

Queen City Yacht Club



Members' Handbook

Revised: 18 May 2006

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1 Introduction

The purpose of this document is to publish the current policies & procedures in one place for the benefit of all members, and for the benefit and use of current and future Boards.

This handbook will be revised as necessary. Future versions will be available as a PDF, via the Flash and through the web site. (Print copies can be made available in the office on request.)

2 Club Management, Member Meetings & Staff

Contact the **Commodore** with comments on this section.

Board of Directors

The club is managed by a 15-person member-elected Board of Directors. Please see Appendix A for Board Member responsibilities.

The Board meets once a month, year-round.

The Management Committee looks after the day to day operations of the club. Five Board members make up the Management Committee, which meets more often as required: Vice-commodore as Chair of the committee, Treasurer, Fleet Captain, Secretary and House Chair. The Commodore is invited as ex-officio.

Board meetings and Management Committee meetings are closed except by special invitation from the Commodore or Vice-commodore.

Minutes of the Board meetings are available for review in the club office during the sailing season and from the secretary at other times.

Nominations for the Board of Directors are organized in October. Any member in good standing can be nominated and seconded for any position. The Board is elected at the Annual General Meeting ("AGM") in late November or early December.

Member Meetings

The Spring 'information' meeting is open to Senior and Senior Associate members in good standing. It is held the Friday after "Sail Past", in the Great Hall.

The AGM is held in the fall, usually late November or early December. Senior and Senior Associate members in good standing may attend. The new Board of Directors is elected at the AGM. Motions may be voted on if presented in proper way – see the Constitution for rules concerning the presentation of a motion as well as other details about quorum, etc.

Club Staff

Members are requested to not reprimand, grill or interrogate club employees. All complaints must be submitted to the Club Manager, a Flag Officer or appropriate committee chair.

The Club Manager reports to the Vice Commodore.

Reporting to the Club Manager are:

- Maintenance staff
- Tender Captains

Reporting to the Treasurer is:

- Bookkeeper

Club Constitution

The current constitution, dated 1970, is available in the club office.

3 Communications

Contact the **Communications chair** with comments about this section.

The Flash

The Flash is a quick method of intercommunication between those QCYC members who have web access.

It is an email group newsletter containing items of interest to members from members; e.g. club events and information, links to sailing and boating features, reports from the Board, questions from members, etc.

To get on the email list, register with theflash@qcy.ca.

To post something to the Flash, send an email to theflash@qcy.ca.

The Clipper

The club's newsletter is published 4 or more times per year by club members under the direction of the Communications chair.

All members' contributions are welcome. Contact the Editor at communications@qcy.ca.

Distribution:

- Publication is announced on the Flash with a link to the PDF on the club's website
- Winter editions are mailed
- During the sailing season, editions are available in the club lobby (complimentary members have their Clippers mailed to them).

Website

Visit www.qcy.ca

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The website provides information to members and to prospective members.
Contact the Webmaster at webmaster@qcy.ca

Bulletin Boards

Another means of communication is the bulletin boards which are in the clubhouse lobby, in each washroom and on the Algonquin Queen II.

These show Officer-of-the-Day duty lists, race results, on sale notices, work hour updates, mandatory cradle repair notifications, club events and other general information.

Notices need office approval before posting.

4 Membership at QCYC

Contact the **Membership chair** with comments on this section.

General

Please see the Appendix for a complete list of Membership Categories, privileges, eligibility & restrictions.

Please address all questions or concerns about Membership to the Membership chair at membership@qcy.ca and copy the Club Manager at office@qcy.ca.

Applying for Senior Membership

The prospective member completes & signs the application form.

The application must also be signed by two current Senior members.

After the application is submitted with payment to QCYC:

- Membership Cards (required for boarding the Algonquin Queen II) are prepared
- A 'seniority number' is assigned
- A mooring may be applied for
- The new member is given a QCYC burgee, an introductory package and an invitation to New Members Night
- The new member is assigned a "buddy" (current Senior member) who helps orient the new member to the club
- The new member may apply to the Yard Chair if they intend to haul and store their boat at the Club over the winter; space is limited

The applicants are not officially Senior members until formal acceptance of membership follows the publication in the Clipper (the club's newsletter) of the applicants' names and then approval by the Board of Directors.

Waiting List for Senior Membership

There is never a waiting list for Senior membership. Moorings will be assigned as they become available.

Applying for Associate, Dry Sail, and Student Membership

The prospective member completes & signs the application form.

The application must also be signed by 2 current Senior members.

After the application is submitted with payment to QCYC:

- Membership cards are prepared
- New Associate and Dry Sail members are given an introductory package and an invitation to New Members Night
- The applicants are not officially members until formal acceptance of membership follows the publication in the Clipper (the club's newsletter) of the applicants' names and then approval by the Board of Directors

Senior Membership Units

A Senior membership unit may consist of one person or two people who are spouses as defined by Ontario law;

- There is one vote per unit
- Minimum billing is per unit, not per person
- Work hours are per unit, not per person
- Only one person in the unit may sit on the Board of Directors at one time

In the case of a marital/partnership split, and the unit members decide to split the membership, the club must be formally notified as to which of the two members in the unit will be assuming the membership. This notification must be:

- in writing
- signed by both partners
- sent to the Membership chair at membership@qcyc.ca with a copy to the Club Manager at office@qcyc.ca, or delivered personally or by post to both the Membership chair and the Club Manager

Membership Data

A proof copy of the Roster is made available in the Clubhouse in April. Members are encouraged to update their membership data. All changes are reflected in the annual Roster, which is printed late May/early June.

The use of membership data is governed by the Club's Privacy Policy. This is outlined in the Appendix.

During the season, send change of membership data to the Membership chair at membership@qcyc.ca and copy the Club Manager at office@qcyc.ca, or deliver personally or by post to both the Membership chair and the Club Manager.

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Invoices and notices of meetings are mailed to the address on file.

Changing Categories or Resignation

Members are requested to notify the club in writing of their intention to change membership category or to resign. If a member is planning on changing categories, they are asked to do so as early as possible, and certainly before the fall or spring billing. This will assist the board with planning storage and mooring assignments.

Unless the club receives written notification, the club will assume no change in membership category.

Notification should be emailed (or mailed by post) to the Membership chair at membership@qcyc.ca, copying the Club Manager at office@qcyc.ca.

Children

For the safety and enjoyment of all, members are urged to watch and monitor their children carefully.

Members are required to keep their children out of the marine yard during launch and haul-out.

QCYC will not be held responsible for accidents to children on Club property.

See "HOUSE" policy for children in the Clubhouse.

Guests of Members

Members may introduce any number of guests to the club. Individual guests may not be introduced more often than once per month.

Members may introduce a guest or guests to the club for an extended period at the discretion of the Board of Directors.

Members are required to register their guests in the club's 'Visitors Log'.

Responsibility of Members

Members and their families and guests are required to dress in an appropriate manner during club functions; full torso covering and footwear are mandatory at all times in the Club house.

Members and their families and guests are expected to conduct themselves in a proper manner while on the club premises or while visiting other yacht clubs.

Members will be held responsible for the conduct and behaviour of their families, guests and pets.

Members will be held responsible for any damage to, or loss of, club property caused by themselves, their families, guests and pets.

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5 Invoices & Payment of Accounts

Contact the **Treasurer** with comments on this section.

Members' annual accounts consist of a number of different items such as dues, storage, locker rental etc. Billing for these components is split into two main invoices, which are produced in the Spring and Fall each year. Adjustments and any additional items not covered by the regular Spring and Fall invoices may be invoiced separately at any time.

Spring Invoice

Billing items: annual dues, minimum billing, outstanding work hours for previous season, family memberships and options to use the Club tender.

Invoices are mailed to members at their home addresses in February.

Payment is due upon receipt. If any amount is owing at June 30:

- Interest will be charged on any outstanding amount beginning July 1
- Membership is no longer considered to be in-good-standing

Payment terms are available if required as follows: The first of three equal payments plus an additional finance charge is due at Launch. The remaining two payments are due 30 days and 60 days later.

A member's boat will not be launched unless the 1st instalment has been made and post-dated cheques received for the balance (or other acceptable arrangements made with the Treasurer).

Fall Invoice

Billing items: yard storage, mooring for the following season, locker, 2nd boat storage (if applicable), boat storage for Dry Sail members.

