



ROYAL PRINCE EDWARD YACHT CLUB

Member Handbook and By-Laws



Document History

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RPEYC Member Handbook & Club By-Laws

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Introduction: Message from the Board

This Handbook has been produced as a practical means of welcoming new Members to the Royal Prince Edward Yacht Club (Club), as well as providing a ready reference to existing Members. It outlines the facilities and rules and regulations (the By-Laws), which govern the conduct of the Club. The Handbook enables all Members to obtain the maximum benefit from their membership of the Club. The By-Laws section sets out the standards of conduct and dress for all Members and their guests. Members should read this booklet so that all requirements are clearly understood.

The By-Laws are binding on all Members and guests. The Constitution of the Club empowers the Board to make, repeal and amend any By-Laws. Sitting above the By-Laws is the Club Constitution which sets out the fundamental principles and rules under which the Club is governed. Changes to the Constitution can only be made and voted on by the Members at a general meeting. In the event of an inconsistency between the By-Laws and the Constitution, the Constitution prevails. A copy of the Constitution can be obtained from the Secretary and is available on the Club website under the Members pages.

1. Objectives

The Constitution of the Club 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, jetties, moorings, ramps and other buildings for the convenience of Members and the furtherance of the objectives of the Club.
- Promote, encourage and support social activities among Members of the Club.
- Establish and maintain a club and to provide all or any of the amenities, facilities and conveniences and any other advantages of a club.

2. Values

We value:

- Diversity, inclusion, and environmental sustainability across all aspects of the Club's activities.
- Equal opportunities and participation in all Club activities regardless of background, perspectives, circumstances, gender, age race, religion or disability.
- The history and traditions of the Club that underpin respect for all Club members, employees and guests.

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- Providing Club members with forums for generating ideas and programs that reinforce the Club's values and contribute towards enhancing membership numbers and retention.
- Providing high quality food and beverage services in a high quality clubhouse that reflects the Club's history and encourages members and guests to use the Club.

3. Administration

The Club is a limited guarantee company (CLG) incorporated under the under the *Corporations Act, 2001*. Additionally, the Club operates in accordance with the requirements of the *Registered Clubs Act, 1976 (NSW)* and the *Liquor Act 2007 (NSW)*. The Club is administered by the Board, comprising nine Members who are voted on annually by the membership.

The Board is chaired by the Commodore. There are two other flag officers namely the Vice Commodore and the Rear Commodore. The Board also comprises an honorary treasurer and five ordinary directors. The Board meets monthly and is charged with running and maintaining the Club in accordance with the Constitution.

The Board is supported by various specialist committees, comprised of at least one Board Member—together with Club Members. These committees may be permanently constituted, for example the Sailing and House Committees or may be formed “as-needed” to manage special projects.

4. History of the “Edwards”

In becoming a Member of the Royal Prince Edward Yacht Club 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. 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.

5. Sailing Activities

Promoting, encouraging, teaching and supporting the sport of yachting and boating underpin the Club's heritage and define the core of its activities.

Together with the Royal Sydney Yacht Squadron, the Club is responsible for organising a significant proportion of the Spring and Summer Saturday yacht racing on the harbour. In summer the Club also runs the Wednesday racing. These activities are supported entirely by Club volunteer Members and new Members are encouraged to join the race management team.

Member's boats sail regularly and compete in numerous events on the harbour, many of which are organised by other clubs. Additionally the Club has developed a fleet of traditional gaff-rigged Couta boats, well suited to the facilities and style of the Club. These boats compete in the Thistle Cup, a signature event sponsored by the Club and supported by the Couta boats based on the Pittwater. A small group of Members also sail Laser dinghies with Double Bay Sailing Club.

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5.1. Crewing

Members wishing to become involved in sailing can offer themselves as crew by asking at the bar or posting a notice on the Notice Board in the clubhouse. For Laser dinghy sailing, please ask one of the regular Laser sailors.

