

## CLYC Operating Policies

Updated August 10, 2021

The purpose of the Cedar Lake Yacht Club (“CLYC”) is to encourage and promote yachting on Cedar Lake, and the resources of CLYC are used in furtherance of its mission to encourage and promote sailing and related social activities on Cedar Lake through volunteerism. In furtherance of these objectives, the CLYC board of directors has established the following policies and procedures. These policies and procedures are subject to revision or amendment at any time by the CLYC board of directors in accordance with the CLYC bylaws. The current version is available at [www.clyc.com](http://www.clyc.com).

If any question arises as to the interpretation of these policies or procedures, the question shall be referred to the CLYC board of directors, and the interpretation of the CLYC board of directors shall be conclusive and binding.

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## **Safety**

1. Safety is a priority at CLYC. It is the primary consideration in all CLYC activities and operations.
2. Any safety concerns should be reported to a CLYC board member immediately.
3. Due to the boat traffic at CLYC, swimming and fishing are not permitted from CLYC shore or piers at any time.
4. All children age six and under are required to wear personal flotation devices (“PFDs”) while on CLYC shoreline and piers. Parents are encouraged to require their children age six and under to wear PDFs anytime they are on CLYC grounds.
5. All participants in youth sailing activities, including instructors and coaches, are required to wear PFDs “shore to shore” (i.e., whenever they are on a pier or boat).
6. CLYC motorboats are available for any person to use to assist anyone on the water who may require assistance.

## **General**

1. It is generally understood that CLYC’s sailing season begins on spring work day and ends on fall work day.
2. CLYC is generally available for member use at any time in connection with sailing activities.
3. To reduce the risk of frozen pipes, the water supply to the CLYC clubhouse (the “Clubhouse”) will be turned off during the winter months. The bathrooms in the Clubhouse are generally available for member use when the water supply to the Clubhouse is on. Each year, CLYC will notify its members when the water will be turned on in the spring and off in the fall.
4. Pets are not allowed on CLYC property at any time, except for certified service animals.
5. CLYC property is for the use and enjoyment of its members, and all members are responsible for its care.
  - a. Members may not remove CLYC property from CLYC grounds, except with specific approval of the Commodore, the Vice Commodore, the chair of the sailing committee, or the chair of the youth committee in connection with a member’s sailing activities. For example, members may not borrow coffee makers and other kitchen appliances from CLYC. However, the chair of the youth committee may authorize a member to borrow a CLYC opti dolly to attend a regatta or participate in a sailing clinic.

b. Any member who notices that something at CLYC is not working correctly should inform a CLYC board member or make note of it on the kitchen bulletin board so that it can be addressed.

c. The last member on CLYC premises is responsible for closing the Clubhouse for the day. This includes:

i. Empty garbage containers into the dumpster and recycling containers into appropriate recycling dumpsters, as appropriate, and replace the bags in any emptied containers. For example, containers that are more than 75% full or contain food waste (regardless of how full) should be emptied.

ii. Vacuum floors and clean areas of the Clubhouse as necessary. (Cleaning supplies are located either in the closet across the hall from the kitchen or in the closet in the women's bathroom.)

iii. Ensure that all windows are closed and latched, all interior lights are turned off, and the bar area (cabinet and beer tap) is locked. Interior doors should not be locked at any time.

iv. Ensure that all exterior doors are closed, latched and locked. Exit the building via the south exit in the new vestibule (under the stairs).

6. CLYC may from time to time make CLYC property, including its Clubhouse, launch ramp or other facilities, available to individuals, businesses and other organizations for purposes of serving the Cedar Lake community. Any such use must be approved in advance by the CLYC board of directors.

### **Parking**

1. CLYC maintains the following designated parking areas:

a. The "Main Parking Lot" is the parking area closest to the Clubhouse, located inside the fence. Sailing activities have preferential use of the Main Parking Lot.

b. The "Dry Sailing Lot" is the parking area located just outside the fence on the north side of the CLYC driveway. Use of the Dry Sailing Lot is reserved for members who have paid appropriate fees and been assigned a spot in the Dry Sailing Lot.

c. The "Trailer Storage Lot" is the parking area located on the north side of the CLYC driveway, near Highway 144. Use of the Trailer Storage Lot is reserved for members who have paid appropriate fees and been assigned a spot in the Trailer Storage Lot.

d. The "Grass Parking Lot" is the grass parking area located on the south side of the CLYC driveway, beginning west of the CLYC cottage and continuing to the tree line along Highway 144.

