

**POLICIES, RULES, PROCEDURES,  
ETC.**

**OF**

**BAY-WAVELAND YACHT CLUB, Inc.**

**Includes all changes through 11/18/13**



**Bay-Waveland Yacht Club**

**Rules, Policies and Procedures—Table of Contents** updated to 11/12/13

---

1 - Policy of Policies, Rules, Procedures, and Other Durable Motions and Directives..	1
2 - Rules .....	3
3 - Disbursing Funds.....	4
4 - Member Travel .....	5
5 - Tipping.....	6
6 - Use of Under-Club Space and beach by Club Members .....	7
7 - Employee Handbook .....	8
8 - Deleted.....	9
9 - New Employees .....	10
10 - Junior Yacht Club.....	11
11 - Check Cashing/Return Check Policy.....	12
12 - Solicitation of Funds, Sales of Tickets, etc. ....	13
13 - Policy With Regard to Past Due Accounts .....	14
14 - Charges at Other Yacht Clubs .....	15
15 - Sponsoring New Members .....	16
16 - BWYC Financial Information, Email/Mailing lists, Use of Club Name or Logos	17
17 - Deleted.....	18
18 - Purchase of Stock of the Corporation.....	19
19 - Purchases on Credit .....	20
20 - Koch Junior Room.....	21
21 - Membership Notations/Classifications/Dues-Fees & Assessments .....	22
22 – Sexual Harassment.....	25
23 - Records to be Maintained by the Secretary .....	26
24 - Sailing Dues.....	27
25 - Delinquent Accounts Receivable.....	28
26 - Boat and Trailer Parking.....	29
27 - Performance Evaluations and Salary Adjustments.....	30
28 - Job Descriptions .....	31
29 - Swimming Pool Usage Policy .....	32
30 - Club Rental Policy.....	33
31 - New Members.....	3535
32 – Harbor Sinking Fund.....	3737
33 – Membership in Register of Yachting Club of America .....	3838
34 – Bay-Waveland Yacht Club Flag Protocol.....	3939
Proper Signal Mast Display .....	4141
35 – Club Hours for Fourth of July Fireworks.....	4343
36 – Smoking .....	4444
37-Rules For Operation Of Bay-Waveland Yacht Club Power Boats .....	4545
38- Deleted.....	4747
<b>Appendices .....</b>	<b>i</b>
HOUSE RULES.....	i
CLUB OWNED BOATS RULES AND REGULATIONS .....	iv
BAY-WAVELAND YACHT CLUB HARBOR RULES AND REGULATIONS.....	vi
HARBOR RENTAL AGREEMENT.....	x
BAY WAVELAND YACHT CLUB SWIMMING POOL RULES .....	xiii

**Bay-Waveland Yacht Club**

**Rules, Policies and Procedures—Table of Contents** updated to 11/12/13

---

THE CONSTITUTION OF BAY-WAVELAND JUNIOR YACHT CLUB ..... xv  
EMPLOYEE HANDBOOK ..... xviii  
JOB DESCRIPTIONS ..... xxxii  
    POSITION: Manager ..... xxxii  
    POSITION: Executive Host(ess) ..... xxxv  
    POSITION: Assistant Manager..... xxxvii  
    POSITION: Bookkeeper (part time) ..... xxxix  
    POSITION: Chef..... xl

**Bay-Waveland Yacht Club**  
**Rules, Policies and Procedures - Page 1**

---

Policy Number 1

Adopted: January 20, 1995

Title:

**1 - Policy of Policies, Rules, Procedures, and Other Durable Motions and Directives.**

Text: All organized groups require certain rules to establish their basic structures. There is a need for formally adopted rules, procedures and other Durable Motions and Directives, hereinafter called policies to be adopted which will help avoid disagreement, foster better understanding of the procedures currently accepted, and record the outcome of substantive issues.

It is important that certain policies be more difficult to change than others and therefore they will be more difficult to change and/or set aside.

Nothing herein shall be in conflict with the Bylaws of the Corporation, the Articles of Incorporation, or the laws of the State of Mississippi or the United States of America.

**Policies** may be established only by vote of a majority of the Members of the Board of Governors (7) at any properly called meeting and shall be in writing in a format similar to this policy. They shall be consecutively numbered and indexed both numerically and alphabetically. A copy of the Bylaws and all existing policies are to be distributed to Board Members no later than the date of their first Board meeting.

Rules shall be established from time to time and will be covered in Policy Number 2.

**Procedures** may be established from time to time by a majority of those present at any properly called Board meeting. Temporary procedures may be established between Board meetings by the Executive Committee, but shall be presented to the Board of Governors for ratification at their next meeting.

Job Descriptions shall be prepared and maintained in a job description book for all paid employees. Said job descriptions shall be approved by majority vote of the Board of Governors.

Operating Procedures for the Bar, Dining Room, House, etc. shall be prepared and submitted to the Board of Governors for their ratification and approval by majority vote.

It is the intent of this policy to establish a method that will allow any Board Member to know by looking at one set of documents (i. e. a book containing the Bylaws and these numbered policies) what rules, etc. exist and where they are located. It is recognized that there will be some policies, procedures, etc. that should not be available for inspection by non-Board Members, employees or others that do not have a "need to know." However, this set of policies should be comprehensive and available to any Board Member. The

***Bay-Waveland Yacht Club  
Rules, Policies and Procedures - Page 2***

---

Board of Governors should attempt to reduce to policy any items of confusion or subject to interpretation.

The originals of approved policies with all attachments shall be maintained by the club secretary along with the other documents under his/her custody. An up to date copy of all rules, job descriptions, operating procedures, etc. shall be maintained in the club office for review by any Member. The Board minutes shall be available for inspection by any stockholder in the club office. Due to their confidential nature, minutes of the Executive Committee shall be kept by the Secretary and only be made available to officers and Board Members.

It is the Secretary's responsibility to see that each new Board Member and Flag Officer is given a copy of the Bylaws, all approved policies and rules. The secretary should also encourage these parties to review Board and executive committee minutes for at least the previous year.

This policy has been intentionally prepared in such a matter that it will allow easy modification of existing policy to reflect the ideals and goals of the majority of the current Board of Governors.

**Bay-Waveland Yacht Club**  
**Rules, Policies and Procedures - Page 3**

---

Policy Number 2

Adopted: January 20, 1995

Title:

**2 - Rules**

Text: The following sets of rules have been adopted by the Board of Governors and are incorporated by reference herein:

<u>Subject</u>	<u>Revision Date</u>
Harbor Rules	July 13, 1993; January, 1997, June 2001 See also Harbor Rental Agreement - - 1993
Club Rules	June 2008
Pool Rules	June, 2001
Flying Scot Rules	1993 Sept

These rules are to be distributed at least annually to the Membership or to the specific, affected Members, as appropriate, either in the club newsletter, personally, by mail, or in special publication. They shall also be posted on the club bulletin board.

Note: Rules as defined in this policy are intended to be general in nature and there may be additional policies that are not specifically covered in the rules that will further define the desires of the Board of Governors.

Policy Number 3

Adopted: March 21, 1986

Title:

**3 - Disbursing Funds**

Text: All purchases, invoices, and statements will be approved by either the Treasurer, Commodore or Manager prior to payment.

Invoices which need not be paid immediately shall be assembled in a file for approval by the appropriate committee chairman and final approval by either the Treasurer or Commodore which shall be done on or about the 13<sup>th</sup> and the 27<sup>th</sup> of each month.

All other invoices may be paid with the manager's approval, but shall be initialed by either the Treasurer or Commodore prior to the end of the month in which they are paid.

The person approving payment shall review the account coding to ensure its accuracy.

Policy Number 4

Adopted: c. 1986

Title:

**4 - Member Travel**

Text: It is the policy of Bay-Waveland Yacht Club to provide financial assistance to those Members of the club who must travel beyond the Gulf Yachting Association member clubs to represent Bay-Waveland Yacht Club at meetings of USSA and other similar organizations. It is recognized that the expenses of such travel can be great and in order to supplement the travel expenses of the Member the following procedures must be followed. It is recognized in adopting this policy that in most cases the Member will have expenses beyond the level of reimbursement provided.

1. The travel must be for the benefit or promotion of Bay-Waveland Yacht Club.
2. The Member traveling must request reimbursement at least one week in advance unless there are unusual circumstances.
3. The decision to compensate will be made by a majority vote of the executive committee (telephone, if necessary).
4. Any agreement to reimburse travel expenses must be reported to the next Board meeting following the request for the travel supplement.
5. The amount of the reimbursement shall not exceed the cost of round trip coach airfare from Gulfport or New Orleans to the location of the meeting.
6. There will be no reimbursement for lodging expenses, food expenses or other out of pocket expenses in excess of the reimbursement outlined above.

The purpose of this policy is to provide uniformity in our response to requests for reimbursement.



Policy Number 5

Adopted: May 17, 1985 Revised June, 2008

Title:

**5 - Tipping**

Text: To establish a fair and equitable means to reward dining room and lounge personnel.

Tipping is not an obligation and the costs of tips shall not be added into the meal or lounge prices.

Tipping shall be discretionary for cash events and 15% shall be added to the bill for private parties, charge sales and banquets if not specified otherwise by the Member, patron.<sup>1</sup> This gratuity only applies to food and beverage services unless specifically approved by the member.

---

<sup>1</sup> (Note: This is a combination of two separate actions and has been paraphrased.)

Policy Number 6

Adopted: May 1985 Revised June, 2008 Revised April 2011

Title:

**6 - Use of Under-Club Space and beach by Club Members**

Text: When not required for club sponsored activities, club Members may use the under club open space, pool and beach for private parties of fewer than 20 people.

