

Port Credit Yacht Club Harbour & Grounds Policy Statements

Summary of recommended changes (up to May 14, 2011 Board of Directors meeting)

1. Insert a statement to outline the hierarchy of order of documents. Bylaws take precedence over, regulations takes precedence over policy statements and the web version is the most up to date version
2. Introduce a numbering system for Policy Statements
3. Motion to delete Policy Statements
 - a. Access card – not relevant
 - b. Pet/Responsible Owners – 100% duplication of Club Regulations
4. Motion to update
 - a. all H&G Policy Statements with Policy Numbers
 - b. Contractor Policy HPG0100 to add rigor (already approved)
 - c. Environmental Policy Statement HPG1100- add declaration and new yacht inspection and other language
 - d. HGP1700 Mooring fees for reciprocal boats – tightening up the save harbour provision
 - e. Mooring on sea wall HGP1800 – change to restrict mooring to 72 hours
 - f. Pool Operations HGP2000 to allow Adult Hours to be set by BOD
 - g. Stored Vehicles HGP2400 to include trailers
 - h. Merge Winter live-aboard and winter pump out policies with HPG1400 and accelerate the decision date one month
 - i. Yacht Selection Committee HPG2700 to allow for Head of YSC to be senior member not BOD members

Summary of Changes from May 12, 2011 to July 21st BOD meeting

1. Delete policy HGP1700 on reciprocal privileges as it is 100% duplication of Fleet Policy
2. Modify HGP2700 to provide for the event that a request to moor a new boat in the Harbour poses an undue risk to the club that the Yacht Selection Committee can refer the application to the Board of Directors.
3. Add Policy HPG2800 relocation of vessels – to allow the club to relocate a member or guest vessel that is in a slip that is not assigned to them
4. Add policy HPG2900 – Under sized vessels for the size of the slip – to provide the club to relocate members whose boats are too small for the slip

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General disclaimer and order of precedence of PCYC documents

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General disclaimer and order of Precedence of PCYC Documents

The following Policy Statements are intended to provide further clarity to PCYC Bylaws and Club Regulations.

In the event that anything in these Policy Statements are in conflict with **BYLAW NUMBER 1, A BYLAW RELATING GENERALLY TO THE TRANSACTION OF THE BUSINESS AND AFFAIRS OF THE PORT CREDIT YACHT CLUB and/or**

PORT CREDIT YACHT CLUB, CLUB REGULATIONS, then the Bylaws shall take top priority followed by Regulations and lastly by these Policy Statements. Also, if any copies of the aforementioned documents are in conflict the version published in the Members only section of the Club's website shall be deemed to be the most up to date and shall take precedence over all other versions.

Policy Statement	Subject: HGP0200 Access to Cabanas and the BBQ located at the Cabanas
Effective Date: July 31, 2008 Revised Date: May 12, 2011	File Under Section: Harbour

1. Unrestricted access will be maintained to at least one of the cabanas and the BBQ located at that cabana, throughout the summer mooring season.
2. A club event or guest function may restrict access to one, but not both of the cabanas and the BBQ located at the cabana.

Policy Statement	Subject: HGP0300 Additional Electrical Service
Effective Date: April 17, 1997 Revised Date: May 12, 2011	File Under Section: Harbour

Members whose boats are using more than one 30 amp service will be charged for the additional service on the following basis:

Summer	Per the published fees
Winter	Per the published fees

Members whose boats are using one 50 amp service will be charged an additional service on the following basis:

Summer	Per the published fees
Winter	Per the published fees

Members whose boats are using more than one 50 amp service will be charged for the additional service on the following basis:

Summer	Per the published fees
Winter	Per the published fees

Policy Statement	Subject: HGP0400 Approval of Boat Coverings
Effective Date: 1995 Revised Date: May 12, 2011	File Under Section: Harbour

Any structure covering all or a portion of the deck and/or cockpit of a boat stored for the winter in the water or in the yard must be of a design and material approved by the Vice Commodore Harbour.

