

The Royal BVI Yacht Club Club Rules

As at June 2010

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Club Rules

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Club Rules

1. USE OF THE CLUB HOUSE

- a. The Clubhouse is reserved for the use of Club Members, their guests and visiting yachtsmen only.
- b. Guests and visiting yachtsmen using the Clubhouse shall sign the visitors' book each time they enter the Clubhouse.
- c. All food and beverage sales to guests and visiting yachtsmen will be at published non-member rates (see rule no.: 8 below).
- d. All food and beverage accounts incurred by guests and visiting yachtsmen shall be settled on the day that they are raised.
- e. It is the responsibility of all Members and staff to ensure that the Clubhouse and its environs be kept clean and tidy at all times. Club equipment such as dinghies, buoyancy aids, marks etc. shall be washed, dried and properly stored immediately after use. The bar, kitchen and "lounge" must be cleaned and tidy before the end of the business day.

Club Members and those undergoing watersports instruction failing to respect the Club and its property may forfeit the privileges of the Club. Staff failing in their duties to ensure the cleanliness and tidiness of the Club, its environs and property may be subject to disciplinary actions per the BVI Labour Code.

2. VOLUNTEERING

- a. All Members of the Club are asked to volunteer their help for at least one day in each quarter (or, in the case of Overseas Members, while they are in the BVI) in any of the following areas: food & beverage, house maintenance and watersports. Members who volunteer their time shall build up a \$25 credit per day of volunteerism, against the following year's membership fees, to a maximum of \$100
- b. Any Member either unwilling or unable to do so are encouraged to make a contribution towards the cost of obtaining professional help.
- c. Volunteers shall be entitled to the same food and beverage rights as staff as set out in section 11, Staff Meals

3. PRIVATE EVENTS

- a. The Clubhouse shall be available for Members to use for private events, such as parties and meetings, subject to the approval of the Social Captain in consultation with the Club Manager and availability.

- i. Applications for the use of the Clubhouse for any function shall be made in writing to the Social Captain no less than one month prior to the date of the event.
- ii. There will be no rental charge for Club Members wishing to use the Clubhouse for functions where the Club will be providing all food and beverage services.
- iii. Any event for which the Club's food and beverage services are not contracted may be subject to a nominal rental fee for the use of the space and an additional fee for cleaning services at the discretion of the General Committee
 - 1. Members renting the Clubhouse for non-catered events shall ensure that all furniture is returned to its proper position and that the Clubhouse is left clean and tidy. The Member shall be responsible for the removal of all rubbish at the end of the function or pay an additional fee for cleaning as mentioned above.

b. Commercial use of the Clubhouse

The Clubhouse shall, at the discretion of the General Committee and subject to availability, be made available to non-members or entities for functions.

- i. All requests for the rental of the Clubhouse shall be made to the Social Captain in writing no less than one month in advance of the event .
- ii. A rental fee may be charged over and above the costs for any food and beverage supplied at the discretion of the General Committee.
- iii. There shall be no self-catering of functions or events held at the Clubhouse by non-members. All food and beverages shall be supplied by the Club and/or its appointed concessionaire.
- iv. Food and beverage charges shall be calculated on the basis of published non-member prices.
- v. A non-refundable deposit of \$250 shall be paid upon the agreement of a contract to rent the Clubhouse.
- vi. Payment in respect of 50% of food contracted for shall be made one week in advance of the function.
- vii. The cost of all food & beverage, including gratuities, shall be settled by credit card at the conclusion of the event or, subject to prior agreement, no more than one week after the event upon presentation of a full and final accounting by the Club Administrator.
- viii. Functions held during normal Club opening hours shall not preclude Members' use of the Club but Members are asked to respect their function and act accordingly.

4. CONCESSIONS

Should the Social Division feel that the best interests of the Club will be served by leasing all or part of the Club's food and beverage facilities to a commercial entity, either on a long-term or by-event basis, they shall make a proposal to the General Committee in

writing. This shall be subject to ratification by the Executive Committee.

Should a proposal to lease the Club's food and beverage operations be received by the Club it should be referred in the first instance to the Social Captain for consideration, but shall be ratified by the General and Executive Committees.

5. DRESS CODE

- a. Persons using the Clubhouse and its surrounding decks shall wear at least "smartly casual" shirts and shoes at all times.
- b. Persons in wet clothes shall remain on the decks and not enter the Clubhouse.

6. FLAG ETIQUETTE

a. For the Club Flag Pole

- i. The Club to be Dressed Overall on the following dates

6 th February	Accession Day
2 nd Monday in March	Commonwealth Day
21 st April	HM the Queen's actual birthday
Saturday in June	HM the Queen's Official Birthday
2 nd June	Coronation Day
10 th June	The Duke of Edinburgh's Birthday
21 st October	St. Ursula's Day

b. For vessels owned by Club Members

- i. The National flag (The defaced Red Ensign) shall be flown as close to the stern as possible
- ii. The defaced Blue Ensign may not be flown unless the owner of the vessel is in possession of a warrant issued by the Admiralty and the owner is on board.
- iii. The Club Burgee shall be flown at the top of the main mast or at the most senior position on the Starboard spreader halyard. No other flag may fly above it.
- iv. Yachts may be dressed overall in accordance with 6.a.ii above.