1. Reservation for space must be obtained from the Club Manager or Event Coordinator when 20 or more people require club furniture (tables & chairs,) equipment, products (food & beverages) or staff to assist with their function.
2. Exclusive private Member use of under Club space for parties of 20 or more will incur a charge of \$200.00 or \$2.00 per person, whichever is greater.
3. Members will be required to complete and sign event contract prior to the event.
4. Food & beverages must be purchased from Club at published Club prices, excluding special occasion cakes such as birthdays.
5. **Under no circumstances may alcoholic beverages of any kind be consumed on club premises if not purchased from the club. This is a Mississippi Alcoholic Beverage Commission Code Requirement.**

Policy Number 7

Adopted: April 1988

Revised: January 1995

Title:

**7 - Employee Handbook**

Text: The employee Handbook dated April, 1988 is incorporated and approved by reference herein and contains policies regarding salaries, sick pay, performance reviews, etc.

The employee Handbook is located in the Appendices.

Policy Number 8

Adopted:

Title:

**8 - Deleted**

Policy Number 9

Adopted: January 20, 1995

Title:

**9 - New Employees**

Text: New employees shall be given a copy of their job description and a copy of the Employee Handbook (See Policy Number 7). An employee personnel file shall be created which will track the employee's wages, evaluations, raises, sick days, vacation, etc. The new employee should undergo a brief indoctrination and receive adequate training for the position for which they were hired.

Policy Number 10

Adopted: December 20, 1994

Title:

**10 - Junior Yacht Club**

Text: It is the policy of the Bay-Waveland Yacht Club to support the activities of its Junior Members.

The Board of Governors has reviewed the attached Constitution of the Junior Yacht Club (written March 3, 1982) and ratifies the Bay-Waveland Junior Yacht Club as a sub-organization of Bay-Waveland Yacht Club. The Constitution of the Junior Yacht Club is located in the Appendices.

In order to remain in existence the Junior Yacht Club shall abide by their constitution, make regular written reports of any meetings or activities to the Executive Committee and shall at least annually provide a financial accounting to the Board of Governors of all receipts and disbursements. They shall provide additional financial and other information as directed by the Executive Committee or Board of Governors and shall be supervised by a sponsor, known as the Junior Coordinator.

The Board of Governors would welcome reports / requests / input from the Junior Yacht Club at any of its regular meetings by a duly authorized Member.

Policy Number 11

Adopted: January 17, 1986

Revised: April 14, 1993 (\$20) Revised June, 2008 (\$30.00)

Title:

**11 - Check Cashing/Return Check Policy**

Text: Bay-Waveland Yacht Club exists for the benefit of its Members and as such should provide special services for them.

Because the club is not a financial institution and because cashing checks can create serious shortages in our cash on hand position as well as require that we maintain excessive amounts of cash on hand; it is necessary that we establish a policy for cashing Member checks.

It is the policy of Bay-Waveland Yacht Club to cash checks for Members in amounts which shall not exceed \$30.00 more than the amount of the Member's current purchase.

Checks shall not be cashed for non-Members or employees without the approval of the Manager, Commodore, or Treasurer. In no way does this policy limit the acceptance of checks for dues or other purchases from the club.

A charge of \$30.00 shall be assessed for each check that is returned for non-sufficient funds and the check must be redeemed (including the fee) within ten days. Failure to redeem the check within the allotted period will result in a report being made to the Board of Governors for appropriate disciplinary action.

Policy Number 12

Adopted: 1984

Title:

**12 - Solicitation of Funds, Sales of Tickets, etc.**

Text: The solicitation of funds, sales of tickets, and raffle chances, etc., other than those related to Bay-Waveland Yacht Club projects, will not be permitted at the Bay-Waveland Yacht Club.



Policy Number 13

Adopted: 1984; Revised June 2001, Revised June, 2008, Revised March, 2010 (2% late penalty from 20%), Rev. Oct., 2010 due date/late date; April, 2012 ACH/Credit Card required to revoke suspension

Title:

**13 - Policy With Regard to Past Due Accounts**

Text: This policy shall apply to all accounts that are past due in accordance with the Club Bylaws and/or policy.

All club charges are due and payable upon receipt of the monthly statement and late after the 15th. A 2% collection fee will be added to all accounts paid on or after the 16th of the month.

A letter shall be written to the Member when the account is 30 days past due. The letter will inform the Member that the account is past due and that unless the account is paid current within 45 days of the due date the Member's name will be posted as delinquent on the club bulletin board and that continued delinquency will result in suspension of Membership privileges.

When the account is past due in an amount greater than \$10.00 and over 60 days past due the membership is automatically suspended and the member shall be reported to Board of Governors at each subsequent meeting until an ACH and/or credit card account has been established and the account is current or the membership has been revoked.

A monthly report shall be made to the Board of Governors by the Treasurer providing a list of all past due accounts noting those members that have been suspended as required above.

Members shall be subject to Membership revocation by the Board if their bills are not paid within thirty (30) days of their suspension.

Any member who has resigned or had their membership revoked may request reinstatement within 2 years by application to the Board of Governors. If the application for reinstatement is accepted the member shall pay all amounts due at the time the membership terminated including any late fees, pay any assessments that have either not been paid or that may have been assessed during the lapsed membership or revocation period, any collection fees that have been incurred, any increase in the initiation fee since the time of the members original application, and a readmission fee of One-Quarter (1/4) the annual dues for the requested membership classification

See Article XXIV of Bylaws.

Policy Number 14

Adopted: 1984. Revised: June 2001. Revised June, 2008 Revised 9/16/2011

Title:

**14 - Charges at Other Yacht Clubs**

Text: Statements from other yacht clubs for Member charges shall be paid by Bay-Waveland Yacht Club.

The Member shall be billed as soon as possible and a charge of 15% with a minimum of \$5.00 shall be added to cover the cost of processing the charge. This charge will be waived if arrangements have been previously made by written agreement with the BWYC for and ACH debit to the member's bank account for club charges. These charges may also be waived if the member has a credit balance sufficient for full payment at the time the charges are received.

Policy Number 15

Adopted: 1984 Revised August, 2008, August 2010, July, 2013

Title:

**15 - Sponsoring New Members**

Text: Members are allowed to sponsor only ten (10) new Membership applications per year.

Applications for membership shall include the following: completed standard application signed by two sponsoring members, photo of proposed members, and two letters of recommendation from the sponsoring members.

The application is considered received when all information has been submitted to the club business office and placed in the Secretary's mailbox two weeks prior to the next board meeting.

The Secretary will submit all applications to the Membership Committee Chairperson two weeks before the next board meeting.

The Membership Committee will approve all applications at least one week before the board meeting. The Secretary will post the names of the approved applicants and their sponsors on the Club bulletin board at least one week before the next board meeting.

Applications not approved by the Membership Committee shall be referred to the Commodore who may authorize the processing of the application in the same manner set forth for applications approved by the Membership Committee. These shall be listed as pending on the posting of applications. If after the board meeting, the member is not approved, the Club Manager will notify the applicant in writing.

The Board of Governors is under no obligation to accept any membership application or any recommendation by the Membership Committee. It is also not required to act on any application and may defer consideration.

Policy Number 16

Adopted: October 15, 2010

Title:

**16 - BWYC Financial Information, Email/Mailing lists, Use of Club Name or Logos**

Text: Use of the name “Bay-Waveland Yacht Club”, “BWYC” or BWYC’s symbols, burgee or logos is expressly prohibited without written authorization from the Executive Committee. Club property, name, logos, email lists, financial information, mailing lists, burgee or symbols exist for the benefit to the general membership and shall not be used for commercial or political purposes without the express written authorization of the Executive Committee. BWYC financial information is intended to be and remain confidential to the members and shareholders and shall not be published beyond the management, officers, members or shareholders without written authorization from the Executive Committee.

Policy Number 17

Adopted:

Title:

**17 - Deleted**

Text:

Policy Number 18

Adopted: August 20, 1993

Title:

**18 - Purchase of Stock of the Corporation**

Text: The Commodore is authorized to purchase shares of stock of Bay-Waveland Yacht Club, Inc. to bring the number of unissued and treasury shares up to no more than 25 shares whenever the club owns ten shares or less of unissued and treasury stock. He is authorized to spend up to \$100 per share.

Policy Number 19 (Not approved with others in 95)

Adopted:

Revised: January 17, 1992 Revised June, 2008 Revised February, 2010 Revised June-July, 2013

Title:

**19 - Purchases on Credit**

All purchases, except for certain allowed purchases at designated special events, shall be charged against the appropriate Member's account. Purchases made by a Member's guest shall be charged to the Member's account. Cash, check or credit card purchases, except for certain allowed purchases at designated special events, are prohibited.

Credit card charges shall be allowed without a convenience fee for Members visiting from other clubs and when approved by the club manager or executive committee for special events or other extenuating circumstances.

Members whose account is more than 30 days past due will have their charge privileges revoked until such time as said member provides the Club with a valid credit card number and executes an agreement authorizing the club to charge all current and future past due amounts on said credit card. **A 5% convenience fee** will be applied to all credit card transactions in addition to any other late penalties or fees that may otherwise apply.

Dues, Assessments, Slip Rentals and Initiation Fees will be billed directly to the member unless other arrangements are made.

See Policy 13 for information on club collection policy.