Policy Statement	Subject: HGP0500 Bottom Paint Removal by Pressure Blasting
Effective Date: August 16, 2001 Revised Date: May 12, 2011	File Under Section: Harbour

Bottom blasting will be allowed at PCYC under, and only under, the following conditions:

1. Arrangements must be made with the Harbourmaster 14 days prior to hauling out the boat to be blasted.
2. The blasting must only use the CO2, sand blasting or dry ice method.
3. The blasting must take place at a time and place so that the boat being blasted can be isolated in the yard from all other boats (i.e. after launch or before the main haulout).
4. The Club's Environmental Policy regarding shrouding and drop sheets must be followed.
5. The Club must have releases signed by both the boat owner and the contractor.
6. Failure to observe this policy will lead to sanctions against the offender.

Policy Statement	Subject: HGP0600 Club Rescue
Effective Date: May 17, 2001 Revised Date: May 12, 2011	File Under Section: Harbour

It is the Club's policy to not send staff to rescue member boats with problems out on the Lake. It is considered to be a matter of inadequate equipment and knowledge of staff. In the event that a staff member receives a call for assistance, they will relay this call to the Peel Marine unit.

Policy Statement	Subject: HGP0100 Contractors page 1of 2
Effective Date: February 20, 2000 Revised Date: May 12, 2011	File Under Section: Harbour

All contractors and their employees must register at the communications centre when entering the premises or commencing work. Upon check in Identification Badges will be issued and returned to the communications centre or the drop box at the end of every day. Identification badges must be on display at all times while on site.

Supplying the following information at check in:

- A. Name and employees names with a contact phone # while on site
- B. Vehicle License Plate
- C. Company
- D. Member's Name, vessel name, and location
- E. Approximate duration of the contract
- F. Signed confirmation they have read and will adhere to the following conditions

1. Contractors must have a copy of their liability insurance with a \$2,000,000 liability coverage on file and PCYC has to be named as additionally insured and a certificate holder
2. Contractors must supply their own carts and will not use any of the PCYC carts
3. Contractors are not permitted to have a FOB

Hours available to work on site will be posted outside of the Communications center.

Policy Statement	Subject: HGP0100 Contractors page 2of 2
Effective Date: February 20, 2000 Revised Date: May 12, 2011	File Under Section: Harbour

Outside of posted harbour staff hours contractors must be accompanied at all times by a member or have a second contractor working on the same boat or within sight at all times.

- 4.

5. Contractors are not permitted to park in the designated members only parking area
6. Contractors' vehicles must be removed from the premises at the end of the working day (8pm)
7. Use of the Club Yard Equipment must be approved by the General Manager and operated only by Club employees with the appropriate fees being charged to the respective member.
8. Warnings for first violation will be given by harbour staff. Second infraction is a minor suspension given out by Harbourmaster with report to H&G Committee. Third violation will be barred from site and will be considered and enforced by the Harbourmaster, VC Harbour and General Manager.
9. All major work including restoration projects must be approved. If required they must be covered and / or enclosed to the satisfaction of the Harbourmaster.
10. Work wall must be booked by a member in advance and receive approval from the Harbourmaster
11. Contractors may only use PCYC garbage bins for refuse from member's boats
12. Contractors must respect the privacy of the Members and their boats in the vicinity of the boat they are working on.
13. Contractors cannot use the member workshop
14. Contractors cannot use the laundry washers or dryers
15. Contractors are not permitted to advertise (other than name on vehicle)
16. All contractors must comply and adhere with PCYC and the Clean Marine environmental policy and procedures.
17. Contractors failing to comply with PCYC regulations will be suspended access to PCYC premises.

Policy Statement	Subject: HGP0700 Cradle Blocks
Effective Date: October 18, 2001 Revised Date: May 12, 2011	File Under Section: Harbour

Members who use Club Cradle Blocks will be charged per the published block rental fee.

Policy Statement	Subject: HGP0800 Cradles (folding of unused)
Effective Date: February 19, 1998 Revised Date: May 12, 2011	File Under Section: Harbour

Cradles are to be folded down as soon as boats are removed from them at launch. If the member does not fold their cradle, within four hours, the harbour staff will fold the cradle and a charge will be applied per the published fees.

Accordingly members are required to immediately remove their cradle pads as soon as their boat is lifted from the cradle.

Pads will be set aside for retrieval shortly after launch were members can not remove them as soon as the board is lifted.

