



TLYCC Policy and Procedures 2019

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ALCOHOLIC BEVERAGES & RECREATIONAL DRUG POLICY

It has been tradition that no alcoholic beverages will be sold or consumed on Club property. This policy is extended to recreational drugs such as marijuana.

During regattas, visiting skippers and crews occasionally consume beer or in the future might consider consuming marijuana on Yacht Club property, but we ask these guests to respect our rules and comply. Beer/marijuana can be consumed by visitors under supervision of a Club member only on the far south end of the parking lot. Pre-Regatta information to visiting sailors should emphasize the “no consumption” policy.

Torch Lake Yacht and County Club is one of two “dry” clubs in the Western Michigan Association. Other clubs maintain a cash balance from the proceeds from their bars. We have never seen the need to use alcoholic beverages as a means to finance our Club, and operate under the philosophy that the family atmosphere we are able to maintain is one of the most important traditions for our Club.

TLYCC LOGO

The TLYCC logo is proprietary to our Club. Please do not have the logo monogrammed or used on your own personal property unless specific permission is given from the Board of Directors or requested by the Merchandise committee to be used on Club merchandise to be placed for sale.

COMMISSARY POLICY

The Club’s dining room operation is run for the convenience of members with primary emphasis on encouraging maximum use of the commissary eating facilities through quality food at reasonable prices. Full use of the Club’s eating facilities will encourage membership participation and enjoyment of Club activities and foster a friendly, congenial atmosphere.

The commissary operation is not viewed as a major profit generator. From a financial viewpoint, its basic objective is to break even. At times, it may even

be desirable to price meals so low that dues are needed to subsidize a small operating loss in the commissary operation. This has been done periodically in the past to encourage greater use of Club facilities.

The Club is on an honor system as well as a cooperative system. It is important that parents instruct their children not to ‘share’ plates of food, but to sign in properly and be responsible for their own food charges. This is particularly important with buffet brunches and other special occasion buffet lines.

Parents and children must participate fully in bussing their own tables and/or area where food is consumed. Families need to feel free to teach all Club children to clean up after their meals or snacks.

On occasion, a volunteer or Club employee will not be available to ‘sign in’ members and their families for meals. In those cases, members will always find a ‘paper sign-in’ substitute.

FINANCIAL POLICY

Dues shall be set at such a level as to generate an appropriate annual operating surplus.

The initiation fee for Regular Memberships shall be reviewed annually with consideration given to the change in market value of Club property. The initiation fee should be credited to the Operating Account.

There will be an annual assessment (MA) to be credited to the Capital Account along with the income from any special assessments.

Junior Membership dues should be modest to encourage participation by this group in recognition of their more limited means. One half of active Junior member dues paid will be credited to their future Regular Membership initiation fee when they convert to Regular Membership. An additional Capital Assessment fee will be charged upon conversion to Regular Membership and shall be ½ of the amount charged to other new Regular Membership applications.

House Guest Membership dues should be appropriately higher than those of Regular Members, both in recognition of their more limited commitment to the Club and to encourage their application for Regular Membership.

Introductory Membership dues should be appropriately higher than those of Regular Members; however Introductory Members are not required to pay an annual assessment fee, nor a special assessment fee. At the time of conversion to Regular Membership a Capital Assessment fee, determined by the Board, shall be charged in addition to their initiation fee.

TLYCC BILLING AND PAYMENTS

Email Billing

For the last few years, we have been moving in the direction of sending TLYCC bills out via email. Most members now receive their bills this way. Effective January 1, 2013, TLYCC will only be sending bills out via email. If you do not have an email address currently set up for billing, please consider signing up for a free Google, Yahoo or other type of email account that you can provide to TLYCC to receive your invoices.

If you are unable to use email, please let us know so we can make arrangements to print and mail your invoice to you.

Please note that it will be your responsibility to make sure that we have the correct email address for you and that your email is set up so that the TLYCC bills do not go to your spam folder.

Dues and Dining Room/Merchandise/Activity Payments

TLYCC invoices for dues and charges for the dining room, merchandise and activities are due upon receipt. Beginning January 1, 2013, there will be an updated payment policy for dues and for food/merchandise.

Dues

Dues are payable upon receipt of invoice and no later than May 15. When the club opens in mid-June, if payment has not been received in full, the member cannot use club facilities. If you anticipate difficulty in paying the full amount as a single payment, you should consider paying your dues in several installments, ensuring the full amount is paid by May 15 (see section below on payment options)

Junior to Regular

Each year in July, the Board of Directors will notify those Junior members in good standing who are being considered for Regular membership in the following year. This allows Junior members 'advance time' to review payment options for their initiation and assessment fees. Junior members may begin, in advance, automatic withdrawal payments toward these anticipated fees. In addition, a 'Junior to Regular' member may pay their

initiation fees in monthly installments not to exceed 12 months from time of notification on March 1 of the year in which they are joining as a regular member. Therefore, they will have both those months in advance of their invitation to membership and 12 months from the time they receive the letter inviting them to become regular members to complete the payment of their initiation fees.

Introductory to Regular

Introductory members must pay initiation fees, assessments and dues in full.