Policy Number 20

Adopted: April 26, 1991 Deleted June, 2008

Title:

**20 - Koch Junior Room**

Text:



Policy Number 21

Adopted: October 21, 1988

Revised: September 28, 1990 Revised June, 2008 Revised January, 2009 Rev October, 2010; April, 2012, Oct, 2012, Feb, 2013, September 2013

Title:

**21 - Membership Notations/Classifications/Dues-Fees & Assessments**

Text: Except as otherwise provided in the Bylaws dues for new Members shall be prorated based on the number of whole months left in the calendar year. Such dues shall be paid in full within thirty (30) days of invoice, or by installments as provided in our payment policies

See Article XIII of the Bylaws for Membership categories.

Members of a Non-Voting class of Membership shall be required to pay the balance of initiation fees appropriate to the newly attained Membership class and to provide proof of ownership of one share of Bay-Waveland Yacht Club common stock upon attaining Membership in one of the Active Classes unless they meet the requirements of Article XII of the Bylaws.

Former Members of an Active class of Membership electing to become Non-Resident Members will retain full credit for initiation fees paid upon rejoining Bay-Waveland Yacht Club as Members of an Active Class. Non-Resident Members who never have been Members of an Active Class shall be required to pay the balance of initiation fees upon joining an Active Class of Membership.

The Board shall (as required by the bylaws) annually assess membership fees. It shall also at that time determine acceptable methods of making installment payments which shall be set in such a manner that will make payment in full on January 1<sup>st</sup> the most beneficial method of payment. As a general rule of thumb an 18% per annum fee should be approximated on any installment plan offered

The board may also at its sole discretion allow installment payments on assessments, initiation fees, harbor rental, etc. In the event that they should elect to allow installment payments on these amounts a similar calculation should be made.

Members paying off an installment plan early may be offered a discount to encourage early payoff

Applicants for Golden Membership must provide an affidavit that they have been an active (dues paying) member of the club for 30yrs if not part of the request for change in status.

**2012 MEMBERSHIP CLASSIFICATIONS**

Class	Description	Dues	Installment Options
FAMILY	Includes husband and wife, either of whom has reached age 28, and all children under age 18	\$1182.00	12 monthly payments beginning Jan. 1st with a \$5.00 per payment administrative fee
SINGLE /w Companion	Single, attained age 28, includes all children under age 18. Companion can visit with member as often as he or she likes.	\$1182.00*	12 monthly payments beginning Jan. 1st with a \$5.00 per payment administrative fee
SINGLE	Single, attained age 28 and includes all children under 18.	\$898.00	12 monthly payments beginning Jan. 1st with a \$5.00 per payment administrative fee
ASSOCIATE	Single or married, attained age 23 but not 28, and includes all children under 18. For husband or wife, at least one must be 23 but neither can be 28.	\$439.00	12 monthly payments beginning Jan. 1st with a \$5.00 per payment administrative fee
GOLDEN	Attained age 75 with minimum 30 years membership in an active classification. Available to husband or wife if either meets the requirements. Must be requested and approved by the Board.	\$346.00	12 monthly payments beginning Jan. 1st with a \$5.00 per payment administrative fee
INTERMEDIATE	Single or married, attained age 18 but not 23. For husband and wife, at least one must be 18 or older but neither can be 23.	\$181.00	Due January 1st
HONORARY	Conferred on BWYC member by vote of Board.	None	N/A
JUNIOR	Attained age 12 but not 18, parents not members.	\$175.00	Due January 1st
MILITARY	Member is exempt for initiation fees, assessments or purchase of stock--- See By-Law XII	Same as appropriate membership category	12 monthly payments beginning Jan. 1st with a \$5.00 per payment administrative fee
NON RESIDENT Family		\$616.00	12 monthly payments beginning Jan. 1st with a \$5.00 per payment administrative fee
NON RESIDENT Single		\$474.00	12 monthly payments beginning Jan. 1st with a \$5.00 per payment administrative fee
NON RESIDENT Associate		\$269.50	12 monthly payments beginning Jan. 1st with a \$5.00 per payment administrative fee

**ASSESSMENTS**

Family, Single, Single with Companion, Non-Resident Family, Non-Resident Single and Lifetime Members	Set by board	\$2,000.00	May elect to pay in installments of \$450.00 per year for 5 yrs due annually on August 1st
Associate, Non-Resident Associate, and Golden Members	Set by board	\$1,000.00	May elect to pay in installments of \$225.00 per year for 5 yrs due annually on August 1 <sup>st</sup> —May be paid monthly upon request.
Other Members/ Changes in Category	When changing classifications a member must pay the difference in the current assessment and any prior assessment paid since 2007		

**INITIATION FEES**

Family, Single, Single with Companion, Non-Resident Family, Non-Resident Single and Lifetime Members	Set annually by board	\$510.00	due upon acceptance of membership
Other classifications	Pay Initiation fee above when attaining new membership classification except that Junior and Intermediate members moving to a class requiring Initiation fees are exempt if they have been members for the 5 continuous years prior		

\* Existing Single w/Companion members dues are \$906 for 2011 and will be same as for new members in 2012

**Notes:**

All membership classifications are determined based on the status as of January 1st of each year  
 All amounts due to club are subject to current Club collection Policies

New members dues will be prorated based on the number of whole months left in the calendar year and are due within 30 days of invoice. New members may be offered an installment plan similar to the one offered above for their class of membership.

Dues are payable on January 1st of each year except as otherwise noted..

Golden members shall receive a \$12.50 per month club credit.

There shall be a \$25 per quarter food, beverage, and merchandise charge excluding the following member categories (Golden, Honorary, Life, Intermediate, Junior and all Non-resident).

Policy Number 22  
Adopted: July 2001  
Title:

**22 – Sexual Harassment**

Text: The Bay-Waveland Yacht Club will not tolerate sexual harassment of its employees, whether committed by a fellow employee, a member of management, a club member, a vendor, a customer or a visitor. All workers, including supervisors, managers, and club members, will be subject to disciplinary action, up to and including termination or expulsion, for any act of sexual harassment they commit.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, whether explicitly or implicitly, a term or condition of employment.
2. Submission to or rejection of such conduct is used as a basis for employment or to the continuation of employment.
3. Such conduct has the purpose of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to, unwelcome sexual flirtation, touching, advances or propositioning, verbal abuse of a sexual nature, graphic suggestive comments about an individual's dress or body, display of sexually oriented materials, including calendars and cartoons, or sexually degrading words describing an individual.

Any employee who feels he/she is being sexually harassed, or who has knowledge of sexual harassment, should immediately bring it to the attention of the club manager. If for any reason said employee does not feel comfortable discussing the matter with the club manager, he/she should report the problem to the Commodore or any member of the management committee he/she feels comfortable in approaching. All reports will be promptly investigated in as confidential a manner as possible. Based on the findings of the investigation, the club will take prompt action to remedy any circumstances of sexual harassment.

Any individual making a good faith report of sexual harassment will not be retaliated against for making such report. Any employee who feels he/she has been retaliated against for making a report or for participating in an investigation, should report it to the Commodore or the management committee immediately. Anyone found to have retaliated against an employee for making a good faith complaint of sexual harassment or for participating in an investigation will be subject to disciplinary action up to and including termination or expulsion.

Policy Number 23

Adopted: January 20, 1995 Revised June, 2008

Title:

**23 - Records to be Maintained by the Secretary**

Text: One of the primary duties of the Corporate Secretary is to keep the records of the Corporation. This policy is designed to aid the Secretary in the keeping of the records and organization of same.

The secretary shall maintain the minute book of the Corporation which shall contain the following:

- Minutes of all meetings of the Board of Governors, as approved.
- Summaries of Executive Committee minutes with action items noted. Board acceptance or rejection of action items should be noted.
- Minutes of all meetings of the stockholders, as approved.
- Copies of important correspondence.
- Copies of published Bylaws.
- Copies of approved budgets.
- Copies of approved policies.
- Original of fiscal year end financial statement signed by the treasurer.
- Summaries of committee reports with notation of any action items requiring Board approval.

Minutes of all meetings of the Executive Committee outlining all pertinent actions taken and attaching any proposed resolutions or policies for further action by the Board of Governors shall be kept in a separate book maintained by the Club Secretary.

In addition to the above, the Secretary shall see that a permanent record of all financial reports presented to the Board of Governors is maintained.

These records are the responsibility of the Secretary, belong to the corporation and shall be delivered to the successor as soon as possible.

Policy Number 24

Approved: November 15, 1991

Title:

**24 - Sailing Dues**

Text: Sailing Dues shall be collected from users of club-owned boats prior to any use after June 1 of each year.

Policy Number 25

Approved: October 25, 1991 revised June 2008

Title:

**25 - Delinquent Accounts Receivable**

Text: Due dates for many categories are stated in the Bylaws and elsewhere in club policy. Due dates for harbor rents are the same as for dues.

All Accounts have due dates assigned to them and are considered delinquent or past due when that due date has passed.

See policy 13 for more information on payment of accounts

See Article XXIV of Bylaws.

Policy Number 26

Approved: August 19, 1994.

Revised: January 1995; September 1996; March 2001 added north point parking area.

June 2001 changed short term rule and changed rental rate. Revised June, 2008

Title:

**26 - Boat and Trailer Parking**

Text: Trailer and Boat parking in the 48 hr. area to the South of the entrance road is for temporary parking only. Those boats and trailers that will be left for more than 48 hours may only be parked in the designated areas by permit only. Violators of this rule may have their boat/trailer moved to a designated permanent parking area at the discretion of club management and at the owner's expense and risk. A daily parking fee will be assessed to those that exceed the allotted time period as set by the board of governors.