Invoices are mailed to members at their home addresses in September.

Payment is due upon receipt. If any amount is owing at December 31, interest will be charged on any outstanding amount beginning January 1.

The mooring may be reassigned to another member.

Payment terms are available if required as follows: The first of three equal payments plus an additional finance charge is due at Haul-out. The remaining two payments are due 30 days and 60 days later.

A member's boat will not be hauled unless the 1st instalment has been made and post-dated cheques received for the balance (or other acceptable arrangements made with the Treasurer).

Payment & Non-payment of Accounts

Questions about an invoice or about payment should be directed to the Treasurer at treasurer@qcyc.ca, copying the Club Manager at office@qcyc.ca.

Payments are always applied to the oldest invoiced items first.

Any member who has not paid their account in full by June 30 or made acceptable arrangements with the Treasurer is no longer considered to be in-good-standing and is not welcome to use any club facilities until such time as the outstanding amount is paid or acceptable arrangements made with the Treasurer. All payment arrangements made with the Treasurer that are not explicitly described in this handbook, are subject to review by the Board.

Refund of Dues & Fees

Once paid, dues & fees are not normally refunded. This includes mooring fees when, for example, a boat is sold and the mooring will not be used.

Notwithstanding the previous point, the Board will consider a request in writing for a refund. The member should write to the Treasurer at treasurer@qcyc.ca, copying the Club Manager at office@qcyc.ca.

6 Work Hours & Work Parties

Contact the **Vice Commodore** with comments on this section.

General

The Club operates on a 'self help' basis, which requires all members to participate in its upkeep.

Work Parties are organized in the spring to prepare for the opening of the Club, as well as in the fall in preparation for haul-out. Additional work parties may be organized at any time depending on the requirements of specific projects.

A 'Work Hours' program exists, which requires a minimum level of participation by each member each year. Members are strongly encouraged to contribute more than the minimum hours.

Please address all questions or concerns about work hours and work parties to the Vice Commodore at vicecomodore@qcyc.ca and copy the Club Manager at office@qcyc.ca.

Hours required

Members are required to contribute a certain number of hours every year toward the upkeep of the club facilities. The number of hours required by membership category are listed in the Appendix.

What Counts for work hours?

Any work or project that the Club Manager or a Board member assigns:

- Ongoing maintenance such as yard cleanup, painting, moorings
- Committee work (newsletter, race committee, membership, etc)
- Major one-time projects such as installing windows, building a new deck
- Sitting on the Board of Directors

Associate members may count hours during Haul-out and Launch.

Contact any Board member for suggestions on how you can contribute to your club. Work hours cannot be accumulated on unauthorized projects.

What does not count for work hours?

- Haul-out and Launch (except for Associate members)
- Officer-of-the-Day duty

How are work hours recorded?

- Complete the work hours form and hand it into the club office
- Remember to indicate which Board member/department for whom the work was done
- Forms are available in the office
- Hours worked after October 31 will be recorded for the following season

Charges for un-worked work hours

Un-worked work hours are charged at the specified rate per hour.

If you are charged for hours which you actually did work, send a letter to the Treasurer at treasurer@gcyc.ca, copying the Club Manager at office@gcyc.ca, and the Board member who supervised the work, describing the work done, time-frame, etc. The Board will consider your request.

If other circumstances prevented you from contributing the minimum hours (illness, etc.), send an email to the Vice Commodore at vicecommodore@gcyc.ca, copying the Club Manager at office@gcyc.ca. The Board will consider your request.

7 House

Contact the House chair with comments on this section.

General

Please address all questions or concerns regarding the Restaurant and Bar operation or the clubhouse upkeep to the House Chair at house@qcyc.ca and copy the Club Manager at office@qcyc.ca.

Hours of operation

Please check the club website or bulletin board for hours of operation.

The clubhouse, with the exception of the washrooms, will be closed at midnight and all members are required to depart from the building at that time. The clubhouse may remain open until a later time on special occasions, as authorized by the Board of Directors.

Washrooms are always accessible from the outside (West) entrances.

Day Lockers are provided in the washrooms for occasional use by crew and guests. Locks left longer than **Pat - ???** on these lockers will be removed.

Smoking

In accordance with Ontario Law, smoking is not permitted in any enclosed area of the Club House.

Children & Members under legal drinking age

Children are permitted in the Great Hall until 9 p.m., if accompanied by an adult.

Children under 12 years of age must be accompanied at all times by a parent or supervisor 18 years or older in the Snug Room.

Members must be of legal drinking age to be served at the Bar.

Any members under the legal drinking age found consuming alcohol in the Clubhouse or on Club property will be asked to cease consumption and leave the Club property immediately. The Club reserves the right to remove alcoholic beverages from under-age persons.

Gambling & Alcohol

Gambling is prohibited at all times on club property.

The consumption of alcoholic beverages in other than designated licensed rooms is prohibited.

Members are requested to not bring their own beverages or food into the upper level of the clubhouse.

Dogs & Pets

Dogs on club property must be kept on short leads at all times. Pets are not permitted inside the clubhouse.

Balconies are considered to be an integral part of the Clubhouse, and as such no pets are allowed.

Facilities

The Great Hall may be rented by members and non-members. Please contact the House Chair at house@qcyc.ca and copy the Club Manager at office@qcyc.ca.

Washrooms are open from the West side of the clubhouse 24 hours a day.

The laundry room is accessible from the West side of the Clubhouse.

Ice cubes and blocks are available on the east side of the front entrance to the clubhouse. There is an honour box for your payment.

Snug Room & Children's Room

Members are expected to maintain the cleanliness after usage by their family and guests.

These rooms are heated in the winter and are open at weekends.

There are no staff in the Winter; please pitch in and keep the snug room and washroom clean.

8 Fleet

Contact the **Fleet Captain** with comments on this section.

General

Queen City has two vessels to transport members, guests and materials from Pier 6, immediately west of the Second Cup building on Queen's Quay at the foot of York Street to the clubhouse and back:

- The Algonquin Queen II which carries 49 passengers, and
- The Harold S. Robbins which doubles as a work boat capable of carrying 12 passengers, and race committee boat.

The Fleet Captain sets overall policy regarding Fleet operations. He is a member of the Board as well as a Flag Officer. The Club Manager is responsible for the day-to-day operations. The Tender Captains report to the Club Manager. All questions or concerns about Tender Operations should be addressed to fleetcaptain@qcyc, with a copy to the Club Manager at office@qcyc.ca.

In the height of the sailing season, normal tender service is at least hourly from 8 a.m. to 11 p.m. The Tender leaves the club on the hour and departs the city at quarter after the hour. To see the detailed Tender Schedule for the date desired, please select the appropriate schedule in the selection box above, or visit the Club's website www.qcyc.ca or call the Clubhouse.

Payment of Tender Fares

A member whose membership includes use the Tender must show their Membership card to the Tender Captain on boarding on both sides of the harbour, or pay for a return ticket. Tickets are required for Guests and Members whose membership does not include use of the Tender.

Tickets are sold for the return trip. There are no one way fares. A ticket is required for both legs of the trip.

Tickets may be purchased from the Tender Captain or the Club office, prior to boarding. Multiple tickets are sold at a discount in the Club office only.

Children, aged between 18 and 6, of Guests or Members whose membership does not include the use of the tender, are required to purchase a suitable 'child ticket'.

Children under 6, accompanied by an adult Member or Guest are free.

Children under 18 must be accompanied by an adult Member or Guest.

Club members and Guests also use the Toronto Island Ferry. This is especially practical for members who moor on the Ward's Island side of the lagoon. You can view the Toronto Island Ferry schedule by going to the Links button at www.qcyc.ca or at www.city.toronto.on.ca/parks/to_islands/ferry.htm.

Tender Rules

The Captain may request assistance from a member while docking or disembarking, especially in difficult weather conditions.

At the discretion of the Tender Captain alone, the Tender may also stop at the 'Ward's Island' side of the lagoon to disembark passengers, only when returning from the city. This is due to safety requirements.

Transportation of gas, diesel, propane or other hazardous material on the Algonquin Queen II is prohibited. These are to be carried on a Robbins freight run. These runs are denoted by an asterisk (*) next to the time shown on the Tender Schedule.

For transportation of very large items, Members are requested to use a designated Robbins freight run.