Inactive Membership

If planning to be inactive, members must notify the Board of Directors prior to receipt of their dues invoice in the spring or immediately upon receipt of the dues invoice. Members and their families who use the club facilities in the spring or summer and then request inactive status will continue to be regular active members during that season and will pay active dues. They will be made inactive the following year.

Dining Room/Merchandise/Activity Payments

Food, merchandise and activity charges will be invoiced monthly during the summer. Members will be notified via the weekly TLYCC Newsletter that invoices have been sent. It is your responsibility to notify us if you have not received your invoice.

The invoices for food, merchandise and activities may be charged to a major credit card.

Food, merchandise and activity charges from summer must be completely paid for by November 1 of the year they are charged.

Payment Methods

In addition to traditional written checks, TLYCC will now accept credit card or electronic payments.

Electronic Payments

If your bank provides online Bill Pay, you can set it up to pay TLYCC. If you want to pre-pay your dues on an installment plan, you can schedule your bill

payment to be sent automatically. Online bill payment can be set up to mail a check to TLYCC or to transfer money directly into the TLYCC checking account. If you would like to transfer money via an ACH transfer directly into the TLYCC checking account, please send an email to the treasurer for ABA routing and account information.

Credit Card

TLYCC invoices may be paid via Credit Card by returning the top portion of the invoice page with the credit card information filled in or using the online PayPal interface on the TLYCC website.

LATE PAYMENT POLICY

Dues and Assessments:

First dues and assessment bills will be sent out by the end of March with a May 15th due date. If you pay after May 15th, there will be a \$50 late fee assessed. If you pay after June 15th, there will be a second \$50 late fee assessed and your club access will be suspended until you have paid in full.

Food and Merchandise:

Bills will be sent out in mid July, August and September with a 30 day payment cycle. The September bill will include a notice that bills which are 30 days late will include a \$25 penalty and 60 days late will receive an additional \$50 penalty.

For a balance due as of the September bill + 30 days (approximately October 15th) a late notice with the \$25 penalty and a mention of the \$50 penalty will be sent.

For a balance due as of the September bill + 60 days (approximately November 15th) a second late notice will be sent with the additional \$50 penalty.

For a balance due as of the September bill +75 days (approximately December 15th) the member will receive a call from a Board member letting them know their club access will be suspended until they pay.

Serious Repeat Offender:

If there is a serious repeat offender (defined as hitting the 75+ day mark for a balance greater than \$100 more than once), the Board will require that the member provide a credit card on file to pay monthly bills the following summer or their food/merchandise access will be suspended.

MEMBERSHIP POLICY

SENIOR MEMBERSHIP

All TLYCC Regular Members who have attained 70 years of age and have been Regular Members for at least 20 years may prefer, upon notification to the customer service volunteer, and upon approval of the Board, to elect to have Senior status. Thereafter, their membership dues will be frozen at the then current level for the duration of their membership. The member will continue to pay any future assessments. Senior Memberships are not retroactive to the 70th birthday and eligibility begins the calendar year when TLYCC is notified.

GUEST MEMBERSHIPS

For purposes of Guest Memberships, house guests are any non-rent-paying guests residing on the property of the host member. Family is defined as children, stepchildren, grandchildren, parents and grandparents only. The TLYCC host member should notify the volunteer customer service member so a Guest Member charge account may be established. Upon receipt of the Guest Member fee and the Guest Member's name, billing address, and telephone number to the customer service volunteer, a Guest Member charge account will be established, and the Guest Member notified of such number to be used for all charge account purchases and privileges. There is an appropriate form for this purpose at the end of this section.

JUNIOR MEMBERSHIP

Junior Membership is open to those adult offspring who are 24 years old and whose parents are active Regular and Senior members. Junior Membership shall become available on January 1 of the birth year for those persons who will reach the age of 24 and are so elected by the Board. Junior member status shall terminate on January 1 of the birth year the Junior Member will reach the age of 34 years, or at any time prior to that year, and whose membership is approved by the Board.

NEW MEMBER NOMINATIONS

Regular and Senior Members with active status and in good standing may nominate their grandchildren as new Regular members or Junior members. Nominations shall be in writing and submitted to the Board of Directors. Election to membership requires the affirmation vote of seven members of the Board present at a meeting or confirmed in writing.

PAST MEMBERS

Past Members of TLYCC, who left the club in good standing, may re-apply for membership and by-pass introductory membership status based on their previous tenure at the club. An application for this consideration must be submitted to the Board of Directors in writing. Election to the membership requires the affirmation vote of seven members of the Board present at a meeting or confirmed in writing.

INACTIVE MEMBERSHIP

Inactive Members shall be those Regular, Senior, and Junior Members who, upon application to the Board of Directors, have been granted inactive status. If planning to be inactive, members must notify the Board of Directors prior to receipt of dues invoice or immediately upon receipt of dues invoice.

Members and their families who use the club facilities in the spring or summer and then request inactive status will be considered regular active members during that season and will pay active dues. They will be made inactive the following year.

Inactive Regular Members will not be responsible for the payment of any dues, but will be responsible for the payment of the annual assessment (MA) and any special assessments at the time they are levied. The Club is maintained for the future enjoyment of Inactive Members and as such, they are required to participate in the costs associated with capital improvements. Inactive members who do not pay inactive dues and assessments will be removed from membership.

