

These policies and procedures have been developed in accordance with the Bylaws and to address the safe effective and efficient operation of Hawkestone Yacht Club. They may be amended or expanded by the Board of Directors.

General

1. The club will not be liable for injury, damage or loss to person or property, arising from the use of the harbour, grounds, buildings, services, equipment or other facilities of the club however caused, including the misplacement or shifting of entrance markers. Members must make sure their insurance covers these risks. Boat owners must supply declaration of public liability and property damage insurance annually.
2. This is a private club and is restricted to members and guests. Members are to accompany their guests and are responsible for their conduct. Guests may be limited at the discretion of the Board. All members have a duty to police the club and politely question strangers in order to discourage trespassing.
3. Visiting boats (members of a yacht club or guest of a member of HYC) must register at the main door of the clubhouse. After registration visiting boats may stay overnight at no charge for a maximum of two nights in any one month. Visitors must pay a docking fee as set out in The Prescribed Rates Schedule for nights over this limit. The ramp is available to non-HYC members on an emergency basis only.
4. Work hours required for each boat in the harbour shall be as set out in The Prescribed Rates Schedule. Members unable to fulfill this obligation will pay a fee as per The Prescribed Rates Schedule. Work party obligations and fees are waived for members over 70 years of age with at least 5 years HYC membership and for members of the Board.

Harbour

1. Boats leaving the harbour have right of way over boats entering. All boats must maneuver within the confines of the harbour at a dead slow speed. All sailboats equipped with auxiliary power must drop sails before entering the harbour.
2. Docking and mooring lines and cradles are subject to the approval of the Harbourmaster and must be immediately replaced if found inadequate. Tie off halyards and rigging to minimize noise.
3. No member may sublease his slip. Members are requested to notify the Harbourmaster of the dates their slips will be vacant so that guests may have use of them.
4. Potable water is also available in designated areas around the harbour. It is not to be used for washing boats or flushing holding tanks.
5. Members and their guests must not moor for more than 20 minutes at the crane dock or in the area adjacent to the pump-out station and Clubhouse potable water hose.
6. Docks and boardwalks must be kept clear at all times. Any gear not stored on board must be stored in a well-made ditty box with dimensions not exceeding 4 ft. wide by 2 ft. 6 inches deep and 4 ft. high. Ditty boxes are to be kept well back from the boardwalk. Exceptions are slips 1A through 6, where the ditty box is situated against the boardwalk and shall conform to a height of less than 30 inches. Members shall clearly label their ditty box with their name.
7. All power cables must be approved by the Property Director. When boats are unattended, shore power cables may be left connected for battery charging and refrigeration, but hot water heaters must be switched off and all other 120v onboard appliances containing electric elements, such as

toasters, kettles, stoves and cabin heaters, must be unplugged from boat outlets to minimize electric costs and reduce risk of fire. Boats stored on the hard must be unplugged from shore power while unattended. No member shall be allowed to make any changes or extensions to existing electrical or plumbing installations, without the approval of the Board.