The Robbins may be 'chartered' by a Member for a special freight run from the city to the club or vice versa, for a fee.

Smoking is not permitted on the Algonquin Queen II, except on the aft deck.

Smoking on the Robbins is prohibited when carrying hazardous materials.

Open alcoholic beverages on the Club vessels are not permitted.

Bikes will be transported on the aft deck or other designated area of the Algonquin Queen II at the discretion of the Captain depending on the passenger load.

The normal limit is 4 bikes per run. The Tender Captain will make an immediate return trip to pick up passengers with bikes who were not permitted to board.

Larger items such as sail bags, coolers, duffle bags, bundle buggies etc should be stowed in the appropriate designated areas on the Algonquin Queen II.

9 Moorings

Contact the **Mooring Chair** with comments on this section.

General Protocol

Mooring facilities are provided for the use of senior members. The Moorings Chair may change mooring assignments to meet the best interests of the club. A member in good standing has the privilege of a mooring but not a specific mooring.

To comment or complain about a specific mooring situation, members should write to the Moorings Chair with a copy to the Club Manager. A back up-communication may be sent by e-mail to moorings@qcyc.ca, copying the Club Manager at office@qcyc.ca.

Under no circumstances may a boat be chartered, rented, leased or loaned along with mooring privileges.

Acquiring a mooring

Moorings will be assigned consistent with the long term plan for the lagoon.

The Moorings Chair will assign available moorings based on written requests from members. The criteria for assigning moorings are:

- Size and draft of the boat
- Seniority
- Date of the request
- Location requested (either a specific mooring or a mooring area)

For planning purposes, the Moorings Chair may change a mooring assignment after giving no less than 90 days written notice to the member. Notification must include the identification of at least one available alternate mooring that is deemed suitable for the vessel based on size, type and use of vessel.

When a mooring becomes available, the vacancy will be posted on the web site, the club notice board and in the FLASH for 30 days.

When the installation of a new finger dock is planned that would eliminate existing mooring(s), the affected Senior Member(s) must receive, from the Moorings Chair, written notice no less than 90 days prior to the installation. Notification must include the identification of at least one available alternate mooring that is deemed suitable for the vessel based on size, type and use of vessel.

Relocating your mooring

No Senior Member may displace another Senior Member who occupies a mooring based on seniority. Only when the mooring is vacant and has been posted can a Senior Member apply for a specific mooring and then the assignment is based on seniority of the member and suitability of the boat for that specific mooring.

If a Senior Member plans to change boats, regardless of whether the new boat is larger or smaller, the Moorings Chair must be notified in advance in writing, in order to assess the suitability of the member's existing mooring to the new boat. If the member's existing mooring is deemed unsuitable to accommodate the new boat, the member will be asked to move to a new location to be assigned by the Moorings Chair.

A Senior Member occupying an existing dock may transfer to another dock at no additional cost.

A Senior Member moving to a finger dock for the first time must pay the currently published dock lease price.

Should a Senior Member be dissatisfied with his/her mooring assignment and is dissatisfied with the actions of the Moorings Chair, that member may appeal to the Board. The decision of the Board is final.

Vacating your mooring

A Senior Member wishing to vacate their existing mooring for personal reasons may retain their current mooring for one full season if the member pays out-of-town membership dues or Senior Membership dues for that season. The Moorings Chair may temporarily reassign the mooring during the member's absence. The member wishing to return to the mooring should give 60 days written notice to the Moorings Chair. This option is available for one season only, after which time the member must re-apply for a mooring.

When moorings become available over the winter season due to members leaving the club or selling their boats, the Moorings Chair will post available moorings in January in order to make assignments at the beginning of the season.

Mooring sections

There are 4 mooring sections, two on the Wards Island (aka "American" or "South shore") side and two on the Algonquin Island (aka "Canadian") side:

- Green – on the Wards Island side, closest to the Ferry docks

- Yellow – on the Wards Island side, floating docks
- Blue – on the Algonquin Island side, closest to the bridge
- Red – on the Algonquin Island side, closest to the Clubhouse

Current mooring assignments are posted at <http://www.qcyc.ca/moorings/>

Requesting a different mooring location

To request a new mooring location, a letter must be sent to the Moorings Chair with a copy to the Club Manager. A back-up e-mail may be sent to moorings@qcyc.ca, copying the Club Manager at office@qcyc.ca.

Finger docks

There is a separate lease agreement that is signed by all finger dock licensees. Please see the Appendix. In order to be assigned a finger dock mooring, the member must have signed a Finger Dock Agreement and made the payment.

The use of portable barbecues on finger docks is strictly prohibited.

Tires, lines & fenders at the 'Mediterranean' moorings

Members are responsible for maintaining their mooring lines and gear at an acceptable standard and are fully responsible for any damage incurred due to failure of such equipment.

Members must use appropriate sized lines and tackle to secure boat to the dock, seawall or tires.

Members must keep lines and tackle in good repair for maximum safety of their own and neighbouring boats.

Bow and stern lines are left in place (e.g., on the tires, attached to the seawall or floating dock) when the boat is away from the mooring.

If tires are not placed in an appropriate position, members should contact the Mooring chairman to request the tires be moved, and be prepared to help!

Please always use fenders to protect your boat as well as neighbouring boats.

Mooring 'Appendages'

Dock boxes and any other platforms used to get on and off boats, are the responsibility of the member.

The Club attempts to maintain the appearance of its property in a pleasant and orderly manner for the enjoyment of all members. Members whose dock boxes and platforms violate this principle will be asked to remove or modify them.

QCYC does not accept responsibility in any way for the construction of any boarding device, platform, jetty or other construction, which has been built by a Club member for his/her own personal use.

Members moored in the Green mooring section are reminded that QCYC's lease with the city only extends to the seawall and wooden dock. Therefore, dock boxes, BBQ's, bikes, hoses, etc. should not be left on the grassy areas.

Similarly, members moored in the Blue mooring section are reminded that QCYC's lease with the city only extends to the seawall.

Members are collectively responsible for maintenance of power and water in all the moorings. Members should do their part to maintain these utilities. For more information, contact the Mooring chairman or the Club Manager.

Use of moorings while vacated

Short-term

- A member must always sign out (on the whiteboard in the clubhouse lobby) when his or her mooring will be vacant overnight or for a period of time
- Moorings will be assigned to visitors for use when members are away
- At the Mediterranean moorings, bow and stern lines are left in place (e.g., on the tires, attached to the seawall or floating dock) when a boat is away from the mooring

Long-term

- A member's mooring will be assigned to visitors or to another member when vacated for an extended period, even if mooring fees were paid

Access to Boats by Club Management

The Mooring chairman, members of his committee, Club Manager or any of his staff have the right to board any boat and, at the owner's expense, take remedial action which in their opinion is required to avoid damage to property or injury to individuals. Neither the Mooring Chair, nor his committee members, nor Queen City Yacht Club may be held responsible for damage that may occur subsequent to, or during, the action taken by them.

Use of the Dry Sail dock & crane

The Dry Sail dock is used to launch boats that are dry sailed. Therefore no boats or items should be left on the dock.

The water basin to the south of the Dry Sail dock should be left open so that boats can be launched with the Dry Sail crane.

The Dry Sail crane should only be used by experienced members. If you are not familiar with the use of the crane, get help!

Dinghies and the Dinghy dock

Tie dinghies securely to the designated dinghy dock(s) and nowhere else.

Do not tie dinghies at the pump-out dock or where the Algonquin Queen II or Harold Robbins are docked.

Dinghies left moored and locked in a dangerous location or in a location which obstructs regular Club operation, will be removed. The Club Manager is authorized to do this, exercising due care and attention; however, the Club will not be held responsible for any resulting damage.

Officer of the Day Program

Members are responsible for checking the Officer-of-the-Day (OOD) schedule to see when they are assigned for duty.

Typically, each member is assigned to OOD duty one day per year (Friday evening, Saturday or Sunday).

Duty Hours:

- Friday 4pm to 9pm
- Saturday noon to 8pm
- Sunday 9am to 5pm

Members must arrange a substitute if he or she is unable to attend on the assigned day. A member who does not show up for their scheduled OOD duty (or arrange a substitute) will be assessed a charge in accordance with the current fee schedule.

Instructions are in the OOD book in the lobby.