Inactive members shall lose all privileges of the Club, including the use of its facilities and voting, with the following exception: an inactive member may accompany an active member to the club infrequently as a guest of the

active member. Infrequently is defined as 'rarely' and individual infractions will be addressed in a timely manner by a member of the Board.

Effective January 1, 2011, Inactive membership will be limited to 5 years total for Active Regular Members who have gone to Inactive or elect to go inactive in the future. This would not apply to Junior or Senior Memberships.

A regular member can be inactive for a total of 5 years, whether consecutive or in sections. In all, the limit is 5 years total. At the end of 5 years, a member may let their membership lapse. If the member leaves in good standing, the member can petition the TLYCC Board at any time in the future to rejoin the club.

Junior Inactive Members pay no assessments, but are responsible to pay ½ of their regular Junior dues. 50% of that amount will be put in their 'savings account' to be applied to their Regular Membership Initiation fee at the time of conversion.

INTRODUCTORY MEMBERSHIPS

Members who sponsor an Introductory Member to TLYCC should integrate the new members into all Club activities, and introduce them to the current membership.

SIGNIFICANT OTHERS

TLYCC recognizes that a member may wish to extend Club privileges to a significant other. A significant other may request use of the Club facilities under the member's name (and number) upon application in writing by the member to any Board member. Application must be made in advance of the significant other's independent use of the Club facilities without the member present.

It is the member's responsibility to provide sufficient information to the Board to determine if a significant other designation applies. A significant other designation requires showing that a committed, personal relationship exists.

Upon approval by the Board, the significant other's children, under the age of 24, may also have use of the Club under the member's name (and number); however, they are not eligible for Junior Membership.

No other privileges of a spouse apply. Privileges extend only so long as the member and the significant other's relationship continues per the member's original request to the Board.

The request for the extension of Club privileges to the significant other will be reviewed annually by the Board.

TLYCC DIVORCE POLICY

TLYCC recognizes the need to address the separation of joint membership in divorce, and requests the couple come to a mutual agreement and submit this completed form to the board during the divorce proceedings along with any other pertinent information.

The displaced spouse may request his or her own membership subject to the approval of the board (7 out of 9 votes required). If approved, the applicant shall be placed in the membership category appropriate for his or her age.

*New regular or senior membership shall pay the initiation fee and capital assessment, plus current year dues and assessments.

*New junior membership shall pay current year dues.

*Introductory members will need to reapply through the sponsorship process.

TLYCC GUEST MEMBER APPLICATION

Member Name (Sponsor) _____

Guest Member Name _____

Guest Family Member Names & Ages _____

Guest Member Billing Address _____

Guest Member Home Phone _____

Guest Member Torch Phone (or cell) _____

The fee for a Guest Membership is \$100.00 per week (seven consecutive days). All guest memberships must be prepaid. Please indicate on the form the number of weeks requested and the dates. Send full payment with this form to:

TLYCC
P.O. Box 279
Bellaire, Michigan 49615

Number of weeks_ Dates Requested _____

Total Amount Enclosed _____

Upon receipt of payment a charge number will be assigned to be used for all Club activities and dining room charges.

I have read, understand and will abide by the Guest Member rules as published on page 39 in this Yearbook. I further agree to take responsibility for the above Guest Member that I am sponsoring as well as any unpaid club charges that they may incur.

Sponsor Signature _____

TLYCC DIVORCE POLICY/FORM

Name of person who will become sole owner of the existing membership

_____ Date _____

New membership requested for displaced spouse.

Yes _____ No _____ Not at this time _____

Please print both names

Signatures

PERSONNEL JOB RESPONSIBILITIES

DINING ROOM MANAGER AND CHEF

The Dining Room Manager and Chef of the Torch Lake Yacht and Country Club administers the dining room, kitchen and commissary following the business direction and parameters of authority as outlined by the Commodore and or his or her delegates.

Only qualified kitchen employees are entitled to be in the kitchen or to enter charges into the member billing system, unless they are a supervised and trained volunteer, or unless specifically invited by the Chef.

DUTIES OF THE LIFEGUARD AND SAFETY DIRECTOR AND MEMBERS

Swimming and Outdoor Functions

The Lifeguard and Safety Director establish safety practices for all waterfront and for all non-swimming outdoor functions on Torch Lake Yacht Club property. The membership must comply with the safety practices. These safety rules reflect the concern of your Board of Directors and Officers for the safety of the members, their families and other invited guests. Members are asked for compliance.

Swimming is restricted to the area north of the Club dock and defined by appropriate safety ropes and floats. Swimming is prohibited during the time immediately preceding official sailboat races and preceding the finish time of these races and or at other times designated by the Lifeguard and/or Safety Director. Children should be reminded not to swim under the dock or anywhere where they can't be observed at all times by the Lifeguard.

Children under the age of 4 years, must be accompanied on the beach by a parent or parent designate who has reached the minimum age of 13. Parents are reminded that the lifeguard and safety director are not to be asked or assumed to function as a baby sitter.

Waterfront safety is the responsibility of all the members. Unsafe conditions or practices are to be reported to the lifeguard and or safety director.

Repeated violations will be brought to the attention of the Commodore and Board of Directors for appropriate action.

Sailing

Official Torch Lake Yacht Club sanctioned races will be held in compliance with existing Federal, State and Local Safety Rules.

