

ROYAL PRINCE EDWARD YACHT CLUB

ABN 12 000 900 069



MEMBER HANDBOOK

A Message from the Flag Officers and General Committee

This handbook is produced as a practical means of welcoming new Members, as well as providing a ready reference to existing Members. It outlines the facilities and rules and regulations, which govern the conduct of the Club. The handbook is produced to enable all Members to obtain the maximum benefit from their membership. It sets out the standards of conduct and dress. Members should read this booklet so that all requirements are clearly understood.

Mission

The Memorandum of Association states that the key objectives of the Royal Prince Edward Yacht Club are

- To promote, encourage, teach and support the sport of yachting and boating.
- Promote, conduct, join in, assist in and support races, matches, competitions and exhibitions
- Contribute to prizes, trophies and expenses and to guarantee prize money and expenses in connection with such races and competitions
- Develop and maintain a club and associated facilities including clubhouse, boathouses, jetties, moorings, ramps and other buildings for the convenience of Members and the furtherance of the objectives of the Club.
- To promote, encourage and support social activities among Members of the Club
- To establish and maintain a club and to provide all or any of the amenities, facilities and conveniences and any other advantages of a club.

History

In becoming a member of the RPEYC you are joining a unique establishment. Not only is it unique in outlook, having the most picturesque aspect of any club on the most famous harbour in the world, it is unique in style and heritage. Established in 1922, the “Edwards” has always been informal and friendly, if not a touch eccentric. Whilst it has some professional staff, the Club relies on the voluntary efforts of the Members to care for the premises and organise the activities.

Sailing Activity

The RPEYC’s heritage and standing in the yachting scene around Sydney is central to its past and future activity. Together with the Royal Sydney Yacht Squadron, the RPEYC is responsible for organising a fair proportion of the Saturday yacht racing on the harbour. In summer the Club administers Wednesday racing commencing at midday. These are voluntary activities and new Members are encouraged to join the race management team. For sailors, the harbour gives access to the best sailing with a great home base.

In terms of sailing activity the Club has suffered from a shift in yachting trends. Many racing yachts are now housed out of the water on “hard stands”. Limited space prevents the Club from offering this facility. There has been a growing interest in “masters” sailing in the popular sailing dinghy, the Laser, which conveniently fits into the Club’s scale of operation.

Although the RPEYC is a family club, it has had limited success in establishing a youth sailing programme. On the other hand our sister club, the Vaucluse 12ft Amateur Sailing Club, is a dedicated youth club with a comprehensive programme of training and racing of small boats. Rather than reinvent the wheel, the RPEYC fully supports Vaucluse and its programme.

Club Boats: The Club has available a number of small craft for the use of Members. Members are responsible for any loss or damage whilst the boats are in their care and are responsible for their storage in a clean and proper manner. Ask at the bar for further information.

Crewing: Members wishing to become involved in sailing can offer themselves as a crew by word of mouth at the bar or posting a notice on the Notice Board in the clubhouse. For those who wish to take up Laser sailing, please ask one of the regular Laser sailors who will be happy to show you the ropes.

Race Officials: Volunteers to participate in the management of yacht racing are warmly welcomed. The Club will support training for involvement in this important function of the Club. The activity is not overly demanding requiring participation on a monthly basis during the season. Register your interest at the bar.

Learn to Sail: Learn to sail courses are available through the Club. These are particularly aimed at our adult Members who may be sailing for the first time. These classes are applicable to male and female Members alike.

Availability of Clubhouse and Facilities

PRIVATE FUNCTIONS

(a) The Clubhouse can be booked for private functions after 7.30pm on any day. There is no hiring fee, but Members must use the bar and in-house catering. Private functions are arranged with the Club Manager and the Chef.

(b) It is expected that the standards and traditions of the Club will be maintained when functions are held in the Clubhouse.

FOOD & BAR SERVICE

(a) Lunch is available from the in-house Chef Friday to Sunday on the lawn or verandah. Liquor licensing laws limit the bar service to the salon area and the verandah. However, consumption of alcohol is allowed on the lawns. Alcohol can only be sourced from the bar if it is to be consumed on site.