8. On board diesel and/or propane heaters must not be used in the harbour.
9. With approval of The Board of Directors, members may store boats on club property. Please refer to the Prescribed Rates Schedule. In general fees are charged beginning at lift-out in any year when harbour fees have not been paid for that boat.
10. The boat owner or his/her designate must be in attendance during lift-out/in. No person may remain on board during these procedures. Boats of members who have not paid their annual fees and/or who have not provided a declaration of insurance at least one month prior to launch will not be lifted in, and the member will be charged for any costs incurred in moving the boat to a suitable storage location.
11. Masts must be stepped or removed from boats in the harbour within 2 weeks of lift-in.
12. When acquiring a new vessel, members must seek prior approval in writing from the Board for any changes in Length, Beam and Draft from their current boat.
13. The Harbourmaster has the authority to assign slips based on boat and slip characteristics in order to optimize the safety and traffic flow of the overall harbour. Any boat may be relocated if deemed necessary by the Harbourmaster. Written requests for a change of slip will be approved by the Harbourmaster if the move is both practical and agreeable to the other members affected.
14. Similar principles apply on land for storage: the Harbourmaster will determine each boat's storage location in order to facilitate safe and orderly crane operations. Boats slated for long term storage will be relocated to a suitable location. Cradles must be made of steel and clearly marked with the boat and owner's name, and also marked bow and stern. Ladders must be chained to the cradle and padlocked when not in use. All equipment not stored on the boat must be labelled with the member's name (e.g. masts, dinghies, ladders, ditty boxes, etc.)
15. As we are a not-for-profit organization, vessels berthed at the Club shall not be used for any commercial purposes, which includes but is not limited to chartering, teaching, tours, etc.
16. The mast crane is for Member's boats only and is used "at your own risk". The Member who chooses to use the mast crane is responsible for its safe operation.
17. For reasons of safety and liability, the use of onboard barbecues is not permitted on vessels moored in the harbour.
18. Dinghies must be kept on the owner's boat or in the dinghy rack. Members are allowed to store one dinghy on the rack. Storage fees for tenders, sail boards and dinghy sailboats are set out in the Prescribed Rates Schedule. Davits mounted on boats must not impede the flow of traffic in the harbour.
19. Trailers and dry sailboats on trailers are to be stored in the parking area north of the harbour. No storage is allowed on the grass areas of the Club at any time.
20. Fishing is prohibited in the harbour and channel.

House & Grounds

1. All children under 12 shall be under the supervision of an adult. Children under 6 years old are urged to wear a life jacket at all times. Operation of any vessel (including small craft) in the harbour by children is prohibited, unless supervised by an adult.
2. All pets must be kept on a leash. All messes must be cleaned up promptly by owners (“stoop and scoop”). Pets are not allowed in the clubhouse.
3. Smoking is prohibited in the washrooms and clubhouse.
4. Members are not to make modifications or additions to docks or grounds without the express permission of the Board.
5. Members may apply to book the clubhouse for private functions subject to approval by the Board.
6. A member may not bring a crane or other heavy equipment onto HYC property, or engage the services of such, without receiving written approval to do so by the Property Director or Harbourmaster (as appropriate depending on the type of work to be done), and shall also be required to provide written proof of the owner and/or operator's liability insurance and WSIB certificate.
7. The Clubhouse refrigerator is primarily for Club events and temporary storage of members' personal food and drink. Please remove personal items from the refrigerator & freezer in a timely manner.
8. In consideration for others, members are required to:
 - Limit freezer use to two sealed containers.
 - Permit a bonfire to be lit only under the supervision of an adult member, only in the fire pit on the beach and no bonfires are permitted during onshore breezes.
 - Leave the clubhouse and washrooms cleaner than found.
 - Keep the beach BBQ and Clubhouse BBQ clean and tidy for other members to use.
 - Drive vehicles on club property at dead slow speed, and park in designated areas.
 - Return club property promptly to the designated storage area.

Environment

Hawkestone Yacht Club encourages the use of environmentally sound practices by the members and visitors. To that end, the following procedures are applicable at the Club.

1. Garbage.

- a) Non-toxic garbage should be bagged and placed in the dumpster provided. Ensure that the lids are closed.
- b) Members are encouraged to take their recyclables to the recycling shed and place in the appropriate blue/grey box.

2. Pump Out.

- a) Pump outs are available free of charge to members. Overnight visitors may pump out at a fee determined in the Prescribed Rates Schedule.
- b) To operate pump out - ensure that the pump out hose connection is held firmly in place when operating the pump to prevent any spillage. Vacate the pump out dock as soon as possible. (20 minutes max.)
- c) The non-potable water hose at the pump out dock is provided solely for flushing holding tanks and should not be used for filling potable water tanks.