2. Handicapped parking is available in front of the Opti racks on the south side of the Main Parking Lot.

3. The northeast side of the Main Parking Lot by the Clubhouse must remain open at all times to allow for launching of boats.

4. On race days and during regattas, the Main Parking Lot is reserved for sailing activities, and all members are requested to be considerate and respectful of sailors and judges. Rigging and derigging sailboats is permitted, and sailboat trailers may be temporarily stored in the Main Parking Lot during races but shall be returned to the Dry Sailing Lot after racing activities have concluded for the day. Judges for the day may park in designated spots in the southwest corner of the Main Parking Lot near the caretaker shed or in the Grass Parking Lot. While others may drive into the Main Parking Lot temporarily to drop off belongings or other items on race days or during regattas, please park in the Grass Parking Lot on these days and be respectful of the sailing activities in the Main Parking Lot.

5. Members and regatta participants may park vehicles (i.e., cars, boats and trailers) overnight in the Grass Parking Lot in connection with regatta activities. If anyone anticipates the need to park a vehicle overnight in the Grass Parking Lot for more than two nights before or after a regatta, he or she must obtain the approval of the Commodore or Vice Commodore. Otherwise, no boats or trailers shall be stored in the Grass Parking Lot or in the Main Parking Lot without the specific approval of the Commodore or Vice Commodore.

6. Except as provided above, in the case of an emergency or as otherwise specifically approved by the Commodore or Vice Commodore, overnight parking is prohibited on CLYC property.

### **Storage**

1. CLYC offers the following storage options to its members during the season, which for storage purposes runs from May 1 through October 31:

a. For a fee (each, a “Dry Sailing Fee”), a member may store a sailboat on a trailer in a designated spot at CLYC. The Dry Sailing Lot is generally reserved for this purpose.

b. CLYC also has a limited number of spots for members to store their sailboats on privately owned boat lifts at CLYC for a fee (each, a “Mooring Fee”). Each Mooring Fee includes trailer storage for the associated trailer during the season. Such trailers shall be stored in a spot designated by CLYC. Each Mooring Fee also includes lift storage at CLYC during the subsequent off-season. In addition to paying the required Mooring Fee, any member storing a sailboat on his or her lift at CLYC must (i) maintain his or her lift and/or pier in good working order, and (ii) unless otherwise approved by the Commodore or Vice Commodore, assist with spring and fall workday.

c. CLYC may from time to time make limited additional trailer storage available to its members for a fee (each a “Trailer Storage Fee”). If and when such storage

is made available, it will be in spots designated by CLYC and on a first-come, first-serve basis.

d. Except for lifts for which a Mooring Fee has been paid, privately owned lifts or piers may not be stored at CLYC during the season.

2. CLYC offers the following storage options to its members during the off-season season, which for storage purposes runs from November 1 through April 30:

a. For a fee (each, a “Winter Storage Fee”), a member may store a sailboat in a designated spot at CLYC. The Dry Sailing Lot is reserved for this purpose in the off-season. All boats remaining at CLYC after October 31 will be charged a Winter Storage Fee.

b. For a fee (each, an “Opti Storage Fee”), a member may store an optimist dinghy in the Clubhouse.

c. CLYC may from time to time make additional trailer storage available to its members for a fee (each, a “Winter Trailer Storage Fee”). If and when such storage is made available, it will be in spots designated by CLYC and on a first-come, first-serve basis.

d. CLYC may from time to time make additional storage space available for members to store their privately owned lifts or piers at CLYC for a fee (each, a “Winter Pier & Lift Storage Fee”). Lifts or piers stored at CLYC during the off-season must be removed from CLYC property no later than April 30. Any lifts or piers remaining at CLYC after April 30 will be charged a late removal fee.

e. As noted above, each Mooring Fee includes lift storage at CLYC during the subsequent off-season.

3. All storage options are made available to members on a first come, first serve basis.

4. Except those that are in direct support of sailing activities, and only with the specific approval of the CLYC board of directors, personal motorboats may not be stored at CLYC at any time.

5. All storage fees will be established annually by the CLYC board of directors.

6. Any trailers, lifts or piers stored at CLYC must be labeled with the owner’s name and corresponding boat number.

7. CLYC reserves the right to arrange for the removal and disposal of any boats, lifts, piers or other property left on CLYC property without authorization. Such removal and disposal will be at the expense of the owner of such property. CLYC will use reasonable efforts to identify the owner of any such property and provide at least 30 days’ notice to the owner prior to removing or disposing of such property. If the owner of such property is unknown, CLYC will post notice of removal or disposal on such property for 30 days before its removal and disposal.