HOURS OF OPERATION

(a) Bar Trading Hours:

Monday to Thursday	4pm to 8pm
Friday	12pm to 8pm
Saturday	11am to 8pm
Sunday	11am to 8pm
Public Holidays	11am to 8pm

(b) Lunch:

Friday to Sunday	12pm to 3pm
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(c) The Club is closed on Good Friday and Christmas Day. On these days, access to the boathouse and locker rooms is through the boathouse as usual.

(d) Barbeque facilities are available at the rear of the clubhouse for use at any time, up to 8pm in summer. We ask, however, that you support the in-house Chef in some way to ensure that this service is maintained.

Change of Profession/Address

The Club is required to maintain a Register showing the full name, current residential address and occupation/profession of each Member. Members who change their occupation/profession or address should immediately notify the Club in writing of such change.

Telephone Numbers/Email Addresses

Members are requested to advise the Club of any change in their home or business telephone number or email address by contacting the Secretary on (02) 9363 5809 or by email to mail@rpeyc.com.au or by post to PO Box 2025, Bondi Junction NSW 1355.

Telephone numbers are strictly for the use of staff and are not provided to other Members or non-members.

Code of Conduct

The objective of a Code is to

- promote consistently high standards of practice across all activities of the RPEYC
- bolster pride in the membership
- build community trust and confidence within the Club
- ensure that the Club is fulfilling its mission to its Members and obligations to its employees

The underlying spirit of the Code of Conduct of Members of the RPEYC lies in the principles of being a “club” wherein the Members are responsible for the Club’s existence, both financially and operationally. Hence, the Club requires the voluntary input of its Members in order to care for the facilities and to function smoothly.

The other element in the Code of Conduct lies in the Club’s history. The RPEYC has always been respectfully informal and egalitarian, which, in turn, creates an atmosphere of congeniality. In other words, care by all Members for the facilities, fixtures and grounds, and courtesy to other Members, guests, staff and the neighbours will cover most situations.

The following points are guidelines based on the above principles, and provide a common standard of conduct for Members, which will ensure that the RPEYC is enjoyed by all Members and their guests.

The Code of Conduct can be divided into the following categories:

BEHAVIOUR

(a) The RPEYC supports the values of mutual respect and fairness and expects Members and their Guests to act in a manner that supports these values.

(b) The RPEYC will not tolerate:

- Foul language
- Drunkenness
- Any form of abuse, physical or verbal
- Threatening behaviour
- Damage to property
- Fraudulent misrepresentation
- Any form of discrimination

(c) Any Members or Guests who engage in this type of behaviour will be asked to leave or be removed from the Club. Such behaviour may incur suspension of membership.

(d) Any complaints in respect of a Member’s behaviour shall be directed to the Secretary, Flag Officers or the most senior staff member on duty at the time.

(e) Members are responsible for the behaviour of their Guests. Guests are to be signed in by the Member in the Visitor’s Register as required by the Registered Clubs Act. Guests must remain in the company of the Member at all times whilst on RPEYC premises.

SUPERVISION OF CHILDREN

- (a) Children under the age of 18 must at all times remain in the company of a Member.
- (b) Prior approval is to be obtained through the Club Manager for children under 18 years of age attending private functions.
- (c) Children permitted to use the Clubhouse must observe the same dress regulations as Members.
- (d) The Licensing Laws do not permit children under the age of eighteen years to be served or consume alcohol in any part of the Club.
- (e) Members and Guests bringing children onto RPEYC premises shall be responsible for the behaviour and welfare of the children in their company at all times, and shall comply with all requests and directions of the Secretary, Flag Officers or senior staff member on duty at the time.

DRESS REGULATIONS

- (a) All Members and Guests are at all times expected to maintain their dress and appearance in a manner in keeping with the standards and traditions of the Club.
- (b) Minimum dress requirements for particular areas of the Clubhouse are as follows:
 - Lawn - Sailing and swimming attire
 - Bar and Verandah – Sleeved tee shirt, shorts, footwear
- (c) Wet sailing clothes hats and caps are not permitted in the bar and verandah.