5.2. Race Management

Volunteers wishing to assist with the race management activities of the Club will be warmly welcomed. The Club will provide training for involvement in this important activity. The tasks range from computer operations ashore to working on the start and/or mark laying boats. Please contact a Member of the Sailing Committee, Board Member or the bar staff if you would like to assist with the race management activities.

6. Clubhouse Facilities

The Clubhouse provides Members and their guests a range of social and dining areas. Toilets are located on both levels of the Clubhouse, and locker and change rooms are on the ground floor.

Members and guests with mobility limitations should notify the Catering Manager. Wheelchair access is possible on the ground floor with disabled toilet facilities on this level. A passenger lift is available from the Loading Dock at street level to the back lawn level.

7. Emergency Procedures

The Club has an Emergency Management Plan, a copy of which is held at the bar. Any injury requiring medical treatment should be reported to the Catering Manager who will co-ordinate the necessary action.

The fire safety and evacuation plan of the Clubhouse is displayed on the Notice Board.

A cardiac defibrillation unit located next to the bar.

First aid kits are located at the bar and near the downstairs Boathouse entry.

8. Club Contact Details

Address: Street: 160 Wolseley Road, Point Piper NSW 2029
Postal: PO Box 2025, Bondi Junction NSW 1355

Telephone: Office: (02) 9363 5809
Bar: (02) 9327 3149

Email: Office: secretary@rpeyc.com.au
Sailing: sailing@rpeyc.com.au
Catering: RPEYC.manager@trippaswhitegroup.com.au.

Website: www.rpeyc.com.au

The website contains sections on forthcoming events, racing (entry and results), contacts and a Members restricted section with Member documentation.

9. Hours of Operation

Office:	Tuesday to Thursday	9am to 5pm
Bar:	Monday to Thursday	3pm to 7pm (April to September)
	Monday to Thursday	4pm to 8pm (October to March)
	Friday	12pm to 8pm
	Saturday	11am to 8pm
	Sunday	11am to 8pm
	Public Holidays	11am to 8pm ¹
Dining Room:	Friday to Sunday and Public Holidays	12 noon to 4pm
After Hours:	Members with security fob access are able to access the downstairs Utility Room, changerooms and bathrooms every day from 6am to 11pm.	

Liquor licensing laws limit the bar service to the upstairs bar, lounge area and the dining room. However, consumption of alcohol is allowed on the lawns and in the Boathouse. Alcohol is not permitted on the jetty or beach. Members are prohibited from bringing alcohol onto the Club premises at any time during bar trading hours.

Catering is also available from the Lawn Menu for meals on the front or back lawns.

On Wednesdays during the spring/summer sailing season, a limited menu is available from 12 noon until 1.30pm.

Barbecue facilities are available for Member use at the rear of the clubhouse, up to 8pm in summer.

Club Closed: The Club is closed on Good Friday and Christmas Day but Members are free to use the outside areas of the Club on these days.

¹ ANZAC Day the Bar shall be open 12 noon until 8pm

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10. Membership

10.1. Nomination of New Members

The Constitution of the Club sets out the classes of membership as follows:

- General Members
- Intermediate Members (age 18 to 30)
- Associate Members
- Junior Members (age 12 to 18)
- Country Members
- Interstate Members
- Overseas Members
- Long Service Members
- Life Members

In addition, the Constitution permits two further special categories of membership:

- Honorary Members
- Temporary Members

The Constitution contains rules and regulations relating to the procedure for election of new Members. The process of electing new Members is administered by the Membership Committee, which operates independently to the Board. Invitations to join the Club are issued by the Commodore at the discretion of the Board on the recommendation of the Membership Committee. There is a constitutional limit on the total membership number of Members at any one time.

To be considered for membership, candidates for any class of membership must be proposed and seconded by any two Members of not less than four years standing, supported by references from two other Members known to the candidate. Candidates for Associate Membership may only be proposed and seconded by Associate Members of not less than four years standing.

Members are limited to two nominations or seconds in any twelve month period.

Information relating to nominations for membership is available from the Club Secretary. Only Members of the Club will be provided with membership information and nomination forms.

