AYC is published in the annual AYC Directory and Handbook. This calendar or an updated version will be posted on the AYC Race Committee Official Notice Board (normally located at the patio level of the AYC clubhouse) to provide official notice of the dates of racing events.
  - B. The AYC Board of Directors must approve any schedule changes to the racing calendar. Such changes must be approved one month prior to the scheduled or proposed date of the event being changed, added, or deleted, whichever is earlier. Requested exceptions to the one-month notice will be considered by the Board.

## SAIL TRAINING POLICY

Sail Training Policy covers these areas: Coaches and Staff, Sail Training Equipment, Junior Sailing, Safety, Personal Grievance Policy, Free Sail Events, Cancellation Policies, Sailing Sponsorship, and TSA Appeals Procedures.

### **I. Coaches and Staff**

1. Student-to-Coach Ratio: Opti I 10:1, Opti II 10:1, Opti III 15:1
2. Laser and FJ 15:1, High School 20:1
3. Summer Camp 4:1, PB&J 10:1
4. During training sessions, a 10:1 student-to-coach ratio is preferred.

### **II. Sail Training Equipment**

1. Sail Training Coach Boats
  - A. There must be at least one coach boat on the water or readily available in case of emergency for any centerboard training activity.
  - B. All coach boat operators must be approved AYC members or AYC staff.
  - C. All coach boat operators must hold US Sailing powerboat certification or other form of certification/license approved by the Sail Training Commander and/or Sailing Director.
  - D. Coaches may use one or two coach boats at the discretion of the Sailing Director, keeping in mind the conditions, activity, and skill level of the students. In the event that conditions require two adults per boat, parent and/or member volunteers may be asked to assist. Coach boats should have a radio as well as all Texas Boater safety requirements on board at all times.
2. Sail Training Sailboats
  - A. All Sail Training boats (including Optimists, Picos, Lasers, FJs, Sunfish and kayaks) are available to AYC

members during staff supervised events only including but not limited to: Junior Sailing Program events, Free Sail Sunday, private lessons, Junior Sailing Camp, PB&J, clinics, and regattas.

- B. AYC boats are to remain on AYC property and are not available for charter for out-of-town events.
- C. AYC Boats may be chartered by members through the Sail Training *Dinghy Charter Program* at the discretion of the Sail Training Commander or Sailing Program Head Coach. The boats may be chartered after the requestor successfully passes a written exam and skills test.
- D. Any damages to AYC Sail Training boats must be reported to the Sailing Director. Any damage due to negligence or intent will be apportioned to all sailors responsible. The Sailing Director, in consultation with the responsible supervisor(s), will review any incident in which damage occurs and determine who is financially responsible.

### **III. Junior Sailing**

- 1. Individual Training Sessions:
  - A. Individual training sessions between Applicable Adults and minor athletes are permitted at a facility under US Sailing's jurisdiction if the training session is observable and interruptible by another adult.
  - B. It is the responsibility of the Applicable Adult to obtain the written permission of the minor's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult.
  - C. Permission for individual training sessions must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.

2. Junior Sailing Participant Expectations:
  - A. A US Coast Guard approved Personal Floatation Device of at least Type III must be worn at all times while on the dock and on the water.
  - B. Closed-toed shoes must be worn at all times.
  - C. All participants will protect themselves sufficiently from prolonged exposure to the sun. In the case of young junior sailors, it is the responsibility of the parent to send the child to class fully prepared (sunscreen applied, sunglasses, hats, and water bottles).
  - D. Personal property is the responsibility of the student and not AYC.
  - E. Participants are expected to stay in designated areas under their instructor's supervision. Certain areas will be off limits. No participant shall leave the practice area without an instructor's permission (this includes returning to the dock from an on-the-water activity).
  - F. There will be no running, pushing or shoving on the docks. Diving from the docks and jumping from the upper levels of the training pavilion is strictly forbidden. No swimming without the permission and supervision of a coach.
  - G. There will be no abusing other students or coaches, physically or verbally. No disruptive behavior, disrespectful gestures, actions or language. Coaches reserve the right to send sailors exhibiting such behaviors back to the dock or dismiss them from the practice session.
  - H. All accidents and injuries must be reported to an instructor. The "First Aid Station" is located in the Sailing Center Bldg 3. A log of all accidents and injuries will be kept by the Youth Sailing Director.
  - I. The Sailing Director reserves the right to dismiss from the Junior Sailing Program any participant whose

conduct interferes with the best interest of him/her, the program, or other participants.