The Officer of the Day is responsible for:

- Assigning a mooring/slip to visiting boats
- Helping the visiting boat tie up
- Signing in the visiting Skipper
- Ensuring that visitor mooring charges are paid

Visiting Boats

The privileges of the Club are extended to members in good standing of other yacht clubs that offer reciprocal visiting courtesies to QCYC members.

The charge for boats is in accordance with the current fee schedule.

10 Lockers

Contact the **Vice Commodore** with comments on this section.

Who can have a Locker

- This section refers to the lockers on the club grounds, not to the small lockers in the clubhouse washrooms (which are available on a first-come first-serve basis)
- Lockers are available to any and all Senior members in good standing with a boat in the club
- There are 100 lockers and therefore there are not have enough lockers for all Senior members
- Members are encouraged to share lockers and the club has a policy on sharing to make lockers accessible to all
- Senior members who switch to Out-of-Town membership to go cruising may keep a locker for one year from the date of change
- Senior members who switch to Out-of-Town membership because of moving residences, may keep a locker for a maximum of one year from the date of change
- Senior members who sell their boat may keep a locker for a maximum of one year unless they purchase a new vessel
- Senior members who change to Senior Associate category may keep a locker for a maximum of one year from the date of change
- In all other situations where a member is changing to another category or when a boat is leaving the club, the member may keep a locker for a maximum of three months
- Members may write to the Vice Commodore requesting an extension to these terms

Requesting a Locker

- To request a locker, send an e-mail to vicecommodore@qcyc.ca with a copy to manager@qcyc.ca or a dated letter
- Members should indicate their name, boat name & description

Assigning Lockers

- The club is unable to build enough lockers to supply a locker to all Senior Members
- Sharing of lockers is necessary to accommodate the maximum number of members needing locker space.
- Members are encouraged to share lockers on an informal basis, with one Member being designated as the occupant and paying for the locker. The member informally sharing has no status or rights with respect to the locker
- There may be times when there are not enough lockers to accommodate each senior member with a locker dedicated entirely to himself/herself
- Therefore, senior members may have to share their locker at some or various points of time with another member, even after they were given sole occupancy. Sharing, if required, will be based upon seniority. Members asked to subsequently share their locker will be given a two week period to accommodate their new locker mate

Posting of Lockers

- When a locker becomes vacant, it will be posted for a two week period
- Posting will be via one of the following: on a Club bulletin Board or the Flash
- a Senior member who currently occupies a locker may apply to change to a vacant locker as a preferred location when the locker becomes available

Billing and Rental Period

- Locker rental is included in the Fall billing
- The rental period is from October 1 to September 30
- The Office will make adjustments and bill a pro-rated amount based on the date the locker is assigned during the year

Maintenance & Safety

- Members are collectively responsible for the maintenance of the locker blocks
- Members are individually responsible for the inside of their lockers
- The Club does not carry any insurance on an individual member's property in their locker
- The use of portable barbecues on locker block steps is strictly prohibited
- The storage of flammable materials such as gasoline, alcohol, paints and paint thinners in club lockers is prohibited. Such material must be stored in the paint lockers, which are provided for that purpose
- The use of cooking stoves and heating appliances employing flammable fluids or gases is prohibited in the lockers

Moving out of a Locker

- Members should empty their locker as soon as possible so it can be made available to others

11 Yard

Contact the **Yard Chair** with comments on this section.

General

Members are required to maintain insurance on their boats. Members must provide the Club with a copy of their boat's current insurance policy.

Boats are never to be left plugged-in overnight while stored in the yard. Neither chargers nor heaters may be left operating on a stored boat. Extension cords leading to the vessel will be unplugged.

To request yard storage or information about constructing a cradle, contact the Yard Chair at yard@qcyc.ca, copying the Club Manager at office@qcyc.ca.

Cradles

Members are responsible for providing a safe, structurally sound cradle of suitable dimensions for boats to be hauled at the Club.

Prior to building a new cradle, the Yard chair must approve the design.

Cradles are inspected annually in August; deficiencies are posted in the clubhouse and on the Flash; the cradle owner must correct the deficiencies, otherwise the boat may not be hauled on

that cradle. Note that the club is not responsible for the determination of the integrity of any cradle, inspection notwithstanding. It is the owner's responsibility for ensuring the cradle is in good repair. All cradles of boats being hauled must be ready to receive the boat before the first day of Haul-out. Storage of empty cradles in the winter is discouraged. For reasons of going south or selling a boat, etc. there will be no storage fee for the empty cradle for the first winter but thereafter cradle storage fees will be charged in accordance with the current schedule of fees.

Launch & Haul-out

All members who store their boat in the yard are expected to assist at all Haul-out and Launch days.

Members who store their boat in another yard over the winter are strongly encouraged to assist during Haul-out and Launch days.

Your boat must be ready to be launched on the first weekend of Launch except by prior arrangement with the Yard chair.

Members are strongly advised to lower their masts prior to Haul-out. The club will not be responsible for taking into account a mast still being up at Haul-out when determining the order of haul-out and final storage location.

The mast crane cannot be used during Haul-out and Launch days.

Safety in the Yard

The Yard can be a dangerous place:

- Read the safety notice in the Appendix.
- Stay off the track at all times while the car is in use
- Wear steel-toed and steel-soled shoes
- Wear heavy gloves, preferably leather palmed
- Don't consume alcohol during Haul-out and Launch activities
- Members are required to keep their children and pets out of the marine yard during launch and Haul-out
- The club will not be held responsible for accidents to children on club property

Use of Mast Crane and Mast Crane dock

- The Mast Crane must be operated by experienced members only
- Read the safety notice in the Appendix!
- No overnight mooring is permitted at the Mast Crane dock
- Masts must be stored on the mast racks, not in the mast-preparation area
- Masts should be moved to the mast crane area for preparation prior to hoisting
- Masts should be removed from the mast crane area as soon as is practical after lowering
- Do not leave masts in the mast crane area for extended periods if space is available on the racks

- The portable mast rack will be disassembled and stored and the grounds adjacent to the mast crane will be cleared of masts on the weekend preceding Sail Past

Cross-hauling

A cross-haul fee will be charged to the member if his or her boat has to be cross-hauled during Haul-out and Launch because the boat is not ready to be hauled or launched.

Members may apply to the Yard Chair to request waiving of this fee.

Winch & Winch House

Under no circumstances should any member's boat be hauled or launched without the express permission of the Yard chair.

Several members are trained to operate the winch. These members are the only persons who may run the winch.

Environmental Policy

QCYC has adopted the Ontario Marina Operator's Association Environmental Guidelines (a copy of which is in the Office).

Members are required to comply with the club's Environmental Policy.

QCYC's Environmental Policy is under development. Please see Appendix.

12 Grounds

Contact the **Grounds Chair** with comments on this section.

General

Contact the Grounds Chair at grounds@qcyc.ca, copying the Club Manager at office@qcyc.ca.

Household Waste Disposal and Recycling

Members are required to assist in maintaining the clubhouse and grounds in a clean, tidy condition by disposing of waste in the receptacles provided.

Household waste is to be properly bagged and placed in the garbage cans with lids securely replaced to prevent infestation by animals and insects.

Recyclable wastes (plastics, metal cans, glass, paper) are to be separated from household waste and placed in the blue bins located within the garbage enclosures.

Larger items (discarded appliances, BBQ's, lumber, etc.) should be placed in the garbage compound located inside the North Gate.

Hazardous Waste Disposal

A separate compound for the storage of hazardous wastes is provided within the garbage compound to ensure proper containment and safe handling of these materials. Hazardous wastes are held until a "Toxic Taxi" run by the City of Toronto is organized – at least twice a year.

A brochure titled "Hazardous Waste Information and Disposal Guide" is available in the office and all Members are encouraged to obtain one and follow the instructions provided. Under no circumstances are hazardous wastes to be left in the Yard, within enclosures provided for household garbage or elsewhere on the grounds. Particular attention is brought to such things as discarded batteries, used oil and paint cans still containing product.

Pump-out and Pump-out Dock

No overnight docking is permitted at the pump-out dock out of courtesy to others,

Members are urged to use the pump-out and immediately move their boat to their assigned slip.

Senior Members may use the pump-out at any time free of charge. Please ensure you are trained in the proper operation of the equipment before use. Ask another member for assistance if you are unsure.