Entrance fees, subscriptions, levies and other fees are prescribed annually by the Board and are generally payable in July of each year.

10.2. Reciprocal Membership

The Clubhouse is a private facility for the use of Members and their guests only. Temporary membership is not available to the general public.

The Constitution allows the Club to enter into reciprocal arrangements with other yacht clubs that have objectives similar to the Edwards. Members of reciprocal clubs can apply for temporary membership and may use the Club facilities for a maximum of 7 days.

The list of clubs with reciprocal arrangements is available in the Members section of the website. Members intending to visit a reciprocal should arrange for a letter of introduction to be provided by the Secretary. Additionally, by arrangement through the Secretary, Members may make application to stay at the Royal Thames clubhouse in Knightsbridge, London.

10.3. Membership Register

The Club maintains a Register of Members showing the name, address, contact details and occupation of each Member. The Register is available for viewing by arrangement with the Secretary. The Club's Privacy Policy governs the availability of the data in the Register.

Members who change their details on the Register should notify the Secretary in writing or via the Club website under Members/My Profile.

10.4. Telephone Numbers and Email Addresses

Members are requested to advise the Secretary of any change to their home, work, mobile telephone number or email address. Member's telephone numbers and email addresses are confidential and the Club will not make these available unless for limited purposes and expressly authorised by the Commodore.

10.5. Membership Card

Members are advised that they should carry their Membership card at all times when at the Club. The Membership card is not transferrable even to immediate family members.

11. Code of Conduct

The underlying spirit of the Code of Conduct for Members of the Club 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 run events smoothly.

The other element in the Code of Conduct lies in the Club's history. The Club 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.

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The objective of the Club Code of Conduct is to:

- Promote consistently high standards of practice across all activities of the Club
- Bolster pride in the Membership
- Build community trust and confidence within the Club
- Ensure the Club is able to deliver its objectives and fulfil its obligations to employees

The following sections provide a common standard of conduct for Members.

11.1. Behaviour

The Club supports the values of mutual respect and fairness and expects Members and their guests to act in a manner that supports these values. The Club will not tolerate:

- Foul language;
- Drunkenness;
- Any form of abuse, or threatening behaviour whether physical or verbal;
- Damage to property;
- Fraudulent misrepresentation;
- Any form of discrimination; or
- Behaviour that jeopardises the health and safety of Members, guests and staff.

Any Members or guests who engage in this type of behaviour will be obliged to leave the Club and in this regard must immediately obey the direction of the Catering Manager, Flag Officer or a Board member. Such behaviour may also incur suspension of Membership.

Any complaints in respect of a Member's behaviour shall be directed to a Flag Officer, General Committee member or the Catering Manager.

Sailing Members are expected to act in a sportsman like manner and operate within the rules and spirit of the sport when representing the Club both on and off the water. When participating in racing, Members are expected to accept handicapping, protest and racing outcomes and must not display rudeness, harassment or improper conduct towards other competitors or officials.

No Member shall use the Club 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.

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11.2. Dress Regulations

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. Minimum dress requirements for particular areas of the Clubhouse are as follows:

Lawn and Boathouse: Sailing and swimming attire

Bar, Lounge and Dining Room: Sleeved and collared shirt, shorts, footwear (or female equivalent).

Wet sailing clothes, hats and caps are not permitted in the upstairs bar, lounge or dining room.

Diners should wear smart casual attire.

11.3. Mobile Telephones

Speaking on mobile telephones by Members and guests upstairs in the Clubhouse is prohibited. Mobile phones should preferably be set to silent mode at the Club. Mobile phones may be answered in the Clubhouse, but all conversations must be outside the bar, lounge, dining room and Boathouse areas. The use of mobile phones elsewhere on Club premises should be discreet.

The use of mobile phones whilst refuelling is prohibited.

11.4. Electronic Devices

Electronic devices include tablets, laptops, personal music players, smart watches.