Long term parking area in designated spaces may be made available at the club's discretion South of the entrance road and on the North Point at a charge to be set by the board of governors,



Policy Number 27

Approved: January 20, 1995

Title:

**27 - Performance Evaluations and Salary Adjustments**

Text: Each employee shall be evaluated on at least an annual basis using the attached form which shall be signed by the employee, the employee's supervisor, the House Chairman and the Commodore.

All salary adjustments must be approved by the Board of Governors and recommendations for adjustments must be accompanied by the attached performance evaluation.

No salary adjustment recommendation shall be communicated to an employee prior to Board approval.

Policy Number 28

Approved: January 20, 1995

Title:

**28 - Job Descriptions**

Text: The following job descriptions, copies of which are in the Appendices, are incorporated by reference herein:

Manager	1/19/95 January, 2008
Executive Host(ess)	March, 2008
Asst. Manager	1/19/95
Bookkeeper	1/19/95
Chef	1/19/95
Prep Cook	Not written.
Scullery Operator	Not written.
Bar Tender	Not written.
Waitress	Not written.

Policy Number 29

Approved: April 21, 1995

Revised: May 20, 1995, June, 2012

Title:

**29 - Swimming Pool Usage Policy**

Text:

The swimming pool is for the exclusive use of members and their registered guests. All guests must be accompanied by a member as provided in the House Rules.

All users of the pool shall abide by the Swimming Pool Rules.

Use of the swimming pool and pool area is at the user's own risk. Children under the age of 14 are **NOT** allowed in the pool area unless accompanied by a responsible adult.

From time to time a lifeguard may be present. This lifeguard shall have the authority to enforce these rules and users must follow the directions of the lifeguard.

PLEASE NOTE THAT THERE ARE MANY TIMES WHEN THE POOL IS OPEN AND THERE IS NOT A LIFE GUARD PRESENT. For a lifeguard schedule contact the club office.

The pool is only to be during published club hours. Any use outside these published hours must be approved by the club manager.

Abuse of the pool rules shall result in the suspension of membership for the individual and his/her family for the remainder of the calendar year. Non-members who abuse the rules shall be turned over to the police and charged with trespassing.

Policy Number 30

Approved: May 20, 1995

Revised: January, 2008, June, 2008, April 2011, April 2013

Title:

**30 - Club Rental Policy**

Text: It is the policy of Bay-Waveland Yacht Club to encourage the rental of the Club Facilities when they are not being used for other club functions.

The contract for rental of club facilities is attached and all contracts for the rental of the club shall be approved by the commodore, manager or manager's delegate. The rental rates currently in effect are as follows:

Leo Seal, Jr. Board Room

Member: \$ 75.00 Non-Member: \$150.00 (2 hours)

Except when used with Main Dining Room or Main Dining Room & Bar 4 hours.

Dining Room Only (4 hours or less):

Member: \$400.00 Non-Member: \$800.00

Club House (Dining Room and Bar) 2<sup>nd</sup> floor (**Board approval is required**)

Member: \$600.00 Non-Member: \$1200.00

Parties held under club space by club members for groups of 20 or more will incur a charge of \$200 or \$2.00 per person, whichever, is greater.

A deposit of the full room rental amount must be received at the time the contract is executed. An additional deposit of the anticipated total of food will be due when menu is planned. The balance and any excess charges must be paid at the conclusion of the event.

Non-Member rental must be sponsored by a Member in writing who shall be responsible for the non-Member--**no exceptions**.

Rental includes set-up, linen and normal clean up. Additional staff is available for an extra charge. Additional charges will be applied for excessive cleanup. All catering must be provided by the BWYC.

All alcoholic and non-alcoholic beverages must be purchased from the club. **There are no exceptions!!!** Outside caterers may NOT be used. Beverages will be priced at published club prices, no discount available. In the event alcoholic beverages are not being served there shall be an appropriate charge for soft drinks, at published club prices.

Food shall be priced at published price and appropriate wait staff shall be scheduled for serving.

Actual pricing of food and beverages shall be reviewed from time to time by the House and Executive Committee to assure that the budgeted pricing objective is being met.

Private parties using both the dining room and bar during the normal time of a regular club event is discouraged and must be approved by the Board of Governors. Approval by telephone or email [preferred] may be obtained when necessary (must verify that all board members are contacted and this requires 2/3 of entire board approval), but is discouraged).

The club shall be available for use by Members during private parties if they are held during normal club hours. In the event that the Board of Governors approves use of the entire club, every effort should be made to make available facilities for the service of Members that will not interfere with the private party functions, but which will provide access of the Club facility to Club Members.

Once a private party is booked, the Club should make every effort to avoid booking any other group events that will interfere with the private party. Private parties shall not be booked at the same time as previously scheduled club events without the consent and agreement of the event sponsor and Executive Committee.

The Executive Committee may approve rental of the facility or use of the facility by non-profit or yachting groups at reduced rates or no charge if they deem this action to be appropriate.

This policy should be coordinated with policy #6 "Using of Under Club Space by Club Members". Under-Club space should not be reserved at the same time as a major event in Dining Room and/or Lounge.

.

Policy Number 31

Approved: 8/18/95

Revised:

Title:

**31 - New Members**

Text: This policy addresses the procedure for inviting new Members to join the Club. The purpose of the policy is to insure that new Members are properly invited to join and that they take action within an appropriate time to accept the membership invitation.

The Club Secretary will inform the Manager when new Members are approved according to the Bylaws (see Article XIII paragraph 3). The Manager will prepare a personalized letter to the proposed Member as prescribed below and cause same to be properly signed and mailed along with the following enclosures within 7 days of being notified of approval of the Membership by the Board of Governors. A copy of the letter is to be attached to the application and retained in the Member's file.

Enclosures: Bylaws, guest card, most recent "Jib Sheet," statement of account with itemization of fees, assessment, stock purchase and dues as appropriate.

Acknowledgement of any payments previously received and outline of options for payments (e.g. installment plan, if applicable)

If the Member does not accept by the close of business on the last day of the month following the date of mailing the letter, the offer of membership is voided and must be reprocessed as a new application before Membership will again be offered.

Acceptance is effective when the Member pays at least the minimum required based on current Club policy and proof of ownership of at least one share of Bay-Waveland Yacht Club stock, when applicable.

A schedule of classes of membership and annual dues is located in the Appendices under "Membership Classifications."

**Bay-Waveland Yacht Club**  
**Rules, Policies and Procedures - Page 36**

---

*[New Member Letter Format:]*

Dear \_\_\_\_\_: (insert names)

We are pleased to inform you that your application for Membership in the Bay-Waveland Yacht Club has been approved. We hope that you will accept our invitation to join the club.

The total cost of Membership is outlined in the attached statement and please see the attached copy of our Bylaws for more information about how the club operates. We have also enclosed a copy of our most recent "Jib Sheet" and a guest card so you can use the club while you are considering acceptance of our offer.

If you do not want to pay the entire amount shown on the attached bill at this time, please contact the Club Manager, \_\_\_\_\_, for information on payment plans which may be available to you.

This offer must be accepted by paying the minimum amount due before \_\_\_\_\_.

Commodore \_\_\_\_\_, the Board of Governors, Flag Officers and Members all look forward to your acceptance of this invitation. Please feel free to contact us with any questions that you might have.

Yours Truly

Club Secretary

(Note: This letter should be personalized and an original—All enclosures should be clean copies and professional in appearance.)

Policy Number 32

Approved: March 16, 2001

Revised:

Title:

**32 – Harbor Sinking Fund**

Text: Slip rental income from the harbor will be used for harbor purposes only. Appropriate uses of harbor funds include, not necessarily exclusively, the following: SBA loan payments, harbor bottom lease payments, harbor utility bills, repairs and improvements to the harbor and north point, one-third of the BWYC liability insurance.

All excess funds will be invested in the BWYC Harbor Sinking Fund money market account for use in future dredging and harbor construction projects.

A separate page in the annual meeting report will cover the finances of the harbor fund, i.e. the state of the harbor fund at the beginning of the year, the income from slip rental for the year, expenses charged against the harbor income, and the state of the harbor fund at the end of the year.



Policy Number 33

Approved: April 20, 2001

Title:

**33 – Membership in Register of Yachting Club of America**

Text:

Resolved, that the Bay Waveland Yacht Club shall maintain its Membership in the Register of the Yachting Club of America.

Policy Number 34

Approved: July 20, 2001 Revised June, 2008

Title:

**34 – Bay-Waveland Yacht Club Flag Protocol**

Text:

This “protocol” has been adopted by the Board of Governors to codify procedures for the display of flags and pennants on the yacht club flag mast, and for commemorating the death of a member. See the appendix for further information

- 1. Flag Mast** - The club flag mast on the east lawn of the club grounds is a replica of the aft mast of a schooner standing out to sea. The positions contained in this protocol for displaying flags on the mast are therefore based on the traditions of the naval service and are consistent with the practices of yacht clubs world-wide. The mast was constructed by BWYC member Hank Renken in 1987 and was dedicated to all BWYC past commodores during the 1987 GYA Lipton Regatta, properly christened with champagne by Past Commodore Donald L. Chamberlain (oldest living past commodore at that time) during the flag raising ceremony.
- 2. Colors & Time** - “Morning Colors” is at 0800, and “Evening Colors” is at sunset.
- 3. National Ensign** -
  - a). Hours For Display - On days that the club is open, the Ensign shall be displayed at the peak of the gaff from Morning Colors (or as soon as the club opens, if later) and Evening Colors (or when the club closes, if earlier). The Ensign may be displayed twenty-four hours a day if properly lighted during hours of darkness. The Ensign should not be displayed in inclement weather.
  - b). Half-Mast Procedures - On Memorial Day, the Ensign shall be displayed at half-mast from the time it is hoisted for the day until noon, and then at the peak until lowered for the day. The Ensign shall be displayed at half-mast on Peace Officers Memorial Day for the entire day (May 15<sup>th</sup>) unless that day is also Armed Forces Day. The Ensign shall be displayed at half-mast on other days by order of the President of the United States or the Governor of the State of Mississippi, and as further provided in Title 36, U.S.C., Chapter 10, Section 175(m). *Note: a copy of these provisions as of Sept. 13, 1994 is attached. It is the intention of the Board of Governors that this law regarding half-mast procedures be followed regardless of the provisions of this protocol.*
- 1. Burgee** - The burgee shall be displayed at the truck of the mast on a “pig stick” twenty-four hours a day every day.
- 2. Officer’s Flags** - The flag of the senior officer present may be displayed on the outboard halyard on the starboard yardarm between morning and evening colors, during the officer’s presence on the club grounds or anchorage.