Visitors are charged to use the pump-out at a rate that is established by the Club on an annual basis. Visiting skippers should be directed to the Officer of the Day or to the office to make payment.

Dinghy Storage

A rack for the storage of dinghies, canoes and other equipment is provided near the Captain's Cabin. Members may use this rack but must affix a tag indicating ownership of the item so that derelict or abandoned items can be identified and disposed of. Tags are available from the office and the Grounds Chair reserves the right to dispose of any items deemed to be abandoned or which do not have a tag affixed.

Members are reminded that this area is for the convenience of all and should be used only for the storage of items that are serviceable and used regularly. It is not to be used to hold items intended for some future repair or as a holding area from which to harvest parts for the repair of other equipment.

Barbeques

The use of barbeques or other cooking burners on floating docks or on locker block steps is strictly prohibited.

The use of barbeques on board boats moored in the lagoon is permitted but from a safety perspective, barbequing on shore is strongly encouraged as an alternative.

Safety

The current Safety Policy is contained in the Appendix.

The use of roller blades, skateboards and scooters is not allowed on Club grounds. Bicycles should be walked through the grounds in the interest of member safety.

Dogs on Club property must be kept on leash at all times. Dog owners are responsible for the control of their pets and must practice "Poop and Scoop" to ensure the enjoyment of the grounds by all.

13 Learn to Sail (Junior Club & Adult)

Contact the **Learn-to-Sail Chair** with comments on this section.

Throughout the summer, as a service to club members and the sailing community, QCYC offers a not-for-profit summer sailing camp for children ages 7 to 17. This program is open to members and non-members. Members receive a discount on fees. Application forms are available on the club website www.qcyc.ca.

Keelboat lessons are offered for adults at varying times throughout the season.

Full payment for all programs is required prior to start of a session and to hold a place in the session.

A liability waiver must be signed by the parent or guardian of the junior participant or by the adult participant.

QCYC is not responsible for a child before and after Junior Club program hours.

To request information about the Learn to Sail programs, email the chair at learntosail@qcyc.ca and copy the Club Manager at office@qcyc.ca.

14 Sailing Program (Racing & Cruising)

Contact the **Rear Commodore** with comments on this section.

General

The detail schedule of the Sailing Program's events is in the club's calendar on the club's web site.

Members who engage in the club's racing or cruising program do so at their own risk.

The club is a member of Canada's national authority, the Canadian Yacht Association, www.sailing.ca and its provincial counterpart, Ontario Sailing, www.ontariosailing.ca.

Racing at Queen City

- The Notice of Race & Sailing Instructions for the club's events is published in early May and is available on the club's web site
- The official notice board is on the north wall of the clubhouse lobby
- A participants meeting is held at the club on the Wednesday preceding the first weekly race
- From mid-May to the end of September the club holds three separate racing series in the harbour
- QCYC's fleet is divided into One Design and handicapped classes, with the largest OD fleet consisting of members of the Lake Ontario Canada Star Fleet, www.locstarfleet.org
- The handicap system used is Performance PHRF as administered by PHRF-LO, www.phrf-lo.org
- To obtain a certificate or more information about PHRF contact the office or the club measurers listed on the club web site
- Racing is open to all members and guests of reciprocal clubs
- Members may sign up to crew on Wednesday nights
- During the season, competitors acquire points towards their eligibility to compete in the day-long Champion of Champions regatta in September that determines the club champion
- The Last Chance Cup, open to all QCYC boats, is held the afternoon of the annual Awards Night in September
- The annual Women Skippers Race, initiated in 1993, typically attracts more than 30 boats, all skippered by women. For more information see the club's web site

Other Racing

QCYC members are eligible to participate in LORC, the Lake Ontario Racing Conference, www.lorc.org and the late-season inter-club AHMEN race series, www.ahmen.ca. Within the LORC series, the Club is host to the Queen City Open Regatta.

Many QCYC members participate in single, double-handed and fully crewed long-distance races on Lake Ontario such as the Lake Ontario 300, www.lakeontario300.org or the Lake Ontario Short Handed Racing Series.

Club Cruises & Reciprocal Clubs

There are usually at least two club cruises to yacht clubs around the lake every year. For information about the cruising program, contact the Chair of the Cruising Committee, who reports to the Rear Commodore, at cruising@qcyc.ca or check the club's web site.

Queen City enjoys reciprocal privileges with other yacht clubs around the lake. For more information, see The Roster or the club's web site.

15 Planning

Contact the **Planning Chair** with comments on this section.

This portfolio covers the long-term planning of capital projects.

For more information, contact the Planning Chair at planning@qcyc.ca and copy the Club Manager at office@qcyc.ca.

16 Entertainment

Contact the **Entertainment Chair** with comments on this section.

General

The club has a number of official club events. Most involve dinner, live music and dancing. Events are advertised on the Flash, in the Clipper and in the clubhouse.

For information about the entertainment program, contact the Entertainment Chair at entertainment@qcyc.ca and copy the Club Manager at office@qcyc.ca.

Minimum Billing

- All Senior, Associate and Dry Sail members pay an annual minimum billing from which tickets for club events may be purchased
- Minimum Billing ensures the club receives enough funding to plan the club events

Regular Club Events

Chili Challenge

- In April, a potluck dinner is generally held on the Saturday of the second launch weekend
- This event is organized by volunteer members

Sail Past

- Sail Past is held on the Saturday of the Victoria Day weekend in May
- This marks the official opening of the season
- This is one of the few dress-up occasions on the club calendar. Traditional dress is white pants and navy blazer for both men and women (plus tie for men) and many members adhere to this dress code. However, this is by no means mandatory. Many women wear semi-formal dresses; others dress more casually, in dress pants for example
- It can be cold in May in the Great Hall, so dress appropriately
- Sail Past celebrates the fleet and honours the Commodore, who reviews the fleet as it "sails past" the Commodore's boat in the harbour

New Members' Night

- This wine-and-cheese party is held on the first weekend in June (or last of May)
- All new members attend free
- This event is organized by volunteer members

□ **Lobster Fest**

- This is a great afternoon held on the Club lawn with dancing at night
- This event is organized by volunteer members

□ **Junior Sailing Club Day**

- This event is held on the afternoon of Lobster Fest
- There is often a marine yard sale, BBQ, and a race in dinghies, called the Rubber Ducky Race
- This event helps raise funds for our Junior Club

□ **Commodore's Ball**

- This event is usually a formal or business attire dinner and dance
- It can be held in April, on the city side or in the summer at the Club

□ **Women's Skippers Day**

- This is the QCYC sailing race day for women skippers
- This event includes an afternoon of fun activities followed by dinner, awards, and entertainment
- It is a fund-raiser event to support various causes
- This event is organized by volunteer members

□ **Corn Roast & Pig Roast**

- This event, a legend on the lake, is held on the Labour Day weekend
- The event starts Friday evening with a corn and hot dog roast
- Pig Roast is held on the Saturday
- More than 400 meals are served
- The event includes live music and dancing
- This event is organized by volunteer members

Awards Night

- This event is held in September following the Last Chance Cup race
- Racing awards, flags and silverware, along with other annual club awards, are presented at this semi-formal dinner
- Dress guidelines are the same as for Sail Past

Pot Luck

- This event closes the summer season on the last Saturday of Haul-out

Tree Trimming Party

- This is an afternoon BBQ and tree trimming event held in December in the Club's Snug Room

Ground Hog day

- This is an afternoon BBQ held on the Saturday after Ground Hog Day

- It is held in the Snug Room

□ **Pub “Get-Togethers”**

- These are held at various times during the off-season

17 Traditions

Contact the **Commodore** with comments on this section.