Policy Statement	Subject: HGP0900 Dry Sail Crane Policy
Effective Date: March 22, 2010 Revised Date: May 12, 2011	File Under Section: Harbour

This policy and its subsections are intended to define the rules for the usage of the dry sail cranes by the members of the club and Harbour staff.

Persons permitted to use the dry sail cranes:

- Senior or Associate or Crew members of PCYC with proof of insurance for the vessel being dry sailed.
- Reciprocal member registered for an event or race series at PCYC with proof of insurance for the vessel being dry sailed.
- Harbour Staff.

Restrictions on use of the dry sail cranes:

- Only vessels that have load handling points that are specifically designed and engineered for the purpose of lifting the boat may be lifted with the dry sail cranes.
- All necessary rigging will be supplied by the owner of the boat. The rigging must meet the CSA standards for the intended lift as defined by the manufacture of the boat or specified and documented by a qualified engineer.
- **Use of the dry sail cranes by contractors is prohibited.**
- **Use of the dry sail crane by individuals that have not obtained their club certification is prohibited.**

To obtain club certification to use the dry sail cranes, the user must perform the following for the Harbourmaster or the Harbourmaster's designate:

- Demonstrate a working knowledge of the capabilities and limitation of the dry sail crane.
- Demonstrate a working knowledge of the safe operation of the dry sail crane.
- Demonstrate a working knowledge of the load handling and rigging for their specific use of the dry sail crane.
- The club certification of a member will be valid for 15 months from the date it is obtained. The Harbourmaster will maintain a record of the date that the club certification was obtained by the member.

Policy Statement	Subject: HGP1000 Dry sailing Implementation
Effective Date: September 19, 1996 Revised Date: May 12, 2011	File Under Section: Harbour

Drysail boats that remain in the water over night shall be charged the current visitor rate. Such charge shall be at the discretion of the Vice Commodore Harbour.

A drysail owner who is a member of the Club will not be charged an in water guest fee, when they participate in Club Racing on two consecutive nights. (i.e. If they race on Wednesday and Thursday evenings, they will not be charged for the Wednesday night if they stay in the water.) The temporary mooring assignment will be provided by the Harbour Master and will be subject to availability.

Policy Statement	Subject: HGP1100
	Environmental Policy Statement
Effective Date: April 15, 1999	File Under Section:
Revised Date: May 12, 2011	Harbour

Port Credit Yacht Club (the “Club”) is committed to protecting and conserving the environment. In that respect, the Club endorses the following policies:

General

1. The Club will encourage the development of, and will implement and enforce environmentally and economically sound practices relating to all activities conducted on the Club’s property, including the operation, care and maintenance of boats and equipment.
2. The Club will promote environmental awareness with its members and staff, and will take all appropriate care to ensure compliance with environmental legislation, as well as guidelines, policies and directives issued by the government.
3. The Club will encourage the development and use of practical reasonable and environmentally safe products and practices by members, visitors, and staff.
4. The Club will require compliance with this policy by its members, staff and by those who provide services and/or products to the Club and its members.

Spills

5. The Club will maintain a spill kit for use in the event of a spill.
6. In the event of a spill, it is the responsibility of the member, contractor or witness of a spill, to immediately contact the Harbour Master and / or General Manager and report the incident.
7. Any vessels using the PCYC Harbour facilities and having the capability to discharge black water over board into the Harbour, must must comply with The Environmental Act, Ontario Regulation 343 which states “Water outlets for the head and/or holding tank must have no physical connection to an overboard discharge valve.
8. In accordance with PCYC Bylaw 12.31, Any Member wishing to moor a boat for the first time must submit a Yacht Selection Questionnaire and an Owners' Agreement form to the Yacht Selection Committee. First time boats will be

inspected upon arriving at the yards to ensure compliance with this environmental policy.

9. All vessels being launched at PCYC will have to complete a pre-launch compliance declaration. Launch of vessel will be denied until the aforementioned declaration is complete. Yard fees incurred (if any) will be applied to the owner of the vessel.

<p>Policy Statement</p>	<p>Subject: HGP1200</p> <p>"For Sale" signs on boats in the water.</p>
<p>Effective Date: Feb. 21st, 2008</p> <p>Revised Date: May 12, 2011</p>	<p>File Under Section:</p> <p style="text-align: right;">Harbour</p>

Permitted:

- One Commercially available "For Sale" signs with dimensions not exceeding 30 cm by 30 cm.
- May contain the words "For Sale" or "For Sale by Owner".
- May contain the boat owner's phone number and/or "see clubhouse bulletin board".
- Only on club member boats.