**3. Other Flags & Pennants** - Flags of visiting dignitaries, including military officers, may be displayed on the starboard yardarm on the halyard inside the outboard halyard. Other flags and pennants may be displayed on the starboard or port yardarms as appropriate. During a regatta the outboard halyard on the port yardarm is normally reserved for shore-side signals concerning the conduct of the regatta.

**4. General Flag Procedures**

- a). Order of Hoisting & Lowering - The Ensign is hoisted first, followed by the burgee, the senior officer present if appropriate, and then other flags and pennants as appropriate. Lowering is done in the reverse order. Hoisting is done “smartly” and lowering is done “ceremoniously”.
- b). Half-Masting Procedure - Flags to be displayed at half-mast are hoisted to full height and lowered ceremoniously to half-mast. Flags at half-mast are hoisted to full height before being lowered at evening colors. It is permissible for the “half-mast position” to actually be higher than the measured distance for better appearance.

**1. Procedures Commemorating the Death of a Member**

- a). Upon receipt of notification of the death of a member of the club, a suitable wreath displaying the name of the deceased member shall be displayed on the front entrance door to the club for a period of seven days, except as modified in the paragraph below.
- b). In addition to the above paragraph, the following will be done in the event of the death of a sitting flag officer or past commodore: The wreath described above will be displayed for 14 days, and the burgee shall be displayed at half-mast (with the “pig stick” removed) for 14 days.”

**1. Special Events** - For special events requiring a flag raising ceremony, such as the annual Fleet Review, and Gulf Yachting Association and national events, departure from some of the procedures is sometimes appropriate. For instance, displaying all of the flag officers’ flags on the outboard halyard of the starboard yardarm is appropriate, with the commodore’s flag at the top of the halyard and followed by the others in descending order. It is also appropriate in most of these situations to hoist all of the flags except the Ensign before the ceremony, and to then hoist the Ensign during the ceremony. It may also be appropriate to sound one gun during the ceremony, perhaps at the time of the hoisting of the Ensign. Hoisting the Ensign “ceremoniously” rather than “smartly” is also appropriate in these circumstances.

**2. Sound Signals** - One gun may be sounded at the hoisting and lowering of the Ensign.

**3. Flag Sizes** - Flags should be appropriately sized as much as possible. The burgee should be ½ inch on the fly for each foot of mast height, or approximately 22.5 inches for the club mast. Officers’ flags should be the same size. The Ensign should be 5’ X 8’ and a larger Ensign may be used for ceremonies.

- 4. Other Matters** - Questions of procedure not resolved by this protocol shall be resolved by referring to the New York Yacht Club procedure and other sources as appropriate, to arrive at a reasonable solution.

#### Proper Signal Mast Display

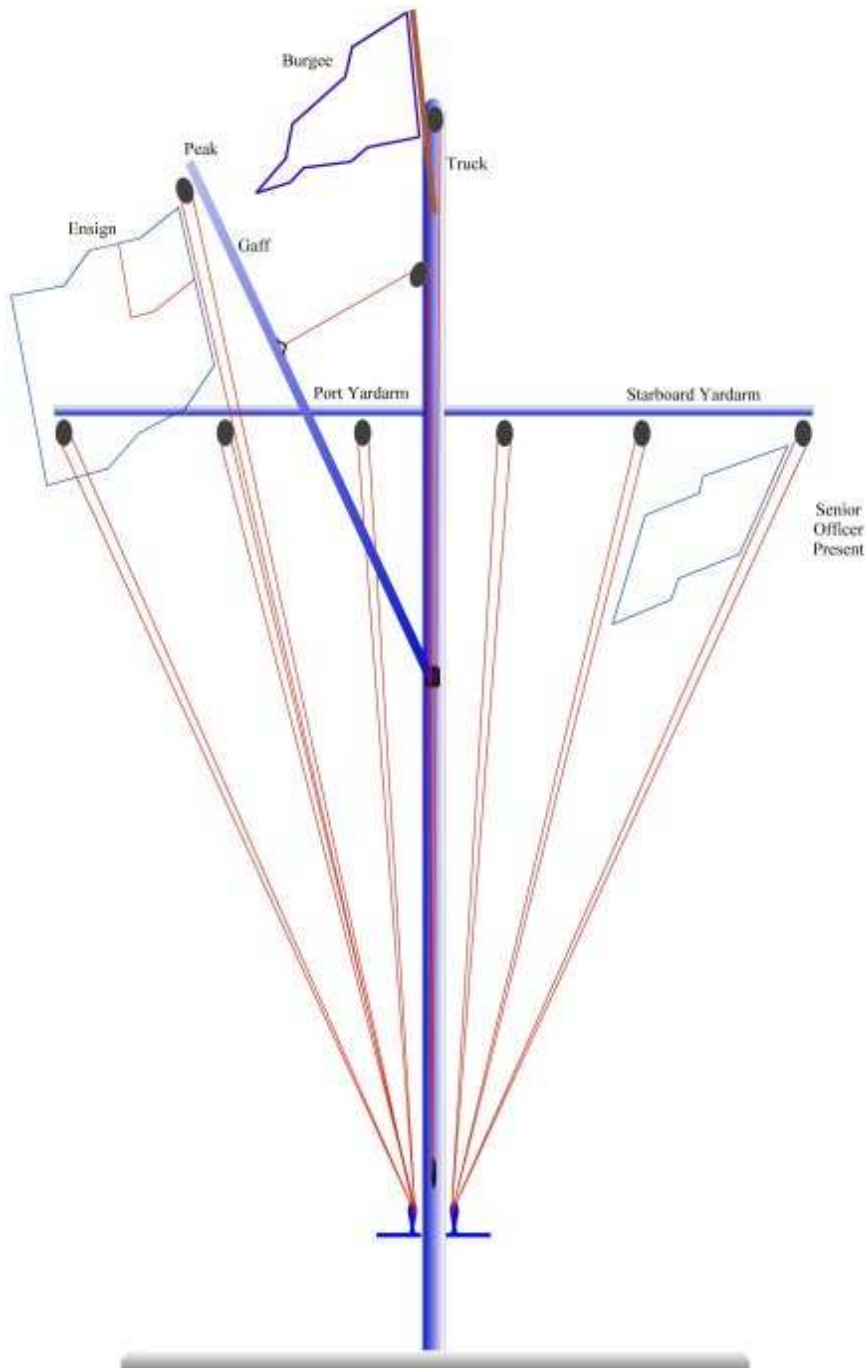
#### Extract of Title 36, U. S. C., Chapter 10

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.

On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law.

In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff. The flag shall be flown at half-staff thirty days from the death of the President or a former President; ten days from the death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until internment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day.

**(Looking Seaward)**  
**Proper Signal Mast Display**



Policy Number 35

Approved: July 20, 2001 June, 2008 (changed to Hollywood Casino

Title:

**35 – Club Hours for Fourth of July Fireworks**

Text:

The Bay Waveland Yacht Club adopts a Board Policy that the Bay Waveland Yacht Club bar shall remain open on the night of the Hollywood Casino fireworks display on or near the 4<sup>th</sup> of July for the hours of not less than 5:00 p.m. through 11:00 p.m.

Policy Number 36

Approved: January 18, 2002 Revised June, 2008

Title:

**36 – Smoking**

Text:

Smoking is prohibited in all interior areas of the clubhouse. Please be considerate of others when smoking in other areas.

Policy Number 37

Approved: 11/21/03

Title:

**37-Rules For Operation Of Bay-Waveland Yacht Club Power Boats**

Text:

Nothing in these rules shall exonerate any operator or crew thereof, from the consequences of any neglect to comply with the U.S. Coast Guard Navigation Rules (Inland and/or International), Laws of the State of Mississippi and local authorities or the neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the situation.

Operator shall be a member in good standing of Bay-Waveland Yacht Club.

Operator shall be over the age of 15 (fifteen) years old and, if born after June 30, 1980, shall have in his/her possession a valid Boater Safety Certificate Card issued by the Mississippi Department of Wildlife, Fisheries and Parks or a valid Boater Safety Certificate Card issued by another state with reciprocal privileges with the State of Mississippi. It is the responsibility of the operator to verify that his/her Boater Safety Certificate Card is accepted and valid in the State of Mississippi, prior to use of a Bay-Waveland Yacht Club power boat.

It shall be the sole responsibility of the vessel operator to read and understand the U.S. Coast Guard Navigations Rules, both inland and International, and by use of the vessel, the boat operator certifies to the Executive Committee of the Bay-Waveland Yacht Club (Executive Committee) that he/she is competent and capable of safe, seaman-like operation of the vessel.