The Club is a social meeting place where the use of electronic devices is restricted. The following regulations apply, noting that the antisocial use of electronic devices is prohibited:

- Texting, emailing, web browsing is only permitted on the lawns, locker rooms and bar.
- Personal music players must be used with headphones and shall not be used within the Clubhouse.
- Photo browsing and diarising on devices is permitted in all areas of the Club.
- Use of electronic devices to take photos or record video at the Club is not permitted except for:
 - Casual photos or videos of family Members and guests;
 - Race Officers recording race starts and finishes; or
 - As authorised by a Flag Officer or the House Committee.

11.5. Photography and Videos

Photographs or video may not be taken by Members and guests in the Clubhouse or on Club grounds without the consent of the Catering Manager except during private events

Members and guests should not engage in conduct that facilitates the publication of material and/or comments (on any platform) that is obscene, defamatory, threatening, harassing, discriminatory, brand-bashing, hateful, disparaging or unfavourable about the

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Club or about any other Member, guest or staff.

11.6. Recreational Drugs

The use of illegal recreational drugs is not permitted anywhere on the Club premises.

11.7. Smoking and Vaping

Smoking and vaping is prohibited in all Club buildings, on the lawn, on the side pathway, on balconies and on Club vessels.

There is a designated smoking/vaping area on the rear lawn. Persons using this area are requested to keep it clean and tidy, to dispose of rubbish and return crockery and glassware to the upstairs bar.

12. Club Property and Lawn Etiquette

Members who destroy or damage any property of the Club shall be personally liable.

Members shall return glasses, plates and cutlery to the upstairs bar and dispose of rubbish in the bins provided. Umbrellas and cushions are to be stowed away in the Utility Room following use. Showers, toilets and changing rooms shall be left in a clean and tidy condition.

13. Club Staff - Complaints

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

Members shall not directly reprimand staff.

14. Club Staff - Gratuities

The Club does not expect gratuities to be given to the staff. A staff Christmas fund is established each year to which Members may contribute. All disbursements from such funds shall be authorised by the House Committee. Any Member wishing to contribute should do so via the Secretary.

15. Street Parking

Street 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.

16. Safety on the Water

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

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.

All accidents or incidents while participating in a Club 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. Please refer to the Club's Sailing Operations Risk Plan for further detail.

17. Dogs and Pets

Members shall not bring dogs or other pets onto the Club premises, except if transiting to a boat or the dog is a Service Dog.

18. Guests

Members (other than Junior Members) may introduce guests to the Club subject to the terms of the Constitution, these By-Laws and the law.

Members are advised that it is a requirement of the Registered Clubs Act, 1976 (NSW) that the host Member enters the name and full residential address of all guests over 18 years of age in the Guest Register immediately upon arrival at the Club. Guest Registers are located upstairs near the bar and downstairs in the utility room and in the Boathouse.

Guests must remain in the company of their host Member. Guests should be met by their host on arrival at the Club, however if the Member is late, the following should apply before the guest is signed in – if the bar is operating then the guest should make themselves known to the bar staff and wait for their host in the lounge room. If the bar is not operating, the guest should wait on the front lawn.

The following applies to guests:

- Members must ensure that their guests comply with the regulations of the Club including dress code and use of electronic devices;
- The guest must depart the Club before or at the same time as their host; and
- The host Member is responsible for the behaviour of their guest and should accompany them at all times

19. Children

19.1. Supervision of Children

Members and guests bringing children onto Club 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 Catering Manager. It is expected that Members will supervise children at all times and ensure that they are polite and courteous to Members, guests and staff.

Children (including babies) are not permitted in the upstairs lounge or dining room of the Club at any time. A special exemption allows children aged 12 years and older to be in the dining room on Mothers Day and Fathers Day in the company of a Member.

Children are permitted in the Boathouse and on the front and back lawns only under the supervision of a Member. Any games are to be played on the beach. Children shall not play in the back boatshed or Boathouse.

Children are not to go onto the jetty or pontoon unless they are accompanied by a Member who will remain with them and be responsible for their safety. Jumping, diving and swimming from the jetty or pontoon is strictly prohibited.

Children using the changing rooms must be accompanied by a Member or responsible adult.