All club sponsored sailing activities must have an officially designated 'safety' or 'follow boat' in attendance prior to the beginning of the race and in attendance until the last boat crosses the finish line. Members are responsible to assist on the safety boat on a rotation basis, or find an acceptable substitute and notify the safety director of the designated substitute. The purpose of the 'follow boat' is to be available in emergencies to assist sailing personnel. In emergencies, upon verification of the safety of the crew, the follow boat' must return to and remain with the fleet. Capsized boats must seek towing assistance from boats other than the 'official follow boat'. Members with motor boats are encouraged to be on the water during races to assist where and when needed.

Sailing instructions when available to Club Members are paid for by individual members who take advantage of this privilege. This expense is not covered by dues and is based on the concept of a 'user fee'.

DUTIES OF THE SAFETY DIRECTOR

A. SAFETY – GENERAL

1. Establish safety practices for all non-swimming outdoor functions on Yacht Club property. Post on board.
2. Confer with Safety Committee Chairman/Commodore regarding safety regulations and conditions at club.
3. Maintain safety equipment.
 - a. Responsible for Race Committee boat; keep fuel tank full, engine and accessories in good working condition, bilge and hold bailed and clean, mooring secured.
 - b. Keep safety equipment and first aid items available on boat and in Clubhouse.
 - c. Also responsible for safety boats — keep fuel tanks full, equipment aboard, outboard in good running condition, mooring secured.

B. RACES

1. Read and know TLYCC Sailing Instructions.

2. Operate Race Committee boat to follow every scheduled race with assigned Club member aboard.
3. Load necessary safety equipment and gear on Race Committee boat, including line and buoy(s) for setting.
4. Obtain directions from Fleet Chairman or General Sailing Chairman for racing marks to be set.
5. Set windward mark for first leg 20–30 minutes before scheduled start of race — then return to start location to set starting line as directed.
6. Take orders and follow instructions only as directly received (or as relayed through Lifeguard on tower) from Fleet or General Sailing Chairman in charge of the race.
7. Advise Lifeguard if wind conditions require putting on life jackets.
8. After race start, reset windward mark if and as directed.
9. After race start, follow the race staying approximately to the side of the last one-third of the Fleet, without disturbing the sailing waters.
10. Assist any tip-over only upon request, or as necessary to save a life without request.
11. On heavy (windy) days, check each tip-over to assure safety of personnel and then continue to follow the race leaving the righting and equipment rescue to other follow boats.
12. Except in clear cases of necessity for personal rescue, neither the Race Director nor Club member assistant should enter the water to right the tip-over or rescue equipment. Maintain radio contact with Starter and/or Lifeguard throughout race.
13. Recover and return mark buoys when racing is concluded.

DUTIES OF THE LIFEGUARD

A. SAFETY-GENERAL

1. Establish safety practices code for all swimming activities including beach, dock and raft. Post on bulletin board.
2. Maintain safety equipment.
 - a. Keep swimming area properly marked.
 - b. Keep throw rings and life equipment in proper order and locations.
 - c. Keep Club first aid kit stocked and in proper order.

B. RACES

1. Read and know TLYCC Sailing Rules.
2. Be familiar with the operation of Safety boat and assist Safety Director with keeping it in good running order.
3. Monitor/maintain radio contact with Safety Director and Sailing Starter throughout all races.
4. In emergency situations, be prepared to close the swimming area and assist the Safety Director/Race Committee boat with “Safety First”. Always take a Club member as crew.

COMMON DUTIES OF SAFETY DIRECTOR & LIFEGUARD

A. Unless otherwise directed by commodore:

1. Hours are from 8:00 A.M. to 5.00 P.M. daily, except Monday and except for lunch and necessary short breaks.

B. Equitably share (50-50) the following duties:

2. Raise the flag each morning by 9:00 A.M.
3. Sweep porch and straighten chairs A.M. & P.M.
4. Assure restrooms are properly supplied.
5. Water flower boxes twice weekly or as needed.
6. Sweep tennis courts as needed.
7. Place unclaimed articles in “Lost and Found”.
8. Remind children of all ages to keep premises neat and return lunch trays to kitchen.
9. Keep trash barrels empty and available.
10. Assist with special trips and activities of the Junior Yacht Club.
11. Make minor repairs to Club facilities as needed.
12. Advise Commodore or House and Grounds Chairperson if repairs of special nature are required. Keep records of money spent and give receipts to Commodore or Treasurer.
13. Work with Chairpersons for safety, sailing, tennis, etc.
14. Take flag down by sunset.
15. When on TLYCC premises, to abide by and enforce TLYCC curfew and alcohol policies as an employee of the TLYCC.

FINANCIAL PROCEDURES FOR TLYCC EVENTS

To improve the quality and timeliness of financial results the following procedures were developed. Given the tight operating budget and a volunteer financial team these procedures must be followed to ensure proper control. The following document was created to assist regatta/event organizers in fulfilling their obligations for reporting and providing proper financial documentation.

BUDGET

A budget must be completed prior to the event along with any assumptions made and presented to the Club Treasurer for prior approval. The budget will be analyzed for reasonableness based on past history and assumptions provided. In some cases, the budget may require Board approval as well. Event expenses submitted for reimbursement will be categorized based on the approved budget. A budget versus actual report will be generated at the end of the event. This will be used as input into the Club financial system and provide financial information for future event organizers.