3. Paint Scraping and Sanding.

- a) Before scraping a boat bottom spread a plastic sheet under the boat.
- b) When completed, wrap the scrapings in the plastic sheet and dispose of the scrapings in an environmentally sound manner as below.
- c) When sanding, spread a plastic sheet and wind break if necessary. Wrap particles in the sheet and dispose of as described in #4 below.

4. Disposal of Used Oil, Paint and Other Environmental Hazards .

- a) **THE DUMPING OF OIL OR ANY OTHER POLLUTANT ONTO THE GROUNDS OR INTO THE HARBOUR IS PROHIBITED.**
- b) Members are responsible for the handling and disposal of their own used oil or gas products, paint scrapings, anti-fouling paint and oil-based products at the Member's residential hazardous waste transfer station. Hawkestone Yacht Club cannot be responsible for disposing of such products. The garbage facility at HYC is NOT TO BE USED for this purpose.

5. Toxic Antifreeze

- a) If toxic antifreeze is used, it **must not** be pumped into the harbour or onto the ground. (See 4.a.)
- b) If toxic anti-freeze is being pumped from the boat in the spring, it should be collected in an appropriate container held under the exhaust outlet. (See 4.b.)

6. Spills: Oil, Gasoline, Diesel Fuel, Paint or Other Toxic Materials

- a) All boats must refuel in the area adjacent to the Mast Crane/potable water spigot where spills box is located.
- b) Ensure the safety of yourself and others, particularly if the spill involves flammable materials.
- c) Locate the source and take steps to contain the spill.
- d) Any materials used to clean up the spill should be disposed of in the manner indicated above. (See 4.b.)
- e) If the spill is large, a Board member should be notified immediately and steps will be taken to deal with the spill.
- f) If the spill occurs aboard your boat, turn off the bilge pumps to prevent the pumping of contaminates into the water. Take the necessary steps to contain and clean up the spill and dispose of the materials.

7. Old Batteries

- a) Old batteries are to be removed from the property by the member for disposal.

8. Flammable Goods

- a) Care should be taken when storing flammable goods such as gasoline, diesel fuel, propane or any type of varsol paints.
- b) Propane tanks should be stored above deck or in lockers that are vented downward to the exterior and special care should be taken to check for leaks from internal lines to stoves, refrigerators and other appliances.
- c) If it is absolutely necessary to store flammables such as those listed above aboard your boat, ensure the boat is well ventilated and use a blower before starting the engine.

Members

Joint Ownership of Boats

- a) When a boat is owned by two non-family members, both owners are required to hold membership in the club. (Aug 2007)
- b) Joint ownership/partnership arrangements are subject to prior approval of the Board. (April 1999)

(January 2015)

Code of Conduct

Preamble

The **Code of Conduct** has been developed to assist Hawkestone Yacht Club members to understand the standards of conduct and behaviour that are expected of them. This Code applies to members, their family, guests and employees. Employees include any person or contractors hired, working for and paid by HYC or by individual members.

Conduct

Members have a duty to support and promote the key principles of the Club and to maintain the integrity of the Club by acting ethically and respectfully on and off the water, showing consideration to other boaters, members, and guests, observing the rights of others, and treating others with courtesy.

Behaviour

Members have a duty to be well-mannered and courteous at all times. Members must display sportsmanship and act in such a manner as to hold the club and themselves above reproach. Member actions must not constitute acts of discrimination, harassment, disorder, or law breaking.

Members' Guests and Children

Members will be responsible for their guests and children at all times and ensure that their guests' and children's conduct is in keeping with the Club's **Code of Conduct** and the Club's Policies and Procedures.

HYC Property and Equipment

Members have the responsibility to ensure all HYC equipment and property is used properly, safely, and with respect by themselves or anyone else.

Disciplinary Actions

Any breach of HYC's **Code of Conduct**, By-laws and Policies & Procedures will be reviewed by the Board and appropriate disciplinary action, as outlined in section 7.07 of the HYC By-laws, will be taken. Members agree to the consequences of any breach of the code of conduct. These may include termination from the club.

(January 2015)