## **Launch**

1. The CLYC launch ramps will generally be available to members for personal use when the launch dock is in the water. Each year, CLYC will notify its members when the launch dock will be put in the water in the spring and removed in the fall.
2. A member is always required to be present at the time of launch.
3. Please keep the launch locked except when in use.
4. The launch ramp is often busy with sailing-related activities during regattas and on race days (i.e., Saturday and Sunday mornings and Wednesday evenings). When possible, members are encouraged to use the ramp for non-sailing activities outside these peak sailing times.
5. To protect Cedar Lake from aquatic invasive species, all boats launched at CLYC shall:
  - a. When pulling out at another lake, bilge cocks and bailers should be opened and all weeds should be removed from boats and trailers.
  - b. All standing water must be eliminated prior to launch.
  - c. If a boat and/or trailer's "dry time" is less than 48 hours, boats and trailers (including the hitch, rollers and propellers) must be power-washed prior to launch.
  - d. When hosting a regatta, CLYC will power-wash all visiting boats and trailers and inspect them for weeds.

## **CLYC Boats, Lifts and Piers**

1. As noted above, safety is a priority at CLYC, and CLYC motorboats are available for any person to use to assist anyone on the water who may require assistance.
2. Otherwise, all CLYC boats (motorboats and sailboats) are to be used to facilitate sailing school, CLYC races and regattas, and support of other CLYC events. During other times, they may also be used to tow sailboats to and from lifts located at CLYC but should be returned as soon as possible.
3. With limited exceptions, all gear, including flags and buoys, should be removed from CLYC motorboats and returned to its proper storage area at the end of the day. CLYC motorboats should always be stored overnight on their lifts in the full up position.
4. To the extent possible, all boats other than sailboats should be docked on the windward side of CLYC piers.
5. CLYC will maintain its boats, lifts and piers in good repair and working order. Please report any issue with any CLYC boat, lift or pier to the CLYC grounds committee or any CLYC board member as soon as possible.

6. Any acquisitions of boats, lifts or piers (including donations) will require the approval of the CLYC board of directors.

## **Rentals**

### **1. Clubhouse Rental.**

a. The Clubhouse and/or other CLYC grounds are generally available for members to rent for private events between spring work day and fall work day. Rental fees will be established annually by the CLYC board of directors.

b. Rentals are permitted only during periods that will not interfere with normal CLYC activities.

c. A damage deposit will be required on all rentals.

d. After a rental, the renter is responsible for returning all CLYC property to its original condition, including removing all garbage to the dumpster, vacuuming the floors, and cleaning the kitchen.

e. Rentals by nonmembers are also permitted provided that the nonmember is sponsored by a member. Any member who sponsors a nonmember rental shall be responsible for ensuring that the sponsored renter complies with all CLYC policies and procedures.

### **2. Cottage Rental.**

a. The cottage is available for seasonal rental by members or nonmembers. The rental term is May 1 through September 30.

b. A damage deposit will be required on all cottage rentals.

c. Cottage renters are responsible for complying with all CLYC policies and procedures.

d. After the rental, the renter is responsible for returning the cottage to its original condition.

### **3. Boat Rental.**

a. CLYC-owned motorboats are not available for rent.

b. CLYC may from time to time make CLYC-owned sailboats used in its youth sailing programs available for members to rent. The rental fees and other requirements for youth sailboat rentals will be specified by the youth committee.

## **Guests**

Members may, and are encouraged to, invite guests to participate in activities at CLYC. Nonmember guests are limited to two CLYC social events per year. All guests must comply with all CLYC policies and procedures.

When on CLYC property or participating in CLYC activities, guests must be accompanied by their host member at all times, and the host member is responsible for ensuring that his or her guests comply with all CLYC policies and procedures.

## **Youth Sailing Programs**

Subject to the direction of the CLYC board of directors, CLYC youth sailing programs are overseen and managed by a CLYC volunteer member who is appointed by the CLYC board of directors and serves as the chair of the youth committee. The youth committee is comprised of interested members. It advises the youth committee chair and assists with the management of CLYC youth sailing programs.