QCYC Dictionary of Terms

- American Side: the Wards Island side of the lagoon
- Canadian Side: the Algonquin Island side of the lagoon
- South Shore: the Wards Island side of the lagoon
- Badlands: the blue section. So-called because that’s where the Fluffies are the worst
- Fluffies: you’ll know them when you see them in June
- Hollywood North: locker block closest to the north gate, so-called because it was built from materials left behind during a movie shoot
- Tennis Court: section of grass to the north of the mast crane

Arrival of new boats

- When a member brings a new boat into the club, our tradition is to announce the new boat by firing the cannon as the boat arrives in the lagoon for the first time
- Members should let the club know when they are bringing their boat in for the first time and someone will try to arrange the cannon

Etiquette when “home” or when visiting another boat

- Ask permission before boarding a vessel: “permission to come aboard?” is the standard request
- It is considered a courtesy to offer to remove shoes when boarding a boat especially if the boat has recently been cleaned (or during ‘sticky-bud’ season)
- Tie your halyards off (with a bungee cord for example) so neighbours aren’t bothered by noise of them hitting the mast when the wind comes up
- Keep noise levels down late at night

Etiquette when on the water

- Fly the Canadian ensign
- Unless you are racing, you should fly the Canadian ensign from your back-stay or flag staff on your aft railing
- If you are racing, it is bad form to fly the Canadian ensign
- Fly the QCYC burgee from either the top of the mast or from a halyard on the starboard spreader
- Burgees should be in good condition; please replace them if worn or torn
- Burgees should only be flown when there is someone on board
- The only other flag flown above the QCYC burgee is the courtesy flag of another country

- Remove your fenders (bumpers) and put them away when underway
- Even though a sailing vessel has rights over a motor vessel, stay out of the way of the ferries in the harbour; don't claim your right!
- When leaving the lagoon you should have your fenders up before passing the Clubhouse
- When returning to the lagoon from the harbour it is considered bad form to put fenders down until after the Clubhouse has been passed

Etiquette when visiting other Yacht Clubs

- Remember that you are representing Queen City Yacht Club. Behave the way you would want members from reciprocal yacht clubs to behave at Queen City:
- Always fly the QCYC burgee when arriving at another yacht club
- Have your membership card ready to show to the officer of the day or office
- Have fenders and lines ready; don't assume that lines will be available at the dock to which you are assigned
- Never argue or complain about the dock that is assigned to you. It is acceptable to request a certain dock or location but, as a guest, you should ultimately accept what is provided with thanks
- Patronize the club's bar and restaurant if possible
- Ask permission (assuming someone is around to ask) to use the barbecue or other facilities
- Pay the mooring charge if there is one. If there is a disagreement about whether QCYC has reciprocal rights with QCYC (and on what basis), it is better to write a letter after the fact than to argue with the Officer of the Day

18 Appendix – Board of Directors

Contact the **Secretary** with comments on this section.

Board Position	Responsibilities
Commodore	Has overall responsibility for the Club and tries to ensure “smooth sailing” at all times. The Commodore is the Chair of the Board of Directors, an ex-officio member of the Management Committee, is a flag officer and a signing officer. The Commodore also provides government liaison as needed and participates at the Council of Commodores.
Vice Commodore	Is responsible for the day-to-day operation of the Club. The Vice Commodore is the chair of the Management Committee, is a flag officer and a signing officer.
Rear Commodore	Is responsible for sailing activities (except Learn to Sail programs), including Club racing and the Club’s participation in outside racing programs. Organization of Sail Past and the Awards Dinner are also included in these responsibilities. The Rear Commodore is a flag officer.
Fleet Captain	Is responsible for the operation of the Club’s vessels, the Algonquin Queen II and the Harold Robbins. The Fleet Captain is a flag officer and member of the Management Committee.
Treasurer	Manages all of the Club’s finances, prepares the budget, and works in conjunction with the bookkeeper and Club Manager to maintain accurate and current financial information. The Treasurer provides liaison with the Club’s bankers, is a signing officer and member of the Management Committee.
House Chair	Is responsible for the maintenance and operation of the Clubhouse facilities, including the bar and restaurant operation. The House Chair is a member of the Management Committee.
Secretary	Ensures that the Club acts in accordance with legal requirements, is the official recorder at Board and general meetings, and communicates Club policy to reciprocal clubs.
Entertainment Chair	Provides co-ordination on all Club events and is responsible for band/DJ bookings.
Membership Chair	Is responsible for the Club’s marketing and promotional activities, new member recruitment and integration, production of the Roster, and recommendation of membership policy to the Board as necessary.
Grounds Chair	Is responsible for the physical maintenance and safety of all the areas within the Club property, with the exception of the Yard.
Mooring Chair	Is responsible for the maintenance of the Club’s mooring facilities, the assignment of moorings to members, and the recommendation of mooring policy to the Board. The Mooring Chair also organizes and

Board Position	Responsibilities
	runs the Officer of the Day program.
Planning Chair	Is responsible for the planning and project definition needed to accommodate future needs. This position interacts with all other Board positions.
Yard Chair	Is responsible for the marine railway, mast crane, dinghy crane and the organization of all launch and haul-out activities.
Communication Chair	Is responsible for the Club's newsletter, the Clipper, organization and maintenance of the website and the Flash email distribution.
Learn to Sail Chair	Organizes and manages all aspects of the Junior and Adult sailing programs, including staffing, participation in outside Junior Sailing regattas, equipment maintenance and fundraising.

19 Appendix – Membership Categories

Contact the **Membership Chair** with comments on this section.

SENIOR (19* yrs or older)

Privileges:

- may use Club facilities & bring guests into the club
- access to mooring or finger dock, & locker (as available)
- retains and accumulates seniority
- may vote, nominate, stand for election and hold office
- use of Club tender
- option to buy a family membership, which includes tender use for spouse and children 18* and under
- related children under 6* may travel free of charge on the tender, when accompanied by the Member
- may nominate new members
- may fly the Club burgee
- may attend the AGM and Spring Meeting

Restrictions/Obligations:

- a membership unit can apply to one or two persons. Should the unit be a two-person membership, persons must be spouses as defined by Ontario law
- a membership unit is limited to one vote and only one member can hold office at any one time
- Queen City is a self-help club. Each Senior Membership unit is required to provide a number of Work-Hours per year, as approved by the Board of Directors. Hours not worked are charged to the member
- Senior members are also expected to help with launch & haul-out of the boats in the spring and fall as well as with Officer of the Day duties. These hours do not qualify as Work-Hours
- must meet financial obligations to remain in 'good standing'
- in the event that a member loses 'good standing', and allows a boat to remain in the yard, storage will be billed at the 'non member storage rate'

Eligibility:

- must be nominated and approved by the Board of Directors
- must pay an initiation fee

SENIOR ASSOCIATE (19* yrs or older)

Privileges:

- may use Club facilities & bring guests into the Club
- use of Club tender

- option to buy a family membership, which includes tender use for spouse/partner and children 18* and under
- retains & accumulates seniority
- may fly the Club burgee
- may attend the AGM and Spring Meeting

Restrictions/Obligations:

- may not vote or hold office
- may not store a boat or dinghy on Club property
- may not have mooring or locker
- membership unit can apply to one or two persons. Should it be a two-person membership, persons must be spouses as defined by Ontario law

Eligibility:

- Senior Members in good standing, may apply for Senior Associate membership
- must have paid initiation fee and continue to be a member in good standing

ASSOCIATE (19* yrs or older)

Privileges:

- may use Club facilities & bring guests into the club
- option to purchase memberships, which includes tender use for related children who are between the ages of 6* and 18* inclusive
- related children under 6* may travel free on charge on the tender, when accompanied by the Member

Restrictions/Obligations:

- may not vote or hold office
- may not store boat or dinghy on Club property
- Queen City is a self-help club. Each Associate Member is required to provide a number of Work-Hours per year, as approved the Board of Directors. Hours not worked are charged to the member
- may not fly the Club burgee

Eligibility:

- must be nominated and approved by Board of Directors

DRY SAIL (19* yrs or older)

Privileges:

- may use Club facilities & bring guests into the club
- option to purchase memberships, which includes tender use for related children who are between the ages of 6* and 18* inclusive
- related children under 6* may travel free of charge on the tender, when accompanied by the Member

- may store dry sail boat on Club property

Restrictions/Obligations:

- may not vote or hold office
- Queen City is a self-help club. Each Dry Sail Member is required to provide a number of Work-Hours per year, as approved the Board of Directors. Hours not worked are charged to the member
- may not fly the Club burgee

Eligibility:

- must be nominated and approved by Board of Directors

STUDENT (16* to 25* yrs)

Privileges:

- use of Club tender
- may use Club facilities & bring guests into the club

Restrictions/Obligations:

- may not use bar until legal drinking age
- may not vote or hold office
- may not fly the Club burgee

Eligibility:

- must be nominated and approved by Board of Directors
- must be a full-time student

OUT-OF-TOWN (19* yrs or older)

Privileges:

- use of Club tender
- option to buy a family membership, which includes tender use for spouse and children 18* and under
- related children under 6* may travel free of charge on the tender, when accompanied by the Member
- may use Club facilities & bring guests into the club
- retains QCYC seniority
- may fly the Club burgee

Restrictions/Obligations:

- membership unit can apply to one or two persons.
- should it be a two person membership, persons must be spouses as defined by Ontario law
- may not vote or hold office
- may not store dinghy on Club property

- may not have mooring or locker
- mooring privileges are the same as for any member of a reciprocal yacht club

Eligibility:

- must have been a Senior member of QCYC
- must live more than 25 miles (40 kilometres) from Queen City

HONOURARY (60* yrs or older)

Privileges:

- may use Club facilities & bring guests into the club
- retains and accumulates seniority
- family membership, which includes tender use for both spouse and children 18* and under
- may fly the Club burgee

Restrictions/Obligations:

- may not vote or hold office
- may not have mooring or locker
- may not keep boat in the club
- may not store dinghy on Club property
- mooring privileges are the same as for any member of a reciprocal yacht club

Eligibility:

- must have been a Senior member for more than 20 continuous years
- must be nominated and approved annually by a Senior member and approved by the Board annually

COMPLIMENTARY

Privileges:

- use Club tender
- may use Club facilities and bring guests into Club

Restrictions/Obligations:

- may not vote or hold office
- may not have mooring or locker
- may not keep boat in the Club
- may not fly the Club burgee

Eligibility:

- must be nominated and approved annually by Board of Directors based on service provided to community or Queen City Yacht Club

* As of 1 Jan of the current year.

20 Appendix – Finger Docks License Agreement

Contact the **Vice Commodore** with comments on this section.

JIM T:: To be updated

Dock License Agreement

Dated this day of in the year

Between: Queen City Yacht Club (hereafter referred to as “QCYC”)

And

 Name of Senior Member (hereafter referred to as the “Licensee”)

Upon payment of the sum of [the current cost to the club] (Cdn. \$), plus any applicable taxes and/or time payment premium, the Licensee shall be entitled to a ½ shared usage of a finger dock assigned by QCYC, subject to the following terms and conditions:

1. Only Senior Members (in good standing) at QCYC shall be eligible to be a Licensee.
2. The Licensee shall be entitled to a ½ shared use of one finger dock, located within the water confines of QCYC, for the sole purpose of docking his or her vessel.
3. The style and length of any vessel moored to a leased dock must be approved by QCYC, with the said usage of the dock limited to the type of vessel that would normally be offered a water mooring at QCYC.
4. The Licensee shall continue to pay the applicable annual summer mooring charge as set by QCYC.
5. If the Licensee wishes to vacate the dock, but still wishes to maintain this license, then QCYC has the option of assigning the usage of the dock to another member and to charge the appropriate mooring fee to the other member, during the time that the Licensee has vacated the dock.
6. In the event that a Licensee who has vacated his or her dock, wishes to subsequently re-occupy the dock, the Licensee must advise QCYC in writing at least 6 months prior to the next summer mooring season in which the Licensee wishes to re-occupy the dock.
7. QCYC has the option of terminating the license of any Licensee who leaves his or her dock vacant for a period exceeding 2 summer mooring seasons.
8. In the event this license is terminated by either party for whatever reason, the Licensee shall be entitled to a refund of \$2,000.00 during the first 10 years of this license, with a reduction of \$200.00 per year thereafter, of the Licensee’s initial fee paid, provided that such refund shall only be made upon the successful licensing of the dock to an eligible third party, as approved by QCYC.
9. The term of this license shall be at the sole discretion of QCYC, taking into consideration the overall condition of the dock and further taking into consideration any other factors deemed relevant by any future QCYC Board of Directors.
10. QCYC has the sole discretion as to which finger dock will be initially assigned or re-assigned in the future to the Licensee, however every reasonable effort will be undertaken by QCYC to accommodate the Licensee’s wishes as to location.
11. No alterations or attachments to the dock may be made without the approval of QCYC.
12. In the event of a dispute, the decision of the QCYC Board of Directors as to the resolution of any dispute, shall be final.

Revised: 18 May 2006

Signature of Licensee

Authorized QCYC signatory

21 Appendix – Environment Policy

Contact the **Vice Commodore** with comments on this section.

QCYC's environmental policy is under development

22 Appendix – Safety Policy

Contact the **Vice Commodore** with comments on this section.

These safety procedures were written by Ken Rodmell and originally published on the Flash.

Safe Mast Crane Operation

Use a line that is long enough and strong enough for the job of safely lifting the mast. This is not the time to use an old, frayed line. If you don't have a suitable one, borrow one or buy a new one. If in any doubt about the weight of line, use a line you believe to be overly strong for the purpose. Did you know that when you tie a knot in a line, you can weaken it by as much as 50%? Make sure the line is long enough to tie a generous bowline at the upper end with enough of a tail on it so that you can add a stopper knot to the tail, then if the bowline slips, the stopper knot will keep it from becoming undone. At the bottom, don't just attach the line to a cleat. Wrap the line several times around the mast below (or through, the gooseneck) and knot it firmly.

Make absolutely sure the person operating the crane is experienced – if not, get help from an experienced member. Trial and error won't do here.

Don't let anyone stand under the mast while it is elevated.

Make sure communication between the crane operator and the person positioning the mast on the boat is clear and easily heard; this is especially important when the mast is keel-stepped and someone is down below giving or responding to instructions.

As always, keep dogs, children and anyone else who's not directly involved, away from the work area.

When the mast is being hoisted or lowered, make sure the winch operator does NOT take his hands off the winch handle. Don't rely only on the brake.

If you're putting up a deck-stepped mast, be sure to get enough turns on the shroud turnbuckles before making further adjustments, otherwise the mast may fall sideways.

Enjoy your favourite libation AFTER the work is complete.

Safety in the Yard

The safety of all those on QCYC property is of great concern. The boatyard can be a dangerous environment, as insurers are quick to point out. Please make the yard a safer place by following a few rules during Haul-out:

Wear safety boots, gloves and, depending upon the job (grinding, chainsaw operation etc.), use protective eyewear and a hard hat when necessary.

Revised: 18 May 2006

Keep children out of the yard during working hours.

Keep dogs on a leash and out of the way.

Watch out for wood with nails sticking out (bend them over). Clear away trash from working areas that could cause someone to trip.

Don't pull a cradle towards you or stand in the way of a cradle being moved (unless you have an unnatural liking for crutches).

Enjoy your favourite drink after working hours.

PS: There is a first aid kit and fire extinguisher on the south wall of the dinghy shed and in the storage area of the clubhouse (just north of the office).

Step Lively

"These boots are made for..." Safety boots will keep you walking even after you've stepped on a nail or a cradle lands on your foot. Get some safety boots! The Board feels strongly about this. While everyone knows QCYC has a few "pirates", we don't want any of our members to become Peg Leg Petes or Long John Silvers.

Snakes and Ladders

Make sure the ladder you're about to climb is in good shape. Some of the older wooden ones may be rotten in places. Don't wait until you're ten feet off the ground to find out.

ALWAYS TIE OFF THE LADDER WHERE IT RESTS ON THE BOAT OR CRADLE - unless, of course you think you can fly.

The ground in the yard is often uneven but do try to find a solid spot for the base of the ladder.

Don't carry more up the ladder than you can easily handle. It's safer and easier to hoist your load with a rope.

Make sure that extension ladders are securely locked at the joint. It's not a bad idea to secure the two sections with a light line.

While you're up there, be careful not to drop stuff on your fellow members; it makes them very cranky.

And NEVER start your engine without being sure no one is near the prop.

The Cutting Edge

Over the past couple of years, while racing I've had crew get their legs caught up in jib sheets during tacks. Fast action by other crew members saved the day by getting the pressure off immediately. However, the only solution in some cases may be cutting the line instantly. Keep

a VERY SHARP knife handy so you can cut a loaded line with one swipe. (Of course you also have to be careful with the sharp knife!) The knife may also come in handy if you are dumb enough/unlucky enough to get hung up on a racing mark. Yeah, I know, that will never happen to you.

Some on-the-water safety tips

It is said that “ There are old sailors and bold sailors but no old, bold sailors”.