3. Junior Sailing Parent Expectations:

- A. Read, complete, and sign all Registration and Medical documents and pay all fees in full by the first day of the session. No one will be allowed to participate without required forms on file and full payment.
- B. Volunteer as a Practice Parent at least once per season (see outline of responsibilities in corresponding Practice Handbook)
- C. Subscribe to the Sailing Director's email list for updates on practice schedules, special events, etc. and RSVP via email when necessary.
- D. Provide their sailor with the proper personal equipment necessary for sailing activities (see outline of required and suggested equipment in corresponding Practice Handbook). The Sailing Director and/or coaches reserve the right to keep unprepared sailors on shore with a counselor.
- E. The classroom and all practice areas both onshore and on the water are "kid zones." Parents are not permitted to coach their participants or interfere with coach organized activity. Any parent who disrupts practice or behaves inappropriately may be asked to leave by the Sailing Director.
- F. Adhere to the Personal Grievance Policy if there is a personal grievance with an instructor or other AYC employee, or any volunteer or fellow participant.

4. Junior Discipline Policy:

- A. Participants are expected to behave properly during practice and AYC events, and treat their instructors, peers, and AYC equipment with respect. The rules of our program are designed for the safety and comfort of all participants and to protect AYC property. Participants are expected to adhere to those rules.

- B. For minor infractions: students who are disrespectful or disruptive physically or verbally will be given a verbal warning. After the first warning, if the behavior continues to occur, the instructor will send the student back to the dock or AYC office. Depending on the severity of the action, the Sailing Director may speak with the parents and the transgression will be recorded. If the inappropriate behavior persists, the Director may ask to meet with the student and parents to discuss the repeated transgressions and make a plan to avoid any future misbehavior. The Sail Training Commander and/or General Manager may be included in this discussion. Any further transgressions may result in suspension or dismissal from the program.
- C. For serious infractions: students who engage in violent or destructive acts, violate the law or endanger fellow participants or instructors will be immediately sent to the AYC office. The Director may call the parents and under the discretion of the Director, the Sail Training Commander and the General Manager, the student may be suspended or dismissed from the program. As AYC deems appropriate, it may also inform governmental authorities.
- D. Students who are suspended or dismissed will receive no reimbursements for the Junior Sailing program fees. If a parent or sailor has a personal grievance, he or she must follow the Personal Grievance Policy.
- E. All infractions, whether classified as minor or serious, will be logged, which will provide a reference for the instructor and staff, and outside parties, if necessary.

#### **IV. Safety**

**ALL COACHES ARE TO WEAR A LIFE JACKET AT ALL TIMES WHILE COACHING!**

1. First Aid Plan: CPR and First aid should be administered only by those who hold current certifications. Fully stocked

basic first aid kits will be maintained in the Sail Training room and aboard all skiffs. A more comprehensive first aid kit is located in the AYC office. There is an AED on site located in the clubhouse. All accidents and injuries must be reported to a staff member as soon as possible following the occurrence. A log of all accidents and injuries will be kept by the Sailing Director.

2. Minor Ailment Action Plan: Minor ailments include headaches, stomach aches, bites, small cuts and scrapes, sunscreen in the eyes, etc.
  - A. If ailment cannot be treated onsite, contact the Sailing Director and/or Practice Parent (by radio or cell phone) to come get the camper and bring him/her to the office.
  - B. Follow appropriate first aid procedures (do NOT administer any medication including aspirin, without first receiving consent from the parent).
  - C. Call parents if not already on site.
  - D. Sailing Director will document the date, time, ailment details, and action taken (including that permission was given if medication was administered) in the Medical Log.
  - E. Monitor the child.
3. Minor Emergency Action Plan: Minor emergencies include sprains, bruises, deep cuts and scrapes, etc.
  - A. Contact the Sailing Director and/or Practice Parent (by radio or cell phone) to come get the camper and bring him/her to the office if possible.
  - B. Follow appropriate first aid procedures. If injury needs immediate attention, but is not a major emergency requiring an ambulance, call our on-call physician whom we have determined for the year.
  - C. Call parents if not already on site. If unable to contact parents, call emergency contact. Let them know that the child needs minor medical attention.