Not permitted:

- Boat Brokerage signs.
- Boat Trader signs or similar sign from a business of selling or advertising for sale boats and / or recreations vehicles.
- "For Sale" signs or "For Sale by Owner" sign containing brokerage phone number.
- Signs on transient or visiting boats that are moored over night at club docks.
- Flag or pennant containing the words "For Sale".

Placement of sign:

- The sign is to be secured to the boat and the sign must be in good condition.
- The recommended location for the sign is on the inside of a window or attached to the boat railing.
- The sign is to be viewable only from the main dock or finger that the boat is moored to. Not viewable from the area of the club house.

Administration:

- By and at the discretion of Harbour Master or harbour staff designated by the Harbour Master.

Policy Statement	Subject: HGP1300 In-Water Storage (Winter)
Effective Date: September 19, 1996 Revised Date: May 12, 2011	File Under Section: Harbour

In-Water winter storage is not permitted.

Policy Statement	Subject: HGP1400 Live Aboards – Page 1 of 2
Effective Date: June 18, 1998 Revised Date: May 12, 2011	File Under Section: Harbour

Notwithstanding any existing policies written or implied the following guidelines shall govern the Club's position with respect to members wishing to stay on their boats for extended periods of time, winter or summer. For purposes of clarity such members are referred to thereafter as "live-aboards".

1. A live-aboard must be a Senior member and his or her account must be in good standing at all time.
2. A live-aboard must advise their insurance company in writing, and provide a copy to the Club, that he or she intends to live aboard the vessel. The Club must receive a copy of the resulting acknowledgement from the said insurance company that it has been notified and that liability coverage is in place in accordance with the Club policy.
3. Mooring fees for the winter season will be set by the Board of Directors pursuant to By-Law No. 1, Article 5.44 and will not necessarily be the same as storage in the yard.
4. Extra electrical outlets may be provided by the Club in accordance with its policies if available and will be charged for at a rate to be determined by the Club at the beginning of each season.
5. Members wishing to live-aboard over the winter may be assigned a mooring different from their summer mooring! Due to electrical supply limitations and safety considerations, the Harbour Master and VC Harbour will determine the maximum number of boats permitted and assign slips for those boats each season. If the number of applications exceeds the capacity of the system, selection shall be passed on By-law No. 1, Article 12.40, *Members Priority of Entitlement to use Moorings*.
6. All By-laws and Regulations that apply to summer mooring will, where appropriate, apply to winter mooring also.
7. The Club accepts no responsibility but will endeavour to keep dock areas clear and maintain access to washrooms and club facilities.

Policy Statement	Subject: HGP1400
	Live Aboards – Page 2 of 2
Effective Date: June 18, 1989	File Under Section:
Revised Date: May 12, 2011	Harbour

8. Live-aboards agree to abide by the Club's environmental policy and will not discharge sanitary waste overboard. The Club agrees to grant access to the dock area by a licensed waste hauler during the period between haul out and launch, providing he is pre-approved each time by the Club and all costs are paid for by the live-aboards using the service.
9. The Club will not accept mail on behalf of people living aboard therefore, such members must maintain a bonafide mailing address.
10. At all times members must maintain their boats in compliance with standards set down by the Yacht Selection Committee.

Note: In preparing the above policy, it is assumed that the additional revenue will be partly applied to provide staff to keep the docks clear, to satisfy the strict covenants of our lease and to increase the Club's liability insurance in accordance to August 1998 requirements (Bill S-4).