MOBILE TELEPHONES

- (a) The use of mobile telephones by Members and Guests in the Clubhouse is prohibited.
- (b) The use of mobile phones whilst refuelling is prohibited.
- (c) The use of mobile phones elsewhere on RPEYC premises should be discreet.
- (d) No Member shall use the RPEYC as a business address or facility, by advertisement or otherwise, for the purposes of carrying on or promoting his or her profession or commercial activity.

RPEYC PROPERTY & LAWN ETIQUETTE

- (a) Members destroying or damaging any property of the RPEYC shall be personally liable.
- (b) Members shall return glasses, plates and cutlery to the bar and dispose of rubbish in the bins provided. Umbrellas are to be stowed away. Shower, toilets and changing rooms shall be left in a clean and tidy condition.

BOATSHED & LOCKERS

- (a) The RPEYC maintains a limited number of facilities in the nature of moorings, lockers and boat racks for the use of Members; and (when available) applicant Members are allocated exclusive use of such facilities on the basis that:

- Any allocation of any facility is personal to the Member at the discretion of the RPEYC and may be determined by the RPEYC at any time by the giving of one month's notice requesting the Member to vacate the facility; and
- Any allocation of any facility shall be subject to the payment of the applicable fees and the observance of other directives of the Committee from time to time;
- Allocations are made to applicants who have registered on a list maintained by the Boatshed Committee.

(b) Members storing boats in the boatshed shall ensure that boats are clean and stowed correctly.

SAFETY ON THE JETTY

Swimming and diving off the jetty are prohibited as these activities are potentially dangerous in regard to the movement of the pontoon, passing boats using the jetty, cuts from crustaceans attached to the jetty, and diving injuries that may result in neck and back injury.

RPEYC STAFF

(a) Any complaints about staff should be directed to the Flag Officers.

(b) No Member shall give any gratuity to any employee of the RPEYC. There shall be a Staff Christmas Fund to which donations may be made by Members and their Guests. All disbursements from such funds shall be authorised by the Committee. Any Member wishing to contribute should do so via the Secretary.

RESPONSIBLE SERVICE OF ALCOHOL

Under the Registered Clubs Act (1976) and the Liquor Act (1982) the Club is required to adopt an appropriate policy in relation to the responsible service of alcohol.

RPEYC policy is:

- Not sell or supply liquor to a person under the age of eighteen years;
- Not permit intoxication or any indecent, violent or quarrelsome conduct on the premises;
- Not sell or supply any liquor to any person who, in the opinion of the relevant Food and Beverage attendant, is intoxicated.

SMOKING

Smoking is prohibited in all RPEYC buildings, on balconies, or on RPEYC vessels.

STREET PARKING

Parking signs shall be strictly observed and consideration given to other residents in the street. Street access is restricted and, hence, the movement of vehicles must be cautious and considered.

PROPERTY OF MEMBERS

(a) Storage of property and equipment on the Club premises is prohibited unless written permission is obtained from the Committee.

(b) The RPEYC does not accept responsibility for the property of Members or their Guests on the RPEYC premises. Members and Guests must make whatever arrangements they consider appropriate for the safety and security of their property.

(c) The property of Members left on RPEYC premises without the permission or authority of the Committee shall be treated as property that has been abandoned and may be removed or disposed of by the RPEYC at the cost of the Member.

(d) Property handed in as lost property will be kept for a period of one month. Items handed in and not claimed or collected after this time will be donated to charity.

SAFETY ON THE WATER

(a) Boat owners shall be responsible for the condition and safety of their boats whether participating in RPEYC events or otherwise.

(b) Boat owners shall be responsible for the adequate and proper maintenance, compliance with safety regulations, seaworthiness and manning of their boat and the ability of their crew whether racing or cruising.

(c) All accidents or incidents while participating in an RPEYC organised event involving personal injury or damage to property shall be reported to the Secretary in writing, and should be reported to other relevant authorities within 24 hours of occurrence.

HOUSE ACCOUNTS

(a) Membership and accounts are due and payable when rendered.

(b) An account service fee and interest will be charged on overdue accounts.

DOGS

Members may not take dogs onto the premises, other than in transit to a boat or as a guide dog.