- D. Sailing Director will document the date, time, how the injury occurred, and action taken in the Medical Log.
  - E. Monitor the child.
4. Major Emergency Action Plan: Major emergencies include injuries to the head, neck or spine, severe cuts, breaks, and other injuries or conditions that require an ambulance.
- A. CALL 911. The caller should include the exact location, name of child, condition, and other appropriate information. The address of the Austin Yacht Club is: 5906 Beacon Drive, Austin, Texas 78734.
  - B. Contact the Sailing Director and/or Practice Parent
    - Call 911 if not yet done.
    - Call parents or emergency contact if not already on site.
    - The Sailing Director or Practice Parent will wait by the gate to ensure it opens and direct EMS to the victim's location.
  - C. No more than two certified staff and/or bystanders should administer the necessary first aid/CPR until help arrives.
  - D. Extra adults should take other children away from the scene and keep them calm and entertained.
  - E. Sailing Director will document the date, time, how the injury occurred, and action taken in the Medical Log.
  - F. After all emergencies, all rescue equipment should be replaced, staff debriefing should be scheduled, and post-incident counseling should be provided if necessary.
5. On-the-Water Emergency Action Plan: On-the-water emergencies include injuries to the head, neck or spine, drowning, severe cuts, breaks, and other injuries or conditions that require an ambulance.
- A. CALL 911. The caller should include the exact location, name of camper, condition, and other appropriate

information. The address of the Austin Yacht Club is:  
5906 Beacon Drive, Austin, Texas 78734.

- B. Contact the Sailing Director and/or Practice Parent
    - Call 911 if not yet done.
    - Call parents or emergency contact.
    - The Sailing Director or Practice Parent will wait by the gate to ensure it opens and direct EMS to the victim's location.
  - C. Safety boat operator will drop off a trained staff member or bystander to assist the injured child.
  - D. Safety boat operator will retrieve any other necessary rescue equipment and/or trained help and bring to the scene.
  - E. Trained staff and/or bystander will perform the necessary treatment.
  - F. If a backboard is necessary, the backboard will be lifted aboard the safety boat and the safety boat operator will drive the victim and care provider to shore for immediate EMS assistance. Operator shall keep the boat at a safe speed to avoid further injury.
  - G. Extra adults should take other campers away from the scene and keep them calm and entertained.
  - H. Sailing Director will document the date, time, how the injury occurred, and action taken in the Medical Log.
  - I. After all emergencies, all rescue equipment should be replaced, staff debriefing should be scheduled, and post-incident counseling should be provided if necessary.
6. Weather-Related Emergencies
    - A. The weather radio in the clubhouse should be monitored by the AYC office at all times. The Sailing Director and/or coaching staff will determine suitable activities given the existing weather conditions. Lessons will be restricted to shore during high winds and stormy

conditions. In the case of thunder, all on-the-water activities will be suspended until 30 minutes without thunder has passed. In case of tornado, all campers and counselors should go immediately to the MEN'S BATHHOUSE beneath the clubhouse.

B. The AYC coaching staff will follow the Basic Sailing Safety Parameters laid out below:

7. Wind Speeds

A. Junior Sailing Program Practice – If average sustained wind speed (not gusts) is greater than 30 knots, practice will be limited to the north or south cove or to a chalk talk in Sail Training.

B. Junior Sailing Camp – If the average sustained wind speed (not gusts) is greater than 20 knots, practice will be limited to the north or south cove or to a chalk talk in Sail Training.

C. PB&J Sailing Series – If the average sustained wind speed (not gusts) is greater than 10 knots, practice will be limited to the north or south cove or to a chalk talk in Sail Training.