1. The recommendation for the dock configuration and number of winter live aboard slips availability will be determined by the VC of Harbour and the Harbour Master before the June Board of Directors meeting.
2. Any change in dock configuration and availability of the number of winter live aboard slip will be approved by the Board of Directors at the June Board meeting.
3. Winter live aboard slip eligibility is only available to Senior members.
4. As with the summer mooring process, the eligibility for winter live aboard slip assignment will be based on the previous years winter live aboard mooring assignment.
5. A Senior member's application to maintain winter live aboard slip assignment must be made in writing to the Harbour Master by August 15th.
6. Any vacant winter live aboard slips will be posted on August 16th.
7. The Senior member's application to apply for a vacant winter live aboard slips, must be made in writing to the Harbour Master by September 1st.
8. The application for vacant winter live aboard mooring slip assignment will be assigned using the Mooring Policy per club bylaw section 12.00 through 12.71 as applied to wet moorings.
9. The allocation of vacant winter live aboard slips will be made by the Harbour Master by September 3rd.
10. Definition for usage as a Winter Live Aboard Slip:

- a. The Senior member agrees to maintain occupancy of the vessel for at least 2/3 of the winter mooring season (November 1st through April 30th).
 - b. During the period of time that occupancy is not maintained, the vessel must be attended at least once a week.
- 11.** Regular winter pumpouts are mandatory for all winter-moored boats. The cost, if any, will be paid by the members using the pumpout.

Policy Statement	Subject: HGP1500 Mobile Home Storage
Effective Date: June 17, 1999 Revised Date: May 12, 2011	File Under Section: Harbour

It is Club policy not to allow any mobile homes, house trailers or any contained vehicle with wheels for storage on Club property for any length of time.

Policy Statement	Subject: HGP1600 Mooring Fee Refunds
Effective Date: September 22, 1988 Revised Date: May 12, 2011	File Under Section: Harbour

Mooring fee refunds shall be calculated on a pro rate basis.

The refund period commences with the date a replacement yacht; meeting all of the Club's requirements regarding moorings, becomes liable for mooring fees.

Move to delete. 100% duplication with Fleet Policy

Policy Statement	Subject: HGP1800 Mooring on the Seawall
Effective Date: October 19, 2000 Revised Date: May 12, 2011	File Under Section: Harbour

- The Seawall is to be used only for the mooring of boats for the very briefest of periods. Visitors can only moor on the wall with the permission of the harbour master and in any event can only stay on the wall for a maximum of 72 hours.

Policy Statement	Subject: HGP1900 Multiple Slips Held by Same Member
Effective Date: February 17, 2000 Revised Date: May 12, 2011	File Under Section: Harbour

Senior Members are entitled to one mooring only.

Existing members with multiple slips and boats will be grandfathered. When a member has bought a new boat and has not sold their old boat the Club will exercise “compassion” with regard to the member occupying multiple slips.

A Senior Member who acquires a second boat will be allowed to occupy a second slip for an annual fee of \$2,500.00 (to be updated regularly) in addition to regular mooring fees.

Use of a second slip under these circumstances will be allowed for the balance of the season in which the situation arises. Any extension will be at the discretion of the Vice Commodore Harbour. Any member who requests such considerations shall sign an acknowledgement of these terms, which will be kept on file by the General Manager.

Policy Statement	Subject: HGP2000 Pool Operations
Effective Date: July 22, 2000 Revised Date: May 12, 2011	File Under Section: Harbour

No food or beverages, including alcoholic beverages are allowed in the pool enclosure area.

No smoking is allowed in the pool enclosure area.

A full time lifeguard must be on duty at the swimming pool at all times.

Lifeguards are responsible for pointing out infractions of Club and Pool rules but it is not their job to enforce these rules.

The regular hours of the pool will be published at the pool entrance.

The pool will close at the end of the second full week in September.

If a lifeguard has a problem with a member not adhering to the rules the lifeguard should report it to their supervisor.

Pool use is restricted to Club members, their guests when accompanied by the member, or the crew of visiting boats that have registered with Harbour Master.

Adult Only Swim Hours may be proposed by the Harbour & Grounds committee and approved by the Board of Directors from time to time and subject to review on an annual basis.

Policy Statement	Subject: HGP2100 Posting of Vacant Moorings
Effective Date: June 19, 1997 Revised Date: May 12, 2011	File Under Section: Harbour

A list of all vacant slips will be posted in the Clubhouse and on the website.

When a slip is first added to the list, it shall not be assigned for a period of two weeks during which time members desiring that slip may apply for it.

At the end of the two-week period, the slip shall be assigned to the member among the applicants who has the highest number of mooring priority points.

If, at the end of the two-week period there have been no applications, the slip shall be added to the general list of slips available and shall be assigned on a “first come – first serviced” basis.