1. Check out your flares and how to use them.
2. Review how to use the VHF in case of an emergency.
3. Many boats that get into trouble do so because they have too much sail up. At the first hint of a storm or squall, reduce sail. Remember the old adage, “The time to reef is when you first think about it”.
4. Practice a man-overboard routine.
5. Know where your fire extinguishers are located.

Learning to Fend for Yourself

When you are docking (or rafting) at an unfamiliar place, have one crew member ready with a fender that can be placed quickly and easily wherever it's needed. Wind or current can send you off quickly in an unplanned direction (Bronte Creek comes to mind). Yelling, “Fend off, fend off, for God's sake” won't help much if you're unprepared. Here's where the safety aspect comes in (you were probably wondering when I'd get around to that): never fend off with your foot! You could slip, fall in, or worse, get your foot or leg caught between boats or the boat and pier or dock. There's a lot of pressure involved and fractures, torn ligaments etc. can seriously cut into your party time. The screams tend to draw attention to your lapse in seamanship as well.

PS: don't push on another boat's lifelines either. They are often not tight enough or supported well enough to take the strain.

A Shocking Tale

Don't plug in your power cord at the dock then carry the live end onto your boat -- and don't unplug the cord at the boat end and carry the live end to the dock. I once read a story about a guy who dropped the live end of a cord into a dinghy that was tied up alongside. It had been raining heavily and the dinghy had water in the bottom. His wife was standing in the dinghy... One presumes it was an accident.

The Right (legal) Stuff

To find out what safety equipment you are required by law to have on your particular boat if it's 8m-12m, go to the Canadian Coast Guard website at <http://www.ccg-gcc.gc.ca/> . You can find other regulations through this site also.

Hot Topic

The sun is shining, the sky is clear - just the kind of weather we've all been waiting for - but watch out! The UV is brutal. And take special care not to let the kids get fried. MD's tell us that burns we got in our youth can develop into skin cancer in later life. So, pile on the no. 30 and keep reapplying it according to the directions. Better still, wear a hat with a brim and a long sleeved shirt (hey, those Mexican peasants in the murals are no fools).

The sun is wonderful but it ages skin prematurely and can create serious problems. I know, I've had surgery for sun damage. So get out and enjoy the sun but use your head (or your hat).

23 Appendix – Flag Etiquette

Contact the **Commodore** with comments on this section.

The following is based on information published in Chapman Piloting with some simplification where appropriate.

The flags you fly

The National Ensign.

The Canadian flag is flown on all Canadian vessels. This flag is normally flown from a staff mounted on the stern. Alternatively, it may be flown from the backstay approximately 2/3 of the way up.

The Club Burgee.

This flag may be flown from the masthead or from a halyard at the starboard spreader. The burgee may be flown by day only, or continuously as determined by Club rules. (Queen City Yacht Club has no particular policy on this.)

Officers' Flags.

The Commodore, Vice Commodore, Rear Commodore, Fleet Captain and Past Commodores fly special burgees in place of the standard Club burgee.

Courtesy Flags.

As a matter of courtesy, it is proper to fly the flag of a foreign nation on your boat when you enter and operate on its waters. The courtesy flag should be the topmost flag flown at the starboard spreader.

Other Pennants and Flags.

Many boats fly Class Association and other organizations' flags. These should be flown lower than the Club burgee.

The Ensign and Club burgee are not flown while racing.

Size of flags

The flag at the stern of your boat, the Ensign, should be one inch on the fly for each foot of overall length of your boat. The hoist will normally be two-thirds of the fly, however some flags have different proportions.

The Club burgee and officers' flags used on sailboats should be approximately ½ inch on the fly for each foot of the highest mast above the water.

The Club burgee and officers' flags used on powerboats should be approximately 5/8 inch on the fly for each foot of overall length.

Raising and lowering of flags

“Colours are made” each morning at 08:00. The Ensign is hoisted at the stern (or set in place on its staff). Then, if not already flying on a day-and-night basis, comes the Club burgee either at the masthead or starboard spreader. Flag officers’ flags are flown in place of the standard Club burgee.

At sunset, flags should be lowered in reverse sequence, the Ensign at the stern always being the last to be secured.

If you expect to be away from your boat at sunset, take in your flags before leaving your boat.

Dressing ship

At regattas, and on other special occasions, such as after Sail Past, yachts often “dress ship” with International Code signal flags.

In dressing ship a rainbow of flags of the International Code is arranged, reaching from the waterline forward to the waterline aft, by way of the stem or bowsprit end and the masthead(s). Flags and pennants are arranged alternately following a sequence used in the Navy of two flags one pennant, two flags one pennant throughout.

The following sequence provides a harmonious colour pattern. Starting from forward: AB2, UJ1, KE3, GH6, IV5, FL4, DM7, PO third repeater, RN first repeater, ST0, CX9, WQ8, ZY second repeater.

In the absence of International Code flags, many yachts fly their racing flags. The Ensign and Club burgee remain in their normal positions.

24 Appendix - Fee Schedule

Contact the **Treasurer** with comments on this section.

Senior Membership	
Initiation Fee	
Senior member with boat over 28'	3,000
Senior member with boat 28' and under	1,000
Annual dues (Includes Unit Membership and use of Club tender)	1,545
Optional family dues (Includes membership for all related children under 19 and use of Club tender for children and second Unit member)	130
Mooring/Storage/Yard	
Mooring \$/b'	59.50
Yard storage - Member winter storage \$/sq'/season	1.55
Yard storage - Member summer storage \$/sq'/season	1.55
Yard storage - Non Member \$/sq'/month	0.77
Cradle storage after first season/year	100
No-notice cross-haul fee	100
Other	
Minimum billing (for events)	150
Work hours	12
Work hour rate per un-worked hour	30
Locker	310
Double locker	500
Senior Associate Membership	
Annual dues (Includes use of Club tender)	775
Optional family dues (Includes membership for all related children under 19 and use of Club tender for children and second Unit member)	130
Minimum billing (for events)	75
Work Hours	6
Work hour rate per un-worked hour	30
Associate Membership	
Annual dues	135
Optional use of Club tender	285
Optional annual dues for related children (Includes membership and use of Club tender all related children under 19)	80
Minimum billing (for events)	75

Revised: 18 May 2006

Work Hours (includes launch and haul out)	6
Work hour rate per un-worked hour	30
Can transfer to a senior membership with a discount - see note 3 below	
Dry Sail Membership	
Annual dues	135
Optional use of Club tender	285
Optional annual dues for related children (Includes membership and use of Club tender all related children under 19)	80
Minimum billing (for events)	75
Work Hours (includes launch and haul out)	6
Work hour rate per un-worked hour	30
Winter and Summer Storage \$/sq'	1.55
Yard Storage - Non Member \$/sq'/month	0.77
Can transfer to a senior membership with a discount - see note 3 below	
Student Membership	
Annual dues (19 to 25 years of age, full time attendance and includes a use of Club tender)	135
Out of Town Membership	
Annual dues (Includes use of Club tender)	180
Tender fares/freight runs	
Adult tender ticket / 1 round trip ticket	6
Adult tender ticket / per 5 round trip tickets	n/a
Adult tender ticket / per 10 round trip tickets (available only in office)	50
Child tender ticket / 1 round trip ticket	3
Event tender / per round trip ticket	5
Member Special Freight Run	25
Other	
OD No-show charge	?
Wireless Internet Access/season	75
Visitor Pump-out fee	15

Notes

- 1 GST applies to all charges except minimum billing
- 2 Age is determined as of January 1 of current year
To move to a senior membership from an Associate or a Dry Sail, a discount applies to Senior Membership Initiation in the amount of the current Dry Sail or Associate Annual Dues times the number of continuous years of membership. Members must be in good standing
- 3 both members of the new unit can qualify for this discount

25 Appendix - Privacy Policy

Contact the **Secretary** with comments on this section.

This section is under development.

26 Appendix - QCYC Contact Information

Office

416-203-0929

Office fax

416-203-0931

Club Manager

Don Ferguson

Mailing Address

Box 401, Station A,
Toronto,
Ontario M5W 1C2

Email Address

office@qcyc.ca

Website

www.qcyc.ca

Restaurant and bar

416-203-9007

Restaurant Operators

ALL SET HOSPITALITY

Restaurant Manager

Silke Miller

Restaurant Manager Phone

Restaurant Manager email