CASH, CHECK & CHARGE

Each committee/group collecting money (cash, check, credit card, Club charge) needs to track each transaction by payment type. In addition, a daily tally sheet for each category (e.g., hats, burgees, Thursday lunch, etc must be provided along with cash and checks to the event Treasurer each day. This will allow the event treasurer to analyze the monies collected and provide better financial reporting and control.

TLYCC now has a PayPal and a Square account. These can be set up for your event. You will need a smartphone or tablet to use these. For more information, contact KC Babb.

In addition, the event Treasurer will be responsible for making daily deposits of cash and checks at the Alden State Bank.

Each committee/group allowing member charges must first submit items and costs to be charged to the Positouch (PT) Team. The PT team will modify the PT screens to support the items requested. Each committee is

responsible for entry of all member charges into PosiTouch. Prior to the event at least one person needs to have proper PT training.

ALL member charges must be submitted on a 5 ½" x 8 ½" form that includes name, member number, signature and item(s) charged. The PT receipt must be stapled to the member charge slip. Slips should be organized by Positouch entry date to facilitate individual charge review.

Charges must be entered and submitted to the PT team within 5 days of the completion of the event. This will facilitate timely member billing and reduce billing questions.

Small frequent member charges (e.g., Hot Dog Stand) may be collected on one charge slip per member for the duration of the event for entry into PT with prior approval from the PT team. This is designed to reduce paperwork and workload for multiple small charges.

EXPENSE REIMBURSEMENT

All bills must be submitted to the event treasurer with original receipts and approved reimbursement form which is available on the TLYCC website. within one week of event. The form must be completed whether a bill will be submitted to TLYCC directly or a member is requesting reimbursement. If receipts are not available within one week, an estimate of the charge(s) should be submitted (along with the expected date of invoice arrival) to the event treasurer to facilitate the preparation of preliminary financial results.

Bills that do not have the proper authorization may delay payment to vendor or club member.

TENNIS COURTS

Small children are not allowed to play on the tennis courts when either court is in use by others.

Do not jump or otherwise cross court nets.

TENNIS PROCEDURE

The TLYCC courts are for the exclusive use of the TLYCC members, their families and invited guests.

The type of court surface used on our courts dictates that play is restricted to those wearing tennis shoes or playing in bare feet. Chairs or benches must not be moved onto the court surface.

No food or drink should be consumed on the court surface.

No wheels allowed on courts (for example: bikes, skateboards, roller blades, scooters, etc).

Tennis Lessons for TLYCC members from the authorized tennis professional are paid for by individual members and are not covered by Club dues. This privilege is based on a 'user fee' concept.

The Tennis Committee and or the Board of Directors reserves the right to take whatever steps are necessary up to and including restricting court privileges for repeated violations to these tennis rules.

COURT AVAILABILITY

Only Court #2 may be reserved for court time. A sign-up sheet for Court #2 will be kept in the Club house or on chalkboard. Players wishing to reserve court time in advance must do so personally. Under no circumstances are the Lifeguard, Safety Director, Cook or kitchen personnel to be called from their duties to make reservations. Reservations for playing time can only be made 1 week in advance. Playing time on Court #2 is limited to 1-1/2 hours per day for any singles or doubles group unless others are not waiting to play.

Prior to 8:00 a.m. and after 8:00 p.m., play on Court #2 is on a first come basis. A reservation must be forfeited to those waiting to play if players reserving arrive 15 or more minutes late.

Play on Court #1 is on a first come basis. Play time is limited to 1 hour for any singles, doubles or for ball machine practice. Court time for Court #1 cannot be reserved in advance except as specified under "Tournament Play". Players arriving to play on Court #1 should sign their name on the blackboard and their time of arrival to establish the priority for those waiting to play. If court #2 is vacant, players are encouraged to use it subject to prior reservations.

TOURNAMENT PLAY

It is recommended that tournament matches be played on Court #1. Court time for tournament play only can be reserved in advance on Court #1 by signing up on the blackboard the participants' names, indicating "Tournament" after the names and the time and date the match is to be started. Tournament play does get priority over advance reservations on Court #1 and #2.

CHILDREN'S COURT TIME

Children 15 years old and younger are encouraged to use the court facilities during the weekdays, Monday 8:00 a.m. through Friday until 2:00 p.m. They will have equal access with adults to the courts on weekdays subject to the rules governing court availability on Courts #1 and #2. During the time from Friday 2:00 p.m. through Monday 8:00 a.m. and on holidays that fall or are celebrated on weekdays, adults have court priority. In the event courts are free during the above mentioned time, children are encouraged to use courts that may be open with the understanding that they must be surrendered promptly to any adults waiting to play upon the completion of the game then in progress.

COURTESY

As a matter of courtesy to others, players and spectators are requested to please abstain from the use of excessively loud or objectionable language. To expedite play, please return stray balls from the other court as soon as your court play is interrupted. Do not enter the other court to retrieve stray balls.

After practice, please pick up all practice balls and place them in the ball baskets or ball machine. Please do not walk through any court where play is underway. Walk around the outside of the fence. Please pick up your belongings when you leave the court.