The operator shall be familiar with the handling characteristics of the vessel in his/her command and, by use of the vessel, certifies to the Executive Committee that he/she is competent and capable of safe operation and in performing the following:

- Launch and recovery of the vessel from a highway trailer and proper securing of vessel to trailer. Safe highway trailer practices.
- Proper pre-start checks of main engine, oil, fuel and radio. Flushing of main engine.
- Proper starting, operation, monitoring and shut down of main engine.
- Leaving a dock.
- Maintain control speed.
- Crew overboard and person-in-the water recovery.
- Holding position
- Rules for Operation of Bay-Waveland Yacht Club power boats
- Approach to anchored vessel and/or fixed structure.
- High speed stop.
- Anchoring and retrieval of anchor.
- Pivot turn
- Docking



- Proper mooring of vessel to dock and/or slip and proper placement of fenders if required.

It shall be the sole responsibility of the vessel operator to insure that the vessel under his/her command and passengers aboard the vessel are in full compliance with any and all requirements of all applicable regulatory agencies with authority over the body/bodies of water to be navigated. It is further the sole responsibility of the vessel operator to determine when and if the vessel under his/her command is suitable for service under the prevailing conditions and to terminate the voyage and seek safe harbor prior to encountering conditions that will exceed his/her ability and/or ability of the vessel.

It shall be the sole responsibility of the vessel operator to protect the vessel and her tackle under his/her command from damage/excessive wear and to return the vessel and her tackle in the same condition she enjoyed at the conception of the voyage, less normal wear and tear. The vessel operator shall be financially responsible for any damages due to neglect or lack of due diligence.

The vessel operator shall be responsible for the proper maintenance of the deck log indicating: area of operation, total operating time of main engine, lube oil added to main engine, fuel added, any maintenance performed, persons on board and any comments. It is the sole responsibility of the vessel operator to notify the Executive Committee of any injury to persons, damage to third parties, damage to vessel, improper operation, defect or breakage, of any causation and to note same in the deck log.

Use of the power boats owned by Bay-Waveland Yacht Club certifies that the operator has read and understands each of these rules and agrees to abide and comply with the rules.

Failure to comply with any of the above rules may result in fines and/or suspension as determined by the Board of Governors of the Bay-Waveland Yacht Club.

The Commodore's designee shall be responsible for the use and maintenance of the Bay-Waveland Yacht Club's power vessels and adherence of the rules as set forth above.

Policy Number 38

Adopted: April 21, 2006

Title: Initiation Fee Applying To Former Members

**38- Deleted**

## Appendices

## **HOUSE RULES**

### **BAY WAVELAND YACHT CLUB**

Revised May, 2011

1. **CHILDREN:** While on the Club premises a minor (age 10 or below) must be in the presence of, and under the supervision of, an adult (over 21) and be well behaved. Minors are welcome in the Lounge, but may not be seated at the bar. Children enrolled in summer sailing camp are subject to the rules and regulations of the camping program.
2. **PETS:** For the safety of everyone, no pets are allowed in any club building or unleashed on the Club premises or property, including beach and harbor areas. Owners must clean up after their pets. Any member request for removal of a pet from the premises should be honored without delay.
3. **BICYCLES/SKATEBOARDS:** Riding under the Clubhouse is permitted providing there is no other event or activity in this area. Vehicles, including golf carts, bicycles, motor bikes/cycles, are not permitted to park under building.
4. **SWIMMING:** Swimming (other than in the pool) is confined to the beach area only. The Club assumes no liability concerning swimmers. Swimming in other areas, including the harbor and Club piers is strictly prohibited.
5. **BOATS/TRAILERS:** All boats and boat trailers using the Club facilities must be registered at the Club Office and display a permit decal in an appropriate location. Trailers and boats must be parked in the designated area. Violators of this rule will be assessed a fine of \$25.00 for each violation and their boat and/or trailer may be moved at the discretion of the Club management and at the owner's expense. The launch ramp and hoist area must be clear at all times.
6. **USE OF CLUB FACILITIES/EQUIPMENT:** Club facilities and equipment (including boats, swimming pool and upper deck) are only to be used during published club hours. The club grounds are available for member and guest usage at other times with the understanding that all usage is at the member/guest's own risk. **Non-Members using club facilities are trespassing and may be prosecuted.**
7. **ATTIRE:** All persons must wear appropriate clothing and footwear while in the Club House. Wet bathing suits are prohibited in the Bar and Dining Room areas.

**Bay-Waveland Yacht Club**

**Rules, Policies and Procedures – Appendix Page ii**

---

8. **GROUNDS:** All Members are responsible for keeping the Club grounds clean. Litter barrels are provided at various locations for trash deposits.
9. **GUESTS:** Guests of Members must sign and date the Guest register and obtain a guest card from the office if they wish charge card privileges. Individuals having residence within seventy-five miles of the Bay-Waveland area cannot be a guest more than one time each thirty days. This rule applies to all individuals of all ages. For individuals outside the seventy-five mile radius, there is no limit on the number of visits.
10. **FISHING/SHRIMPING:** These activities are permitted from the Front Pier, Marina channel and Jetty and are strictly prohibited from any docks or piers in the harbor area.
11. **CONDUCT:** Members shall conduct themselves appropriately on Club premises. There shall be no loud or obscene language and good order shall be maintained on the premises. Members are responsible for their own conduct and that of their guests.
12. **DAMAGES:** Members are responsible for loss or damage of Club property caused by themselves, their children or their guests.
13. **SECURED AREAS:** No Club Member, guest, or visitor, is allowed behind the Bar, in the Galley, or in any other “Secured” area.
14. **SOLICITATION:** No outside solicitations permitted.
15. **OTHER YACHT CLUB CHARGES:** Members of clubs with reciprocity must present a valid member card and a credit card. Charges from other yacht clubs will be billed directly to the individual.
16. **COLLECTION POLICY:** All amounts due to the Club by members are due and payable upon receipt and late after the 15<sup>th</sup>. On the 16<sup>th</sup> of each month a 2% late penalty is be added to the account. If the account is greater than \$10.00 and over 60 days past due the membership is automatically suspended and the member is reported to the Board of Governors at each subsequent meeting until the account is paid current or the membership has been revoked. Members shall be subject to Membership revocation by the Board if their bills are not paid within thirty (30) days of their suspension.
17. **POSTING:** These rules shall be posted in the Club.

18. **NO SMOKING:** Smoking is prohibited in all interior areas of the clubhouse. Please be considerate of others when smoking in other areas.
  
19. **EXECUTIVE COMMITTEE:** These rules are subject to modification at the discretion of the Executive Committee, subject to approval by the Board of Governors. Failure to abide by these rules may result in disciplinary action.

## **CLUB OWNED BOATS RULES AND REGULATIONS**

7/19/12

Bay Waveland Yacht Club owns a fleet of Flying Scots, 420s, Sunfish, and Optimists. Members may check out these boats for sailing after qualifying with the Scot Committee Chairman or representatives assigned by Scot Chair.

### **Boat Use**

For recreational sailing all club owned boats Flying Scots, 420s, Sunfish, and Optimists are restricted to be use during club hours only, when not being used in the club racing program or sailing instruction program, and only within sight of the club house. Each boat must be signed out and then back in on a log maintained in the club office by club office personnel on which there is a release of liability, No exceptions.

The Club racing program is overseen by the Race Committee which has priority usage of the boats and which has special rules for each racing series. The Race Committee will oversee boats leaving the club premises for racing purposes. Boats and equipment leaving the premises must be signed out and in on a log maintained in the club office on which there us a release of liability and a certification of insurance..

All club boats must be sailed with the required safety devices including a throwable cushion, one PFD per person, horn or whistle, paddle, and anchor+line.

### **Boat Maintenance**

- A. All members using the club boats will be expected to assist in the maintenance of the boats and equipment. This includes proper storage, damage reports to the Flying Scot Chair, and possible repair of the damage, if requested by the Flying Scot Chair. No unreasonable requests will be made. Equipment will not be switched from one boat to another without approval from the Flying Scot Committee Chair. Any Club boats used at any time are subject to inspection upon their return.
- B. Putting Up BWYC Club Boats
  - Pull drain plug.
  - Lift the rudder (Scots).
  - Leave bowlines on boats at all times.
  - Use bowline to tie up boats (do not use sheets to tie up boats).
  - Clean all trash out of boats.
  - Make sure sails are dry, roll sails, put sails in the proper sail bags, and put sails back on shelf in correct sail trailer.

**Bay-Waveland Yacht Club**

**Rules, Policies and Procedures – Appendix Page v**

---

- On Sunfish and Optimists remove all rigging (including the centerboard and rudder assembly) and put in sail trailer.
- Turn Optimists upside down.
- Write damages/deficiencies on “**Repair List for BWYC Club Boats and Sails**” located on inside of both sail trailer doors.
- Close sail trailer doors.