8. Inclement Weather

A. If lightning has been recorded striking within 12 miles, immediately return to shore until 30 minutes after the lightning has moved away. If it gets to within 12 miles during the 30 minute wait time, the clock resets to another 30 minutes.

B. If thunder is heard by any of the sailors or instructors, immediately return to shore until 30 minutes after the thunder stop sounding. If thunder is heard again during the 30-minute wait time, the clock resets to another 30 minutes.

9. Safety Precautions

A. Before leaving the dock, all staff are required the check the weather radar on [weather.com](http://weather.com), the wind speed and

forecast on the Sailflow app, and the nearest lightning strike on weatherbug.com or app.

- B. If a staff member feels unsure about leaving the dock due to weather or wind, they are to voice their concern to the Sailing Director.

## 10. Fire Emergencies

- A. In case of a fire, try to contain the fire with a fire extinguisher and evacuate all campers and counselors to the gravel WORK AREA unless fire threatens the area. A head count should be taken to ensure everyone is accounted for. The AYC staff will contact 911 or the local fire department if necessary.

## 11. Missing Child Procedure: PREVENTION

- A. Staff and/or youth supervisors are responsible for knowing where participants are located at all times.
- B. Head counts should be taken at the beginning of each activity, especially after the group has moved between areas of the Club (e.g., Sail Training Cabin to the waterfront) and before and after on-the-water activities.
- C. Make a check of the immediate area.
- D. Check with the other participants to see if they know the missing child's location.
- E. Check where child was last seen.
- F. Notify the Sailing Director or AYC office staff. Give the camper's name and what he or she was wearing when last seen.
- G. Assemble the group and leave at least one adult with the group and assign all other adults specific search areas (waterfront, bathhouses, Sail Training, etc.). Trained staff will be responsible for checking the pool and waterfront.
- H. If the child is not found after the entire Club is searched, the Sailing Director or AYC office staff will notify:

- Sheriff or local police department.
  - Fire Department (for possible help).
  - Parents or Guardians of lost child if not already on site.
12. Additional Waterfront Safety Procedures for Junior Sailing Camp
- A. There should be a minimum of two American Red Cross certified lifeguards on staff at all times. A Head Lifeguard will be appointed to oversee all other lifeguards and ensure that guards are upholding the standards of the American Red Cross. The following is expected of all AYC lifeguards:
1. Guards must be free of all distractions when on duty—personal swimming, sailing, unnecessary conversation, etc. is strictly prohibited.
  2. Guards must have a whistle at all times.
  3. Guards must be responsible for their own rescue tube, including transfer between the pool and lake facilities.
- B. The following guidelines exist for different waterfront activities:
1. Sailing
    - There must be one rescue tube aboard each skiff when sailors are on the water.
    - There must be a minimum of two adults on each motorboat at all times.
    - There must be at least one lifeguard aboard a skiff on active watch (not driving!)
  2. Lake Swimming
    - Swimming off the docks is permitted ONLY when approved by the Head Counselor and lifeguards. All swimmers MUST be wearing their lifejacket and be with an assigned buddy.
    - Guards must be standing with tubes when swimmers are in the water.

- Buddy checks will be called periodically to ensure all swimmers are accounted for.
    - One long whistle and a call to “buddy up”.
    - Buddy pairs must tread water, be silent, hold hands, and raise them in the air so that they can be counted by guards.
    - Two whistles and a call to either “keep swimming” or “everybody out” will conclude the buddy check.
3. Pool Swimming
- Campers are not allowed in the pool area without a lifeguard on duty. Lifejackets and buddies are not required in the pool for those who passed the swim check. Non-swimmers are required to wear a lifejacket in the pool.
  - Guards are permitted to sit in a chair with their rescue tube.
  - Guards must remain on active duty until all campers are out of the pool.

## V. Personal Grievance Policy

If a parent has any grievance with an instructor, the AYC Junior Sailing program, AYC or its staff, the person with said grievance must adhere to the “Personal Grievance Policy” as outlined below:

1. Following an incident, we strongly advise you to consider the matter for a minimum of 24 hours – many initial reactions to particular incidents can be stronger than intended or needed, so we recommend calculating any grievances before bringing them forward.
2. Grievances regarding any aspect of the Junior Sailing program or related incidences should be brought up with the Sailing Director during office hours. Any issues with the Sailing Director should be brought up with the Sail Training Commander and/or the General Manager.