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Prior approval for children under 18 years of age to attend private events is to be obtained through the Catering Manager and the House Committee prior to the event.

Children using the Clubhouse must observe the same dress code, mobile telephone and electronic device regulations as Members.

The Licensing Laws do not permit children under 18 years of age to be served or consume alcohol in any part of the Club.

20. Children's Parties

Members may make application to the Catering Manager to host a children's party at the Club subject to the following conditions:

- Children's parties cannot be held at the Club without the prior approval of the Catering Manager and House Committee. Application must be made in writing well in advance of the proposed date. The House Committee holds the discretion to designate the date, time and duration.
- The application should designate the proposed number of attendees, their ages, the proposed activities to be conducted and catering arrangements.
- All children's parties will be held on the back lawn (street side) only.
- The maximum number of children is 16. The maximum number of adults is 30. Numbers need to be confirmed with the catering manager no less than 24 hours before the party.
- Children's parties must conclude by 12 noon on Fridays, Saturdays, Sundays and Public Holidays
- A cover charge per child may be imposed.
- The Member hosting the party is responsible for the appropriate behaviour of all children, ensuring at the end of the party that all rubbish is collected, all decorations are removed, including from the street entrance to the Club, and that the Club premises are left in a clean and tidy condition.

21. Use of Club Facilities

Membership of the Edwards is a privilege and carries with it a responsibility not to engage in conduct that is unbecoming of a Club Member, brings the Club and its Members into disrepute or is contrary to the Constitution or By-Laws of the Club.

21.1. Local Community Considerations

Members entering and leaving the Club should always take into consideration that the Club is located in a residential area. In particular please:

- Minimise noise when arriving and departing the Club;
- Park your vehicle close to the curb and obey parking signs; and
- Position your vehicle to ensure maximum space is available for others.

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21.2. Jetty and Pontoon

- The jetty is not a public wharf and is not available for use by non-Members to access boats.
- Boats must not be left berthed unattended on the jetty or pontoon.
- Members and guests using the jetty and pontoon do so at their own risk.
- The access gates to the jetty shall be kept closed when not in use.
- Swimming, jumping and diving off the jetty and pontoon is prohibited.
- Members, guests and children who enter the jetty area should not loiter nor obstruct Members using the jetty to access boats.

21.3. Club Moorings

The Club maintains a number of moorings in Felix Bay available for exclusive use by Members. Securing a mooring is subject to a wait list, Member's written agreement to the terms & conditions of mooring use and payment of the applicable fees and charges as determined by the Board.

21.4. Boatshed

Storage racks are available in the back boatshed for the storage of Members' dinghies, small sail craft, kayaks and outboards. Storage in the boatshed is subject to a wait list, Member's written agreement to the terms & conditions of boatshed use and payment of the applicable fees and charges as determined by the Board.

Members who store boats in the boatshed shall ensure that their boats are clean and stowed correctly. Members are requested not to leave unwanted gear or equipment in or around the boatshed.

21.5. Club Boats

The Club has a number of boats available for Member's use. Members are responsible for any loss or damage whilst the boats are in their care and are responsible for their return to storage in a clean and proper manner. Members' use of Club Boats is subject to the terms of the Rules for the Use of Club Boats (available on the Club website). Members must also ensure that they comply with the applicable Roads & Maritime Services requirements when using the boats.

21.6. Boatshed Crane

Only authorised Members are permitted to use the boatshed crane. Training in use of the crane and subsequent authorisation is provided by the Facilities Committee.

21.7. Tender Vessel

The 'Duffy' is available to ferry Members and guests to and from their boats moored in Felix Bay and can only be operated by guests under the close supervision of a Member.

The 'Duffy' shall not be used beyond the moorings in Felix Bay, unless otherwise approved by a Flag Officer.

There is a capacity limit of six persons in the 'Duffy'. The Member in charge shall ensure

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there are sufficient lifejackets for the number of persons on board. If the 'Duffy' is being used by one person, they must wear a lifejacket.

The 'Duffy' shall not be left unattended on a mooring at any time and must be returned to its davit at the end of each day.