## **BAY-WAVELAND YACHT CLUB HARBOR RULES AND REGULATIONS**

Revised 7/19/12

1. The Harbor Committee will maintain a list of members wanting to lease a slip. Slips will be assigned to members based on availability, size, draft and the best use of the slips as determined by the Harbor Committee with preference given to those on the waiting list.
2. Boats must be owned or leased 100% by members of the BWYC in order to be eligible for assignment of a berth in the BWYC Harbor. Berths in the harbor are assigned by the Harbor Master. A Harbor Rental Agreement, executed by an officer of the club and all owners of the boat must be on file for each boat assigned a berth.
3. The owner of a craft already assigned to a berth will not be allowed to move or transfer this vessel to any other slip or berth or sublet any slip or berth to which he has already been assigned, except with the permission of the Harbor Committee.
4. The sale or transfer of title of any water craft shall immediately cancel the berth assignment for said craft and a new assignment or slip for each said craft shall be procured from the Manager within forty-eight (48) hours from the time of the sale or transfer.
5. If more than one vessel occupies a single berth the rate of rental will be charged to each boat.
6. The Harbor Committee reserves the right to use any slip or berth for visiting or other crafts if the owner of the permanent berthing is away for a period of time. The Management also reserves the right to charge the visiting craft a stipulated rate or the temporary use of this berth. An attempt will be made to notify the owner of said slip will be notified prior to this action. Charges to members of other recognized yacht clubs shall be at an equitable rate determined by the Harbor Committee based on current harbor rates, size of vessel and specific requirements.
7. Harbor rentals shall be on a calendar year basis and in an amount as determined by the Board of Governors, providing that the rental amount for the current year cannot be changed after said year has begun. Harbor rentals shall be due and payable on the first day of January of each year, but may be paid quarterly through arrangement with the Club Manager.
8. All catwalks, wharves, and piers adjacent to the berthing occupied by any craft must be thoroughly policed and kept clean and kept clear of any obstruction by the

owner of the craft assigned to that slip. All hoses, wires, lines, etc. are to be kept coiled and orderly. They must be removed in the event of harbor evacuation.

9. Any improvements and betterments (I & B) made to any slip must be approved by the Harbor Committee. Any I&B are made at the owner's expense. Permanently attached I & B become the property of the club; however, the Harbor Committee may require that these I & B be removed at the end of the lease term at the owner's expense. Other I & B of a removable nature, i.e., mechanical lifts, remain the property of the owner and are to be removed at the end of the lease term at the owner's expense.

In the event the next lessee of the slip wishes to assume ownership of the removable I & B from the prior lessee, he may do so.

If the owner wishes to abandon I & B of a removable nature to the club, he may do so only with the written consent of the Harbor Committee.

No mechanical lifts are allowed on the south side of the harbor.

10. NO REFUSE OR TRASH SHALL BE THROWN OVER THE SIDES INTO THE HARBOR. Trash, refuse, and garbage, etc., must be collected by the owner of the craft and disposed of properly. Motor oil, and any other petrochemical substances may not be disposed of on Club premises.
11. No owner of a vessel shall make any alterations or repairs of any kind to the catwalks, wharves, piers or appurtenances thereto without specific written permission from the Harbor Committee.
12. Dock boxes (both style and installation) must be approved by the Harbor Committee. Dock boxes must not interfere with any walkways.
13. No craft shall be permitted to moor in any place within BWYC Harbor which craft is of any unsightly appearance or in badly dilapidated condition, which is likely because of its condition to possibly sink and thereby become a hazard to navigation as well as damaging to the catwalks, wharves, or berthing in which it is located. Vessels in such condition will not be allowed a berthing or to tie up in any way and will be declared a derelict vessel. The Harbor Committee shall take steps to remove such derelict vessels.
14. No owner or operator of any vessel will be allowed to make any major repairs to his craft while berthed in the BWYC Harbor.
15. If any craft should sink or become waterlogged, it will be the responsibility of the owner of such craft to have it raised immediately. The Harbor Committee is not responsible for the raising of any craft which has sunk and the owner will be charged with the responsibility, financial or otherwise, for its raising. If after ten

- days prior notice the craft has not been raised, the Harbor Committee reserves the right to undertake raising the craft and any expense or cost involved will be charged to the owner of this vessel. Second violation within 90 days shall be cause for cancellation of slip rights.
16. No craft or vessel shall be permitted to place a permanent anchor or “dead man” in the Harbor for the purposes of mooring without specific permission and instructions by the Harbor Committee.
  17. Boats shall not use any of the Harbor facilities for the purposes of receiving or discharging commercial freight, such as oysters, fish, shrimp, or other items intended for commercial trade.
  18. No one shall operate any craft or vessel in the Harbor in a reckless or dangerous manner so as to endanger the lives and the property of others. No person shall operate a vessel in the Harbor at a speed which would cause a wake or backwash which would have the effect of causing other craft moored in the Harbor to rock or shake thereby causing damage to said moored craft. Maximum speed limit in the Harbor is 3 MPH.
  19. All crafts or vessels occupying a slip or berth shall be required to show identification by name and/or number on the bow or stern of said craft or vessel. Any craft berthed shall be required to display a BWYC Boat Sticker.
  20. No part of the leased premises shall be used for living quarters for any person.
  21. If a slip owner allows another club member to use his slip, he must notify the Harbor Master or Club Office and give the member’s name, a contact phone number and registration of the vessel. If a berth is regularly used by a member other than the lease holder, the rate of rental will be charged to each member.
  22. All craft should be moored securely while in the slips. This is not only to protect the owner’s craft, but also the craft in the adjoining slips.
  23. All vessels are required to evacuate the harbor in the event of a “named storm” threat. It is the responsibility of the slip holder to have a plan for this. It is not the responsibility of BWYC or the Harbor Committee to notify owners of this evacuation.
  24. Children under ten (10) years must be accompanied by an adult while on piers, catwalks and wharves.
  25. Owners or operators of a craft damaging the piers or catwalks shall be liable and must pay damages in equitable amount for the cost of repairs. The Club shall

have a lien on any such vessel, its equipment and appurtenances in the event such damage to the facilities is caused by the owner or operator in the handling of the craft.

END OF HARBOR RULES

BWYC Harbor Rental Agreement

**HARBOR RENTAL AGREEMENT**  
**BAY-WAVELAND YACHT CLUB HARBOR**

With revisions through 6/13/11

OWNER/LEESEE NAME \_\_\_\_\_

BAY-WAVELAND YACHT CLUB MEMBER NO: \_\_\_\_\_

BWYC STICKER NUMBER: \_\_\_\_\_ BOAT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ REGISTRATION NO: \_\_\_\_\_

STATE: \_\_\_\_\_ STATE: \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ SAIL [ ] POWER [ ]

BUS: \_\_\_\_\_ COLOR OF HULL: \_\_\_\_\_

CELL: \_\_\_\_\_ BOAT LENGTH: \_\_\_\_\_

E-MAIL \_\_\_\_\_ BEAM: \_\_\_\_\_

DRAFT: \_\_\_\_\_

SLIP LENGTH: \_\_\_\_\_

SLIP NUMBER: \_\_\_\_\_

A/C?:            TONS:

1. Slip number \_\_\_\_\_ is hereby leased to the Lessee at the rate of \$3.75 per ft. (based on length of boat or slip, whichever is greater) per month, per year. There is an additional \$300 per year fee for Air Conditioning. Boat lifts have a \$100 per year additional fee for electricity. The terms of this lease is from January 1, 2009 until December 31, 2009. Should this lease Agreement be for any portion of a year, the said rental will be prorated. Lease is automatically renewed for successive one (1) year terms unless terminated in writing on or before December 31, of each year hereafter. Lessor shall have the right to increase the rental by sending written notice of such increase to the lessee at the billing address shown above on less than ten (10) days prior to the renewal date (December 30).

**Bay-Waveland Yacht Club**

**Rules, Policies and Procedures – Appendix Page xi**

---

2. Cancellation of this agreement by the Club, with prorated refund of rental paid, is permitted for the general welfare of the Bay-Waveland Yacht Club and/or failure of the Lessee to comply with the By Laws and Rules of the Bay-Waveland Yacht Club. Lessee will be advised by registered mail of intent to terminate lease and shall be allowed thirty (30) days in which to petition the Board of Governors to reverse the cancellation. Such notification of intent to terminate lease must bear the signature of the Harbor Master, and the Commodore.

3. LESSEE agrees to abide by all By Laws, Rules and Regulations of the Bay-Waveland Yacht Club and any amendments thereto, as well as any Laws, Rules and Regulations of the Coast Guard, Mississippi Bureau of Marine Resources, Mississippi Health Department, Mississippi Air and Water Pollution Control as such Laws, Rules and Regulations apply to occupancy of the harbor.

4. Absence or vacation from slip for longer than fourteen (14) days requires a notification to the Harbor Master, or his agent, with a return date advised. As part of the consideration, BWYC reserves the right to temporary use of the slip during such absence.

5. All in- or On-Board defects, including problems caused by inadequate mooring lines, leaks, inclement weather, rain, wind, or tides, will be the responsibility of the Lessee. The Lessee hereby agrees to properly secure his boat to prevent damage to the Club property or other boats, and to equip his boat in accordance with Coast Guard requirements. The Lessee shall as a prudent seaman take necessary precautions to secure his boat to protect docks, piers, and other boats in the harbor.

6. The Bay-Waveland Yacht Club, in renting slips or space, assumes no responsibility for loss or damage to boats or personal property or for personal injury to the Lessee or to any member of Lessee's family or guests. The Lessee agrees to defend, indemnify, and hold harmless the Bay-Waveland Yacht Club, its officers, employees and agents for any and all loss, cost, expense, or damage resulting from or arising out of any act or omission of the Lessee under color of this agreement.