3. When an issue is brought to the Sailing Director, a time will be arranged to talk further about the matter. The Sail Training Commander and/or General Manager may be asked to join in this conversation.
4. The Director (or, in the event the Sail Training Commander and/or General Manager get involved, the Sail Training Commander and/or General Manager) will work to understand the situation and come to a resolution in the best interest of all parties involved.
5. If the person is not satisfied with the resolution offered by the Director (or Sail Training Commander and/or General Manager), the person shall provide a written explanation of the grievance to the Commodore, who shall review the explanation and any other relevant information and decide whether to adopt the prior decision or offer amended relief.

## **VI. Free Sail Events**

1. Free Sail Events are scheduled by the Youth Sailing Director and must be supervised by at least one AYC staff member, unless approved by the Youth Sailing Director. The Youth Sailing Director may ask a volunteer to serve as a designated supervisor—in which case the volunteer must be an AYC member and hold a US Sailing powerboat certification or other certification/license approved by the Youth Sailing Director.
2. Sail Training boats are available on a first-come, first-serve basis. Staff or responsible supervisor(s) will not accept reservations.
3. All participants must sign in and out with the responsible staff member or designated supervisor.
4. Those who would like to sail must arrive no later than one hour prior to the scheduled end of the Free Sail Event to ensure enough time for rigging, sailing, and derigging. AYC staff reserves the right to leave for the day if there are no participants one hour prior to the scheduled end of the Free Sail Event.

5. All participants are expected to be back at the dock by at least 15 minutes prior to the end of the Free Sail Event to derig.
6. All participants must stay in sight of the Pavilion at all times.
7. A coach boat must be available in case of emergencies.
8. Guests are permitted at Free Sail Events but must complete a Release of Liability form prior to participating in any on the water activity.

## **VII. Cancellation Policies**

1. Junior Sailing Program
  - A. Practice sessions will be held regardless of weather conditions except in extreme circumstances at the discretion of the Youth Sailing Director. In the event practice is canceled, the Youth Sailing Director will notify all participants no less than two hours in advance.
  - B. All Junior Sailing Program fees are non-refundable.
2. Free Sail Events
  - A. Free Sail Events will be held on a weekly basis as staff schedule and weather permits. Notice of Free Sail Events will be sent out via email weekly. In the event Free Sail is canceled due to weather, the Youth Sailing Director will send out notice no less than two hours in advance.
3. Adult Sail Training Clinics
  - A. Clinics may be canceled due to extreme temperatures, winds, or other weather conditions at the discretion of the Youth Sailing Director, head clinic instructor, and/or Sail Training Commander.
  - B. All clinic participants must pay in full in advance. All clinic fees are non-refundable except in the event that the clinic is canceled. Any requests for refund due to special circumstances must be made through the Youth Sailing Director and/or Sail Training Commander.

4. Junior Sailing Camp and PB&J

- A. The Junior Sailing Camp and PB&J will be held regardless of weather conditions except in extreme circumstances. All cancellation decisions will be made by the Sailing Director, Youth Sailing Director and/or Sail Training Commander. If the event camp or PB&J is canceled in its entirety, AYC may refund participants.
- B. Refund requests must be submitted in writing to the AYC office or via email to the Youth Sailing Director, and will be given according to the following table:

<b>Time of Request</b>	<b>Refund/Credit</b>	<b>Administrative Fee</b>
At least 30 days prior to event	100%	\$25 per registration
Two weeks prior to event	50%	\$25 per registration
One week prior to event	25%	\$25 per registration
Less than one week prior to event	N/A	N/A

No refunds will be made for partial participation except in special circumstances at the discretion of the Sailing Director.