All participants in CLYC youth sailing programs, including youth sailors, instructors, parents and spectators, must comply with all CLYC policies and procedures. In addition:

1. Youth sailors must bring a PFD, water bottle and all other necessary equipment (including sailboat and sails, as applicable) to each class.
2. If there is no wind or bad weather, classes may be (a) held on shore or inside the Clubhouse, (b) ended early, or (c) cancelled. This determination will be made by the youth committee chair in consultation with the instructors. If classes will be ended early or canceled, parents will be provided as much advance notice as possible.
3. Sailing students may not drive CLYC or personal motorboats during their sailing classes.
4. Registration fees for youth sailing programs are generally not refundable, in whole or in part, and any refunds must be specifically approved by the youth committee.
5. Wednesday X boat youth race series will be run by the instructors or adult race officers. They will try to sail two or three races each Wednesday. The races may be (and usually are) shortened course. If the race is a shortened course, the shortened course flag does not have to be flown and the time limit does not have to be posted unless the time limit is less than one hour and thirty minutes. The instructors or race officers may change these rules for Wednesday races at any time with the consent of the X boat fleet and approval by the youth committee.
6. Sportsmanlike conduct is expected at all times from all participants, including sailors, instructors, parents and spectators, both on and off the water. Foul or abusive language, harassment, intimidation, and any aggressive or disrespectful behavior will not be tolerated.
7. CLYC has had very few problems with participants in its youth sailing programs behaving inappropriately or in a way that threatens the safety of others, disrupts the program, or



otherwise runs afoul of CLYC policies and procedures or youth program rules, requirements or expectations. However, when infractions occur, it is unfair to all participants if those infractions are not addressed. If any behavior issue continues after the participant has been reasonably warned, the participant will be removed from the situation. If necessary, an instructor or the youth committee chair may contact the participant's parents for immediate pick up, and the matter will be referred to the youth committee chair who will determine the necessary disciplinary action. Possible disciplinary actions include warning, suspension, or expulsion, all at the discretion of the youth committee chair. Registration fees will not be refunded in these situations. Disciplinary matters will be handled with as much discretion as possible and any retaliation against an individual who reports a concern will not be tolerated.

8. The youth committee, or the instructors with approval from the youth committee chair, may from time to time adopt additional rules and requirements for participants in CLYC's youth sailing program.

9. Any questions, comments or concerns pertaining to CLYC's youth programs or participants should be directed to the youth committee chair, and not the instructors.

10. Boat collisions resulting in damage will be adjudicated by the Racing Rules of Sailing as published by World Sailing and amended by US Sailing Prescriptions.

11. Junior members may invite guests to CLYC grounds during their youth sailing activities or for certain youth social events. In addition, guests of nonmember participants in youth sailing programs are welcome on CLYC grounds while their youth sailor is participating in CLYC youth sailing activities.

### **Bar and Alcohol**

1. Applicable law prohibits members and their guests from carrying in beer, wine or liquor for personal consumption on CLYC property.

2. Per state law, beer, wine or liquor shall be served on CLYC property only within sight and under direct supervision of a bartender currently licensed by the Town of West Bend, Wisconsin.

3. Per state law, all beer, wine or liquor served on CLYC property must be purchased through CLYC's distributor relationships under CLYC's liquor license. Personal alcohol may not be served on CLYC property at any time.

4. All beer, wine and liquor must be stored in locked cabinets and refrigerators placed in a locked area whenever it is not under the immediate supervision of a duly licensed bartender. Alcohol may not be stored in any unlocked areas including the kitchen or upstairs in the Clubhouse.

### **Finance**

1. Expense Approval and Reimbursement.

a. It is CLYC's practice to reimburse members for reasonable expenses incurred in connection with their volunteer work on behalf of CLYC. The types of expenses that may be reimbursed are limited to expenses incurred by volunteers in the course of running CLYC-sponsored activities.

b. Pre-approval for all expenses greater than \$250 to be reimbursed by CLYC must be obtained from the event organizer or by a CLYC board member familiar with the activity. Quotes for equipment and services must be provided for review and approval prior to the purchase.

c. All reimbursements are subject to review and approval by at least one other CLYC board member.

d. To request reimbursement, volunteers should submit a request to a CLYC board member familiar with the matter (or, if the volunteer requesting reimbursement is also the CLYC board member familiar with the matter, to another CLYC board member) via email, together with copies of receipts or other appropriate substantiating or other documentation. The CLYC board member will review the request and if approved, forward the request, together with the receipts and other documentation, to the CLYC controller for reimbursement. Volunteers can expect to receive expense reimbursements approximately two weeks after submitting a reimbursement request.

e. To assist CLYC in maintaining up-to-date financial records, reimbursement requests should be submitted within 30 days of purchase.

f. Under no circumstances should expense reimbursements be made from CLYC cash boxes or petty cash, event proceeds or any other method.