Under no circumstances may children operate the 'Duffy'.

21.8. Other Club Vessels

The 'J V Wawn' and RIB are only for use by authorised Members who are on the Sailing Committee's list of approved users.

21.9. Bathrooms and Change Rooms

Members are requested to keep these areas clean and tidy.

21.10. Lockers

A limited number of lockers are available. Two types are available:

- **Day Lockers:** A limited number of small day lockers are located adjacent to the downstairs central hallway and in the women's downstairs bathroom. They can be used free of charge and be accessed using a Member selected number combination, but must be vacated by the end of each day. Items left overnight will be placed in the 'Lost & Found' bin.
- **Allocated Lockers:** These lockers are available in 3 sizes and are located in the Utility Room and the men's locker room. Securing an Allocated Locker is subject to a wait list, Member's written agreement to the terms & conditions and payment of the applicable fees and charges as determined by the Board.

21.11. Stowage

Sailors may store sails and larger items on the racks provided in the back boatshed. All sails should be neatly stored and clearly labelled.

Members leaving apparel at the Club, including locker rooms and bathrooms, should be aware that loose items will be disposed of during weekly clean-ups.

21.12. Specialised Stowage

No poisonous or flammable goods can be stored in the Club, except in the locked Flammable Locker in the back boatshed.- Paint and other flammable liquids shall not be stored in Allocated Lockers.

The environmental protection of the harbour is of vital concern to the Club. Littering or discharge of waste material from the jetty, pontoon or a vessel is not permitted.

Members are responsible for the correct disposal of hazardous materials such as fuel, oil, paint, anti-foul and batteries and must not leave them at the Club.

22. Lost and Found

Lost and found articles are stored in the lost item basket in the Club Office for a limited time only.

23. Personal Property and Insurance

The Club is not liable for any loss or injury to property or person Member or guest on the Club premises or using Club facilities.

The Club is not liable for loss or theft of unattended personal items. Members need to be aware that there is a risk of theft or damage of property or valuables, including sporting equipment, if left in the back boatshed or in lockers. The Club takes no responsibility for stolen or damaged property.

These risks apply equally to Members and their guests. Members are requested to advise their guests of these risks and responsibilities on their entry to the Club's premises.

24. Out of Hours Access

Members are permitted to use the downstairs toilets and change rooms outside of Club operating hours with the use of a Club issued security fob (see paragraph 9 above and 25 below). The access hours are 6am to 11pm every day.

25. Electronic Key Fobs - Use, Security, Replacement and Register

Members may apply to the Secretary for a key fob to provide them with out of hours access to the Club. Each fob will be issued to a Member on payment of a fee as determined by the Board. Each fob is numbered and they are strictly not transferrable to other persons. Lost fobs will incur a replacement fee.

26. Food and Bar Services

26.1. Responsible Service of Alcohol

Under the *Registered Clubs Act, 1976 (NSW)* and the *Liquor Act 2007 (NSW)* the Club is required to adopt an appropriate policy in relation to the responsible service of alcohol. The Club's policy is:

- Not sell or supply liquor to a person under 18 years of age;
- 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 member of the catering staff, is intoxicated; and
- Alcohol consumed anywhere on the Club premises during trading hours must be bought from the Club bar. Takeaway alcohol sales are permitted from the Club Bar.

Alcohol shall not be consumed on the jetty, pontoon or the beach.

27. Catering Service

The kitchen, food and catering staff services are provided by Trippas White Catering Pty Ltd and are under the supervision of the Catering Manager.

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27.1. Dining Room Bookings

Bookings for the Dining Room are to be made on the RPEYC website. Alternatively via email to RPEYC.manager@trippaswhitegroup.com.au.

27.2. Bookings - Cancellation Policy

Credit card details will be held for all bookings as a guarantee. All cancellations must be made in writing to RPEYC.manager@trippaswhitegroup.com.au by midday 24 hours prior to the booking date. For any cancellations made after midday 24 hours prior to the booking date, or fail to arrive ('no show'), the credit card provided will be charged a cancellation fee.