**VIII. Sailing Sponsorship**

Effective September 30, 2015, in order to encourage sailing at elite levels, the Austin Yacht Club gives financial support to its members who participate in certain sailing competitions. The AYC policy for support for specific types of events is outlined below:

- 1. US Sailing Assoc. Championships: AYC shall directly pay for the actual cost of Entrance Fees and Boat Charter Fees at a US Sailing Assoc. National Championship Event along with submitting the individual/team’s registration. Only those elimination events listed on US Sailing’s website for Adult Championships and Junior/Youth Championship are considered in this category. Events gained by sending in a resume will not be considered. All requests to AYC to pay

these fees must be submitted 30 days prior to the event with the registration information or they will not be considered. Should a registration be paid and then the participant not go, they will then need to reimburse AYC for the cost of the event should the event sponsors not refund the fees paid.

2. National/International Events: AYC **may** choose to reimburse participants, after approval by the Board of Directors, for the actual cost of Entrance Fees, Event Related Insurance Requirements and Boat Charter Fees at a National/International Event. This policy is intended for events where participation is limited, or restricted, based on sailing ability/accomplishment by the event organizer (i.e., subject to qualification, resume or invitation). AYC will not reimburse participants for events with open registration. For consideration of any event under this category, members are first expected to seek other sources of funding, such as fundraising activities and the AYC Fund, before requesting funds from AYC. All requests to AYC to pay these fees must be submitted 30 days prior to the event with the registration information or they will not be considered.
3. Notwithstanding anything contained herein to the contrary:
  - A. In order to qualify for reimbursement, a participant must be an AYC member in good standing in one of the following membership categories: Senior, Associate, Young Adult, Honorary, Life, or Junior. Also included is a member's spouse or a child under the age of 22.
  - B. Those requesting financial help for travel, lodging, etc. need to request funding from the AYC Fund.

**4. Category 1 Events (As of September 30, 2015)**

<p align="center"><b>US SAILING ADULT CHAMPIONSHIPS</b></p> <p align="center">(Note: Not all of these events are elimination events. Some are on the resume.)</p>	<p align="center"><b>US SAILING JUNIOR CHAMPIONSHIPS</b></p> <p align="center">(Note: Not all of these events are elimination events. Some are on the resume and therefore will not be considered.)</p>
<p>US Adult Championship</p> <p>US Multihull Championship</p> <p>US Match Racing Championship</p> <p>International Women’s Keelboat Championship</p> <p>US Singlehanded Championship</p> <p>US Team Racing Championship</p> <p>Championship of Champions</p> <p>US Disabled Championship</p> <p>US Offshore Championship</p> <p>US Women’s Match Championship</p>	<p>US Youth Championship</p> <p>Chubb US Junior Championship</p> <p>US Junior Women’s Doublehanded Championship</p> <p>US Junior Women’s Singlehanded Championship</p> <p>US Youth Match Racing Championship</p>

**IX. Texas Sailing Association (TSA) Appeals Procedure**

1. The Racing Rules of Sailing 70 and 71 cover the Appeals Procedure. Any party to a protest may appeal a decision of a protest committee by mailing a notice of appeal to the TSA Appeals Committee not later than 15 days after receiving the protest committee’s written decision. The notice must contain the grounds for the appeal along with particulars described in Appendix F.

2. Note that appeals must be made solely on the interpretation of a Rule or its procedures. The Appeals Committee shall accept the Protest Committee's finding of fact. It may also request the Protest Committee to rehear the protest.
3. The Appeals Committee will notify all parties to the protest that an appeal has been filed. The Protest Committee shall send to the TSA Appeals Committee the particulars called for in Rule 71 that were not supplied by the appellant. Note: A diagram endorsed by the Protest Committee is normally required. Observations on the appeal by the Protest Committee or any of the parties to the protest may be submitted. Obviously, it is desirable to have the most complete information possible—and to reach fully informed decisions on appeals promptly. The Protest Committee should make every attempt to provide all relevant information in a timely fashion.
4. Please contact the TSA Appeals Committee for current filing fees. A check made payable to Texas Sailing Association must accompany the appeal. The appeal will not be heard unless payment has been enclosed. All documents should be submitted in an 8" x 11" format. Rules, US Sailing Appeals, and ISAF Cases should be cited by number and short quotation. All parties are to observe the requirements of Appendix F. Failure to adhere to these guidelines may result in delays and /or additional fees for duplications.