SAFETY

No person other than the contestants is permitted on the courts. Parents are requested to keep small children from entering the courts at any time play is in progress. Do not jump or step over nets. Eye injury, particularly at net play, is a constant threat. Be certain your glasses have shatterproof lenses.

TROPHIES

Many perpetual trophies have been donated to TLYCC from families who are or have been members. Please be especially considerate about these specific trophies so they are not lost or misplaced. Many cannot be replaced. Please make it your personal responsibility to return the trophy in as good as, or better condition in which it was received.

Muggers cups are awarded to any TLYCC sailor winning her/his first race in an official TLYCC race. The Muggers cup is usually a pewter 'mug' engraved with the person's name, date of the race, and TLYCC burgee. The Muggers cup is purchased by the winning person and/or family of the winner.

Muggers cup winners are always recognized on Trophy Night at the end of the summer. The Muggers cups can be given to the winner at Trophy Night if they have been purchased in advance of the event. If you need information about how to order a Muggers cup, please contact Trophy Coordinator.

CLUB GROUNDS

It is the responsibility and duty of all club members and their families to correct unsafe conditions or actions, or to report them to the Lifeguard, Safety Director, or Commodore. All families and their guests are invited to respect the following courtesy rules:

- All members and invited guests, at all times, should take responsibility for cleaning up all trash and keeping the house and grounds in excellent condition.
- Speed Limit: Entrance and Exit road to and from the Club grounds is 15 mph or less.
- No running and no 'wheeled toys' in or near the club house area.
- No 'wheels' on the tennis courts except for trailers at regattas.
- No horseplay on the docks or club house area.
- No running on the dock unless it is an emergency.
- Sport activities that endanger non-participants (such as hard ball) are prohibited.
- Waterskiing and tubing are restricted to the area outside the swimming and diving area. Starts from docks are not permitted.
- Boats are not to anchor or enter the swimming area.
- Use of the club boat is under control of the lifeguard and or safety director.
- A 'Lost and Found' is maintained on the porch at TLYCC. Members are asked to inspect the articles and claim their own items as quickly as possible. Items left in the lost and found for more than 2 weeks will be removed and given away to a local charity.
- Members are requested not to enter the Lifeguard/Safety Director's office at any time without their permission.

COMMITTEES

TLYCC is run by TLYCC members. There are three main groups of committees: On the Water, On the Shore, and Administrative. Since TLYCC is a volunteer run club, all members are invited to join in and help with this work.

ON THE WATER

Goal: Manage, support and promote the following activities and be accountable for growing the total membership participation.

- General Sailing Chair
- Sailing Fleet management: Sailing Fleet Management committee is a new committee and is chaired by a TLYCC member and has an appointed Board member who acts as liaison to this Committee.
 - Sailing fleet management involves working with the fleet chairs, club members and the board, to make sure the various fleet needs are being met to provide the best racing possible.
 - Committee chair responsible for coordinate and organizing discussions with the fleet chairs regarding;
 - Class Fleet Chair (usually previous season class champion)
 - Class rules discussion and requirements for club racing
 - Race schedule "changes" and inclusion in yearbook
 - Special events - Masters, special races, etc.
 - E Fleet Chair
 - MC Fleet Chair
 - Butterfly Fleet Chair(s)
 - Ladies Butterfly Fleet Chair
- Race Management - Race Management committee is a new committee and is chaired by a TLYCC member and has an appointed Board member who acts as liaison to this Committee.
 - Race Management oversees and coordinates all activities involved in fleet racing for the club and works with the sailors and the board to run the club racing program.

- Committee Chair responsibilities include the following activities.
 - Recruiting Race Committee members (Starters) for each Fleet.
 - Acquiring and maintaining Race Committee materials, (Bouy's, Flags, Signal horns, Scoring Sheets, etc.
 - Coordinate Discussion and Training of RC members
 - Work with on the water buoy setters and safety follow boat.
- Race Management E Fleet
- Race Management MC Fleet
- Race Management Butterfly
- Race Management Opti
- Scoring
- Buoys and Follow Boat
- Safety and Waterfront - The Safety and Waterfront committee is chaired by a TLYCC member and has an appointed Board member who acts as liaison to the Safety and Waterfront Committee.
 - The committee has:
 - Historically, provided oversight for safety concerns at TLYCC and advised the Board on safety.
 - Has worked with the Waterfront and Lifeguard staff to provide up-to-date first aid equipment at the point and on the TLYCC boats, to provide classes to educate TLYCC members and the general public about water safety, and to assure safe follow boat and boater assistance measures during sailboat races.
 - In 2011, Safety provided boater safety courses as well as a class on follow-boat assistance provided to sailboats during races.
- Growing Sailing
 - The Growing Sailing Committee's goal is to increase participation in all sailing activities at the TLYCC including racing, clinics, and fun sailing. This includes oversight of the sailing school and helping sailing school participants become independent sailors who may participate in racing

and social sailing as well as inviting and encouraging ALL yacht club members to be a part of the sailing programs at TLYCC (sailors, racers, race committee, spectators and land support). The committee also cares for all sailing school equipment and boats and has the goal of becoming self-sufficient in owning and maintaining sailing and racing equipment. Growing Sailing Committee members help with running sail school including advertising, billing, on-the-ground support, parent-contact, boat maintenance and help during sail school. Committee members also coordinate Take Five Fridays and social sailing opportunities.