27.3. Lawn and Boathouse Catering

A lawn menu is available for meals to be served in the Boathouse or front or back lawns. Orders should be made at the bar or may be made in the Boathouse if staff are available.

Members may book on the front lawn (beach side) only when using Club catering.

During trading hours, it is strictly prohibited for Members to bring their own alcohol into the Club premises at any time.

The staff will deliver meals to the lawns or Boathouse, however, members are expected to return crockery, cutlery and glassware to the bar.

On the front and back lawns, a maximum of two tables may be joined together at any time.

Members who wish to entertain more than twenty people should use the back lawn (street side).

The ice maker and refrigerator located in the downstairs Utility Room are for Member's shared use. Please do not leave food in the refrigerator for extended periods.

Members using the lawn(s) are expected to clean up after use, leave tables and benches clean and tidy and stow umbrellas, cushions and chairs in the designated Utility Room storage locations.

On busy days, Members are requested not to obstruct the free movement of staff and others around the lawns.

27.4. Barbecue Facilities

Barbecue facilities are located on the back lawn (street side) and are available for use by Members on a "cook your own" basis at any time up until 8pm in summer.

Members using the barbecues are required to turn off the gas, clean the hot plate, replace the cover and clean the surrounding area after use.

28. Events

The Clubhouse may be used from time to time for Club and Private Member events.

28.1. Club Events

Club events are those organised by the Board or House Committee for general attendance by Members. A fee to attend may be applied. Examples are; the Annual General Meeting, Special Member Meetings, Information Meetings, Annual Prize Giving and End of Season Cocktail Party. House Committee organised events include speaker events, special dinners and televised sports events.

Such events are notified by periodic newsletters sent via email, on the Club website and on the Notice Board.

28.2. Private Member Events

The Clubhouse, lawns or Boathouse may be booked by Members for private events on any day. There is no hiring fee, but Members must use the bar and in-house catering services. Private events are to be arranged with the Catering Manager and approved by the House Committee. All private events shall be booked in accordance with the Event Booking Form and associated conditions. These conditions are summarised below:

- The minimum number for a private event is 20 adults. If less, the expected fee for 20 adults will be charged.
- The maximum number for sit down lunches or dinners is 60 adults. The maximum number for stand up cocktail parties is 85 adults.
- Private Member Events must be hosted by a Member and that Member shall remain in attendance whenever his or her guests are on the Club premises.
- The hosting Member shall be responsible for their guests' behaviour.
- Celebrations for people aged between 16 and 22 are not permitted.
- Events with greater than 60 attendees finishing after 10pm shall employ a security guard at their cost.
- Corporate promotions shall not be held at the Club.
- A draft of any proposed invitation to a private event to be held at the Club shall be approved by the House Committee before being sent to guests. Any reference to price, a business, alumni or non-Club logo shall be approved in advance by the House Committee.
- It is strict policy of the Club that there shall be no press publicity given to any Private Member Event, unless approved by the House Committee.
- The dress standards and traditions of the Club shall be maintained

29. Subscriptions, Levies and Fees

Membership subscription and building levy accounts are issued annually in June and are due and payable when rendered. Other amounts may be invoiced to Members from time to time.

Boatshed, mooring and locker fees are issued annually to Members in August.

Payment of accounts may be made in person at the office, bar, EFT or by mail. Acceptable payment methods are cash, cheque, credit card (subject to a merchant levy), or EFT.

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

If any amount (subscription, levy or other fee) payable by a Member is overdue by more than one month, that Member may be liable to pay interest of 10% of the overdue amount for each month it is overdue. If the amount remains unpaid for three months, the Board may suspend the Member's Membership and use of the Club until the overdue amount and any interest has been paid. If the account remains unpaid for four months, the Board may decide to remove the Member from the Register of Members, and their Membership will be terminated.

30. Privacy Policy

The Club's Privacy Policy can be found on the Club website under the Member's page.

31. Complaints

Any complaints concerning Club standards or service should be made in writing to the Secretary, who will refer the matter to the House Committee and Board.