Policy Statement	Subject: HGP2200 Pumpouts
Effective Date: 1999 Revised Date: May 12, 2011	File Under Section: Harbour

Non members of the Club will be charged per the published fees for a pumpout.

Policy Statement	Subject: HPG2300 Security at Front Gate
Effective Date: September 21, 2000 Revised Date: May 12, 2011	File Under Section: Harbour

The front security gate must never be left on “free in”. The gate must always require the use of the access device to be opened.

Policy Statement	Subject: HGP2400 Stored Vehicles
Effective Date: September 19, 1996 Revised Date: May 12, 2011	File Under Section: Harbour

Stored vehicles (including trailers) shall be designated to a specific area of the dockyard. They shall pay a rate equal to the summer storage rate of a yacht depending on the member's classification. Vehicles may be stored for a time period between the annual launch and haulout. The Club shall not be liable for any damages to a stored vehicle. Any member maintaining a mooring shall be permitted to leave a vehicle stored during their cruising period. This policy shall be administered by the Harbour Master.

Policy Statement	Subject: HGP2600 Winter Storage Rate
Effective Date: December 19, 1996 Revised Date: May 12, 2011	File Under Section: Harbour

1. Winter Storage Rates are to be approved by the Board of Directors annually, based on the recommendation of the Vice Commodore Harbour. This will normally occur in conjunction with the annual budgeting process.
2. The Winter Storage Rate will apply to boats that are stored in the boat yard and to those boats stored in moorings.
3. The rate will have a base fee plus a fee per the square footage of the boat.
4. There will be three rate categories, as follows:
 - A. Senior and Life Members
 - B. Seasonal Members and Reciprocal Members
 - C. All other classes of Members
5. The rate charged to Senior, Life and Associate Members will not be adjusted for a Member that transfers to a different membership class during the storage period (a membership class to which a higher storage rate applies).
6. In support of the current membership development program, a Seasonal Member transferring to an Associate or Senior membership class and an Associate Member transferring to the Senior membership class should have their storage rate adjusted to the rate that applies for the membership class to which they are transferring. This will apply until such time that the Vice Commodore Marketing recommends that this incentive is no longer required.
7. Refer to the current Fee Schedule for rates.

Policy Statement	Subject: HGP2700 Yacht Selection Committee
Effective Date: 1998 Revised Date: May 12, 2011	File Under Section: Harbour

A Senior Member who is a member of Harbour Committee will be responsible for Yacht Selection duties, and as Yacht Selection Lead will review all Yacht Questionnaires for boats new to the Club, and approve those boats which meet acceptability standards. Any problem boats will also be reviewed by one other Director, the Vice Commodore Harbour, and the Harbourmaster.

In the event that any of the foregoing parties believes that a boat being proposed to be located at the club will pose an undue risk to the club, the Yacht Questionnaire will be submitted to the Board of Directors for review and approval or other action as the Board may take.

Policy Statement	Subject: HGP2800 Relocation of vessels
Effective Date: July 14, 2011 Revised Date: July 14, 2011	File Under Section: Harbour

In the event that a member's or a guest's vessel is located in a slip that is not assigned to them and in the event that the Harbour Master has asked the Member or Guest, in writing, to relocate the vessel and the request has been ignored or refused for a period of 24 hours or more, the club reserves the right to relocate the vessel to an alternate location in the club.

The club will assume no responsibility for any damage done to the vessel during such relocation.

Policy Statement	Subject: HGP2900 Under sized vessels for the size of the slip
Effective Date: July 14, 2011 Revised Date: July 14, 2011	File Under Section: Harbour

Club slips are assigned to members based on the vessel being within 2.5 feet greater than or less than the slip size. The vessel intended for any slip must be the proper size at the time of application or it will be disqualified from that application regardless of the slip size a member is currently in.

For the purpose of determining dock size assignment, LOA includes extended anchor rollers, swim platforms, bowsprits, stern drives, mizzen booms, outboard rudders, outboard motors, boomkins, dinghies on davits, self steering gear and/or any other added overhangs which could intrude on the docks or infringe on the backout channel clearance space.

Any vessel located in a slip that is not the correct size will be notified that under bylaw 12.02 their vessel will not be assigned the current slip during the next season and they will have to reapply for a new slip unless modifications are made to the vessel that will make it qualify are complete by the end of the boating season.