- Sailing School
- Take Five
- Regattas
 - Regatta Chair duties involve coordination of regattas sponsored by the club and the associated regatta Chairs and the board.
 - Duties include recruiting regatta chairs (when regatta sponsored) for the following regattas that are occasionally hosted by the club,
 - E-Invitational 2012
 - Butterfly
 - MC
 - WMYA
- Organizational Representation
 - Represent TLYCC with other Sailing organizations.
 - NCESA
 - WMYA

ON THE SHORE

Goal: Manage, support and promote the following activities and be accountable for growing the total membership participation.

- Family Night
 - This is a long standing Club committee which coordinates a member-led activity every Thursday evening at the Club. This activity is family oriented and preceded by a pot luck dinner in which the members are asked to bring a dish to share with the Club kitchen providing a main course.
- Jr. Yacht Club
 - This committee is responsible for organizing activities for the junior members of the Club. Events in the past have included Stick Tag, the Swim Across the Lake, the Jordan River canoe trip.
- Book Club
 - This committee is an informal group which meets during the day on Mondays at the Club to discuss books of interest to the group. This group is open to all!
- July 4th
 - This is a committee steered by the Commodore to include the Club program for the 4th of July.
- Special Activities (Key to maintaining old traditions and driving new traditions)
 - Live & Learn
 - This committee would be responsible for providing an activity/activities to Club members which will showcase a topic of interest. Examples of past Live & Learn events are: Ed McDuffie's discussion on the history of Torch Lake, Nancy Couyoumjian's cooking lessons, Krista Nordberg's salsa classes. This activity will usually be held on Wednesday evening, following dinner, and scheduled when a speaker and topic is arranged by the committee.
 - New Social Activities

- This is an open-ended category. Here we are asking for members to initiate any new activities/events which would promote participation by Club members. Some ideas: a square dance on the tennis courts, Oktoberfest, casino night. We are open to suggestions!
- The Event
 - "The Event" is scheduled on alternating years and is organized by the winning team from the previous event.
- Tennis
 - This committee oversees all Club-related tennis activities which includes the 4th of July Mixed Doubles tournament, the Men's & Women's Singles and Doubles and Mixed Doubles tournaments, Boys' & Girls' Singles and Doubles tournaments, and all Masters' level tournaments (age 50+) involving men and women. This committee is a SEPARATE entity from Tim Moore's Tennis Academy (see below).
- Tennis Clinic
 - This organized tennis instruction is led by Tim Moore and Jackie Compton. This clinic is held at the Club during the first two weeks of July and is open to all. Questions with regard to this activity should be directed to Tim or Jackie.
- Golf
 - This committee is responsible for planning and hosting Club-related golf activities, specifically the Men's & Women's Golf Outings as well as the Golf Scramble. These events are usually held in early August. Golfers of all abilities are encouraged to sign up.
- Winter Sports
 - This committee is responsible for coordinating the Club-sponsored "Old Man/Old Woman of the Hills" ski event usually held between Christmas and the New Year at Schuss Mountain. This event features NASCAR racing and informal cookout/pot luck at the race site.
- Trophies and Trophy Night

- The Trophy Coordinator(s) will oversee the selection of annual trophies for TLYCC and will assure the continuance of perpetual trophies. The Trophy Coordinator(s) will coordinate the regular return of perpetual trophies before Trophy Night and will be in charge of the trophy selection and distribution on Trophy Night. The Trophy Coordinators will notify those who win Muggers' Cups (or their parents) of the responsibility of the Muggers' Cup winner to provide his/her own Muggers' Cup on Trophy Night. This committee is responsible for the program at Trophy Night which is usually held over Labor Day weekend. This committee will need to coordinate all standings with the various Club committees that involve competition -- sailing, tennis, golf, sailing school, etc.

TLYCC ADMINISTRATION

Goal: Manage the ongoing administration and maintenance of the club.

- TLYCC Board:
- House and Grounds
 - This committee is responsible for maintaining both the interior and exterior areas of the Club. This includes making sure the Clubhouse is clean, the bathrooms in working order, trees, shrubs, grass trimmed, flowers watered, exterior lights in working order, tennis courts clean and maintained, the boardwalk safe, and anything else pertaining to the appearance and safety of the Club and its grounds.
- Property Use and Planning
 - The purpose of this committee is to propose and maintain a long term plan for the optimal use of all Club property in coordination with the long term plan for capital and operating budgets. . The PUP plan will project a 5 year capital and major maintenance plan which includes the physical buildings, their infrastructure, tennis courts, safety boats, launching facilities, and the land and shoreline. The plan should take into consideration the traditions of the club, how the desires and needs of the membership are changing, and the impact that the use of the facilities and property are having on the ecology of the lake and surrounding land. The Committee will form this plan according to the available capital for these expenditures as instructed by the Board and the Finance Committee. With Board approval, the Committee can also seek input from the membership at large for their opinions and desires, and balance that input with a plan that is sustainable over the long term. The plan would be proposed to the Board for their ultimate decision. The Board will communicate the plan and request comment from the membership at large as it deems appropriate.
- Membership Committee