7. CLUB PRIVILEGES (see By-Law 2.4)

a. Introduction of Guests

All guests must be signed in by the introducing member at each visit. The guest's residential address and/or yacht club membership and e-mail address must be recorded in the guest book. Introducing Members are responsible for their guests' charges.

- i. Members' Overseas Guests and Visitors may be afforded the use of all of the Club's amenities at non-member rates for the duration of their visit, not to exceed one month.

ii. Members' Resident Guests may be afforded the use of all of the Club's amenities at non-member rates three times in a year. Thereafter they are to be invited to join the Club as a Member. Any Members' resident guest who declines such invitation shall not be afforded entry to the Club again until the following year.

b. Entrance Fees

All new members shall pay a non-refundable joining fee as set by the General Committee annually.

The Entrance Fee for 2010 is \$50 to be substantially increased in 2011/12.

c. Dues

The dues for 2010 are:

Full Member	\$250
Family Member	\$450
Overseas Member	\$200
Overseas Family Member	\$400
Cadet Member	\$35
Monthly Member –single	\$50 per month – maximum two months
Monthly Member – family	\$90 per month – maximum two months

Note: Members wishing to "barter" their dues for goods or services may only do so at the sole discretion of the General Committee who will decide on a case by case basis.

d. Members' Discounts:

All Members in good standing shall be entitled to a discount on rates for food and beverage purchases as posted in the Clubhouse. This discount rate shall be determined on an annual basis by the Social Division. The rate for 2010 is 20% and, if paying by a method other than that described below, shall be marked up to the nearest Dollar.

8. MEMBERS CHARGE ACCOUNTS:

It is the intention of the Club to eliminate cash transactions and to institute a system of charge accounts in accordance with the By-Laws. This system will be as follows:

a. Members:

Members purchasing food and/or beverages shall be asked to sign a chit upon placing their first order. Members shall be asked to sign their chit a second time upon leaving at which point they may add a tip. Members wishing not to leave a tip shall write "No Tip" in the space on the chit for gratuities. Members who do not sign their chit a second time will be subject to an automatic tip of 10% being added to their bill. These chits shall be processed and posted to the Member's account on a daily basis, or at the first opportunity. A statement of account will be emailed, or posted, to Members on the first working day of every month.

Accounts must be settled by the 15th of the month. Overdue accounts shall be posted to the Official Notice Board at the end of the month in accordance with the By-Laws

(see 7.9)

b. Guests of Members:

Shall be charged Non-member prices for all food and beverages that they consume. The Member introducing the guest shall sign his/her guest's chit. Guests of Members may settle their account in full on the day that it was charged. Any account left unpaid by the guest of a Member shall be charged to the Member's account.

c. Non-members/Visiting Yachtsmen:

Shall be asked to leave a credit card with the bar tender and sign a chit upon placing their first order. Accounts shall be settled in full before a non-member leaves.

9. DISTRIBUTION OF TIPS:

Tips shall be distributed monthly in accordance with the By-Laws. Performance points shall be awarded to food and beverage staff and the cleaners by the Social Committee or the Club Manager.

10. OPENING HOURS:

The Social Committee shall be responsible for setting the Club's opening hours, taking into account seasonal variations, public holidays and special events etc. The Club's opening hours shall be posted on the Official Notice Board.

11. STAFF MEALS:

Staff wishing to order food from the menu shall be accorded Member's prices. Staff shall be required to sign a chit when they first order and sign their chit a second time before they leave. Staff food & beverage accounts shall be calculated monthly and the total deducted from their end-of-month pay cheque.

Kitchen and staff working outdoors are entitled to free water which must be accounted for on a staff chit.

12. CASH FLOAT:

The food & beverage operation may be given a cash float of \$100.00 to be accounted for on an imprest account basis.

13. BOAT & TRAILER STORAGE:

Members wishing to store boats or trailers in the Club's parking area shall be charged monthly or yearly in advance. Property "abandoned" shall be subject to forfeiture and/or sale according to BVI Law.

The charges for 2010 are:

	Up to 30 ft		Over 30 ft - per foot	
	Monthly	Yearly	Monthly	Yearly
Members	\$75	\$750	\$2.50	\$25.00
Non-Members	\$100	\$1,000	\$3.33	\$33.33

14. BOAT RENTALS:

Members and non-members may rent the Club's boats by arrangement with the Captain of Sailing Development and the Club's Coach. Person's renting boats are responsible for any damage and the Club accepts no liability for personal injury or loss. Person's renting shall be asked to sign a suitable rental agreement including a disclaimer to this effect.

The rental charges for 2010 are as follows:

	Members		Non-Members	
	Half day	Day	Half day	Day
Laser	\$40	\$64	\$50	\$80
Wayfarer	\$64	\$80	\$80	\$100