## 2. Cash Handling.

a. Proper cash handling is important to protect CLYC from fraud, theft or embezzlement, to protect members from accusations of dishonesty and to assure that CLYC handles its affairs responsibly.

b. CLYC cash should be handled in a secure environment and kept in a secure place until it is deposited in a CLYC bank account by the CLYC controller. It should never be used by any individual for personal expenses or loans.

c. To the extent practical, credit card sales are encouraged and preferred over cash transactions for all CLYC events. Credit card payments should be processed through CLYC's credit card payment processing system(s). Event organizers should coordinate with the Treasurer or the CLYC controller to arrange for the use of the system(s) during events.

d. All cash and checks received at CLYC events should be collected, counted and recorded by two individuals, unrelated if possible.

e. CLYC will maintain a locked drop box in the Clubhouse for cash and checks. Any cash and checks placed in the locked drop box first should be counted and recorded by two individuals (unrelated if possible) and placed in a tamper evident security envelope (available near the locked drop box in the Clubhouse).

f. Expenses should be submitted for reimbursement in accordance with the expense approval and reimbursement policy described above and should not be paid from cash receipts under any circumstances.

g. During the sailing season, CLYC maintains certain petty cash funds, including petty cash for volunteers to use for recurring events such as Saturday lunches and Wednesday dinners (each, a “Recurring Event”). If cash will be required for a CLYC event other than a Recurring Event, the organizer of the event must contact the CLYC controller via email at [clycfinance@gmail.com](mailto:clycfinance@gmail.com) at least two weeks in advance to make arrangements for obtaining a cash box containing an appropriate amount of starter cash for the event. The organizer of each event is responsible for ensuring that all volunteers involved in cash handling at the CLYC event comply with applicable CLYC policies and procedures, including the following:

- i. Before and after using any petty cash, it should be counted by two individuals, unrelated if possible. Any balance discrepancies should be reported to both the Treasurer and the CLYC controller immediately via email.
- ii. An appropriate log form should be completed for all events to track sales at the event. The event organizer is responsible for completing the log form in its entirety, including the accurate tracking of sales and certification of the amount of cash and checks collected by two individuals.
- iii. After each Recurring Event, the amount of cash in the fund should be reset and secured. All remaining cash, or if a petty cash fund was provided for the event, all cash (including starter cash), should be placed in a tamper evident security envelope (available near the locked drop box in the Clubhouse), together with the completed log form (including the accurate tracking of sales and certification of the amount of cash and checks by two individuals), and returned to the CLYC controller as soon as possible in accordance with the instructions set forth on the applicable log form. The individuals shall also email a photograph copy of the completed log form for the event to the Treasurer.
- iv. Volunteers should not use petty cash to reimburse themselves for expenses incurred in connection with any event but should instead submit a request for reimbursement as described above.

3. Donations. CLYC is a tax-exempt organization under Section 501(c)(7) of the Internal Revenue Code and related regulations. As such, donations to CLYC are not tax deductible for the donor. However, CLYC accepts donations, subject to the following requirements:

a. Unrestricted cash donations are acceptable in any form, including by check, money order, credit card or electronic wire transfer. All cash donations must be counted and certified by the donor and a CLYC board member.

b. All cash donations subject to donor restrictions and all non-cash donations are subject to the prior approval of the CLYC board of directors. CLYC will accept in-kind donations only of items that are in good repair and working order.

c. CLYC will not accept donations that would result in a violation of its Certificate of Incorporation or bylaws or that would result in losing its status as a tax-exempt organization under Section 501(c)(7) of the Internal Revenue Code and related regulations.

d. CLYC will not accept donations that require it to assume financial or other obligations or that are too difficult or too expensive to administer in relation to their value, would result in any unacceptable consequences for CLYC or are for purposes outside CLYC's stated mission and purpose.

4. Other Financial Policies. The CLYC board of directors may from time to time adopt additional policies and procedures relating to financial matters, including financial controls. Copies of any such additional financial policies and procedures will be available to members upon request.