- The Membership Committee is chaired by a TLYCC member and has an appointed Board member who acts as liaison to the Membership Committee. Membership Committee responsibilities include oversight of membership categories and advise the Board on membership policy; invitations to Junior Members, Introductory Members, and Junior and Introductory Members becoming Regular Members. Membership Committee coordinates events to introduce Introductory Members to TLYCC and also provides information to TLYCC Introductory Member Sponsors so that they understand their responsibilities to introduce Introductory Members to TLYCC members.
- Kitchen and Dining - Commissary
 - Responsible for coordinating the Chef(s) for each summer. Consulting with chef regarding staff, meals, and special events. Keeping the Kitchen Staff in tune with the club's needs.
- Nominating Committee and Appointment Process
 - The purpose of the nominating committee is to select candidates for the TLYCC board of directors. The committee will meet early in the calendar year and identify Board positions up for election for that year. The committee will identify TLYCC members who are potential candidates for those positions and then approach those persons to determine their willingness and readiness to run for Board election. The committee will provide to the current Board and Board secretary --by the first week in July--a slate of worthy candidates. The slate of candidates will be presented to the membership and voted upon at the annual meeting in August.
 - The nominating committee has 5 members, each serving a 10-year term. Membership of the committee is comprised of past commodores. Each commodore, stepping down from their two-year term as commodore, will then serve on the nominating committee for 10 years.

- For the last two years of their 10-year term on nominating committee, a committee member will serve as chair of the nominating committee.
- If, for whatever reason, a retiring commodore cannot serve on the nominating committee, the Board will appoint a replacement for that commodore's term on the nominating committee.
- Finance
 - Finance Committee
 - The Finance committee (Chaired by the Treasurer) is charged with the long term planning and budgeting of the club finances based on current forecast of income and capital expenses. They advise the board with recommendations on budgets and capital expenses to ensure long term viability of the club.
 - Treasurer
 - Insurance
 - Dining Room/Billing Computer system(s)
 - Merchandise
 - This committee has responsibility for the management of TLYCC merchandise from design/order through selling to club members. Committee chair(s) have responsibility both for the design/order/maintenance of merchandise and also for the sale of it throughout summer months at the club. Many volunteers help with sales on different weekends throughout the summer. Traditionally, the 4th of July is the kickoff day for the new TLYCC merchandise.
 - Fundraising
 - This committee is responsible for organizing fundraising activities that will benefit either TLYCC in general or a specific area, such as Sailing School, Tennis Courts, etc.

MERCHANDISE COMMITTEE – ADDITIONAL INFO

The purpose of the merchandise committee is to make an income for the Club, provide a service to the members, and most of all, not to lose money for TLYCC. A chair will be appointed and trained by the prior year's chair, and approved by the Club Commodore. The Chair will be listed in the Yearbook for the convenience of the members and also for those members wishing to volunteer.

The following procedures have been adopted over the years regarding regular TLYCC merchandise sales.

Logos and Images

The logo for TLYCC is proprietary and TLYCC does not allow individuals to have their own items printed and or embroidered.

Merchandise Storage and Inventory

The merchandise chair is in charge of keeping track of inventory and storing it in the winter and transporting it to and from the Club when needed.

Ordering Club Merchandise

The Merchandise Committee orders and plans the designs and sets the price as needed to keep the appropriate amount of inventory. The merchandise is selected, ordered and purchased for sale to the membership by the merchandise chair every two years.

Merchandise Department

We have one merchandise department and individual divisions and individual members are asked not to sell or ask the merchandise chair to sell other items to raise money. TLYCC does not sell items on consignment.

Prices and Charge Forms

The merchandise committee sets prices and enters the prices and the Club member's charges into the Club's computer system for purposes of billing. Only Club member charges can be used to pay for merchandise unless special arrangements are made in advance for a specific event. A charge form is attached in the appendix.

REGATTA MERCHANDISE COMMITTEE – ADDITIONAL INFO

The Regatta merchandise committee falls under the Regatta Chair's responsibility. The Regatta Chair needs to ensure the merchandise is in the budget, the merchandise makes money, and how the merchandise is designed, ordered and priced.

Prices and Charges

The regatta merchandise committee is responsible for putting the merchandise prices in the Club's computer system, collecting and entering the charges to member's bills and or to accept credit cards if that has prior approval. Left over regatta merchandise will be sold by the regular Merchandise committee, but both profit and loss will be credited or debited to the Regatta's P. & L. statement.

Inventory

The Regatta merchandise committee is responsible to account for inventory and insure transport to and from the Club.

SAMPLE FORMS

The following form should be copied and used for Merchandise Charges . A sample Payment Tally sheet is included also.

MERCHANDISE CHARGE FORM

Date: _____

Member Name: _____

Member Number: _____

Merchandise

Qty	Item	price	order	recv'd

Total Charges \$ _____

SIGNATURE: _____

Contact Information (for orders only)

Name: _____

Address: _____

City: _____

State _____ Zip _____

Phone: _____

PAYMENT TALLY SHEET - EXAMPLE

Date: mm/dd/yy

	Cash	Check	Charge
T-shirts			
Hats			
Weds Dinner			
Thurs Lunch			
TOTAL			