7. The Harbor Master, or his agent, will attempt to notify lessee or his agent of problems developing with lessee boat, and will render as much on-site assistance as possible, without assuming any responsibility or liability whatsoever for damages or loss of lessee's property. **IT IS UNDERSTOOD THAT WITH THE THREAT OF HURRICANES, LESSEE IS REQUIRED TO MOVE HIS BOAT TO ANOTHER LOCATION.**

8. The Lessee shall carry a minimum of \$300,000.00 liability insurance on his boat, and provide confirmation of current status of such coverage to the Harbor Master.  
BWYC Harbor Rental Agreement

9. THE LESSEE'S SIGNATURE ON THIS LEASE AUTHORIZES THE HARBOR MASTER, OR HIS AGENT, TO BOARD, PUMP-OUT, MOVE, OR RE-TIE

**Bay-Waveland Yacht Club**

**Rules, Policies and Procedures – Appendix Page xii**

---

MOORING LINES, IN CASE OF FIRE, FOUL WEATHER, OR NON-PAYMENT OF RENT. This provision in no way creates a duty or obligation on part of the Lessor.

WITNESS OUR SIGNATURE, this the  
\_\_\_\_\_, 200\_\_\_\_\_.

day of

SIGNATURE OF LESSEE

\_\_\_\_\_

BAY-WAVELAND YACHT CLUB

BY: \_\_\_\_\_

TITLE:

## **BAY WAVELAND YACHT CLUB SWIMMING POOL RULES**

***December, 2012***

The following rules are established for the safety, convenience, and enjoyment of the Membership of Bay-Waveland Yacht Club. Anyone in violation of these rules shall be subject to action of the Bay-Waveland Yacht Club Board of Governors as deemed appropriate.

1. The pool is for the exclusive use of Members in good standing and their guests. All individuals using the pool must sign in.
2. The pool is only to be used during published club hours. Any use outside these published hours must be approved by the manager.
3. Children under the age of 14 years are not allowed in the pool enclosure unless accompanied by a designated responsible adult who is at least 18 years of age.
4. No running is allowed inside the pool enclosure. No behavior or activity which endangers persons or property will be allowed. The Club has the authority to eject anyone violating these rules, or other rules and Bylaws of Bay-Waveland Yacht Club, annoying other individuals, or violating acceptable safety precautions or standards.
5. A shower is required immediately before entering the pool.
6. NO FOOD is allowed inside the pool enclosure. All drinks must be in plastic or metal containers. NO GLASS IN ANY FORM IS ALLOWED IN THE POOL ENCLOSURE.
7. Guests of Members must either be accompanied by the Member or be in possession of a Guest Card issued by the Bay-Waveland Yacht Club office.
8. Fees for use of the pool shall be determined by the Bay-Waveland Yacht Club Board of Governors from time to time, and shall be in addition to Bay-Waveland Yacht Club Membership dues.
9. Swimming parties must be arranged through the Club manager and where possible, will be scheduled to avoid confusion and discomfort of crowding. Such parties will not be held to the exclusion of other Members or guests.
10. These rules are in addition to and controlled by all other rules and Bylaws of Bay-Waveland Yacht Club.



11. From time to time a lifeguard may be present. This lifeguard shall have the authority to enforce these rules and users must follow the directions of the lifeguard. PLEASE NOTE THAT THERE ARE MANY TIMES WHEN THE POOL IS OPEN AND THERE IS NOT A LIFEGUARD PRESENT. For a lifeguard schedule, please contact the Club office.

**12. USE OF THE SWIMMING POOL AND POOL AREA IS AT YOUR OWN RISK.**

**Abuse of the pool rules shall result in suspension of membership for the individual and his/her family for the remainder of the calendar year. Non-members who abuse the rules shall be turned over to the police and charged with trespassing.**

**THE CONSTITUTION OF BAY-WAVELAND JUNIOR YACHT CLUB**

**ARTICLE 1            NAME**

The name of this organization shall be Bay-Waveland Junior Yacht Club.

**ARTICLE II            PURPOSE**

To promote Junior activity and interest within the Yacht Club and to encourage more younger sailors.

**ARTICLE III            MEMBERSHIP**

In order to become a Junior Member one must fill out an application and acquire two letters of recommendation from Senior Members. After this is accomplished the application and letters of recommendation must be approved by the Senior Board of Governors. The age limit is from 14 years of age to 21 years of age or until college ends, whichever is later.

**ARTICLE IV            ELECTED OFFICERS**

Junior Commodore, Vice Commodore, Secretary, Treasurer, and a Board of Governors.

**ARTICLE V            MEETINGS**

Meetings of the General Membership shall be held on the fourth Saturday of each month. The Board of Governors shall meet on the second and fourth Saturday of each month. These meetings shall take place in this manner unless otherwise ordered by the Junior Commodore.

**ARTICLE VI            AMENDMENTS**

To propose: Any Member may propose changes to the Constitution by submitting the proposed change(s) in writing to the Junior Commodore. These proposed changes must be received by the Junior Commodore at least two weeks prior to the next meeting in order to be voted on by the Board of Governors by the next Junior meeting.

To ratify: Amendments are to be ratified by a two-thirds vote of the Board of Governors present at the meeting in which they come to be voted on.

**ARTICLE VII REPEALING THE CONSTITUTION**

The Constitution shall be repealed by a two-thirds vote of the Board of Governors present at the meeting in which it is to be repealed.

**ARTICLE VIII            REPLACEMENT OF OFFICERS**

**Sec. 1;                    INDICTMENT OF OFFICERS**

The entire Board of Governors must agree 100 percent in order to overthrow the Junior Commodore. In order for any other officer or Member of the Board of

Governors to be overthrown there must be a 100 percent approval of the Board of Governors excluding the impeached individual's vote.

Sec. 2;                      **REPLACEMENT OF OFFICERS**

The Junior Commodore shall appoint a replacement to be approved by a majority of the Board of Governors.

**ARTICLE IX                      RATIFICATION OF THE CONSTITUTION**

The ratification of this Constitution shall be brought about by a one hundred percent vote of the entire Board of Governors.

**ARTICLE X                      POWERS VESTED IN OFFICES OF THE JUNIOR YACHT CLUB**

Sec. 1;                      **JUNIOR COMMODORE**

- a).      Presides over all General and Board meetings
- b).      Should attend all Junior activities.
- c).      Serves as Chairman of the Board of Governors.
- d).      Recognizes all motions submitted by Junior Members to present to the Board of Governors for consideration.
- e).      Votes with the Board of Governors ONLY in case of a tie.
- f).      Should accept responsibility for completing all jobs taken on by his request.
- g).      Appoints any committee whenever and wherever he or she feels necessary to create one.
- h).      Responsible for presenting Juniors' Jib Sheet information to the Jib Sheet Coordinator.
- i).      Should review all checks written by Junior Members pertaining to the Junior Bank Account.

Sec. 2;                      **VICE COMMODORE**

- a).      Replaces Junior Commodore in case of removal.
- b).      Recognizes all motions (drawn up and signed) submitted by Junior Members when the Junior Commodore is not available.
- c).      Responsible for booking entertainment upon Junior Commodore's request.
- d).      Fulfills all responsibilities of Junior Commodore any time he or she is not available.

Sec. 3;                      **SECRETARY**

- a).      Takes minutes at all General and Board meetings.
- b).      Keeps court order of individuals to be recognized at meetings.
- c).      Keeps a record of present phone numbers and addresses of all Junior Members.
- d).      Responsible for mailing fliers whenever necessary with the Board of Governors' consent.
- e).      Presents Jib Sheet information pertaining Junior activities to the Junior Commodore.

- f). Responsible for keeping a record of all projects completed by Junior Members.

Sec. 4; TREASURER

- a). Responsible for keeping a financial balance readily available.
- b). Responsible for all money taken in at Junior activities and making certain that all funds are deposited on a timely basis.
- c). Shall maintain a current record of all money earned and spent by the Junior Yacht Club during his or her term.

Sec. 5; BOARD OF GOVERNORS

- a). Have the power to nominate and elect flag officers.
- b). Vote on all motions presented by the Junior Commodore in behalf of any Junior Member.
- c). Absences from the Board meetings must not exceed three. Four inexcusable absences may result in eviction and replacement. The decision as to whether or not the absence is excusable will be determined by a vote of those Board members who are present at that meeting.
- d). Has the authority to assign responsibilities to all offices.

Sec. 6; JUNIOR REGATTA CHAIRMAN

- a). Keeps record of all regattas and dates of regattas that will be held during his or her term.
- b). Keeps record of all regattas sailed in by Juniors and records of their finishes.
- c). Responsible for posting information about upcoming regattas on the Official Bulletin Board located in the Junior Room. Also if possible, duplicate information and place it on the Senior Yacht Club's Bulletin Board.

Sec. 7; PHOTOGRAPHY COMMITTEE

- a). Purchase equipment ONLY when advised by Junior Commodore.
- b). Responsible for taking pictures at Junior activities ONLY when advise by Junior Commodore.
- c). Once a committee individual has accepted responsibility for taking pictures of a particular activity, it would be sincerely appreciated if he or she were on time and ready to work.

## **EMPLOYEE HANDBOOK**

### Policy of Equal Opportunity

It is the policy of the Bay-Waveland Yacht Club to implement affirmative equal opportunity to all qualified employees and applicants for employment without regard to race, religion, color, sex, age, or national origin. Positive action shall be taken to ensure the fulfillment of this policy. This obligation includes:

- Hiring, placement, upgrading, or demotion.
- Recruitment, advertising, or solicitation for employment.
- Treatment during employment.
- Rates of pay or other forms of compensation.
- Layoff or termination.

This policy of the Bay-Waveland Yacht Club is consistent with federal regulations.

The objective of the Bay-Waveland Yacht Club is to employ individuals with sufficient education, training, experience and personal qualifications who can contribute to the growth of themselves and to the Bay-Waveland Yacht Club.

### Employee Classification

#### Permanent Full Time (Salaried)

Permanent full-time salaried employees are those employees who, because of their position and responsibility, generally serve in a supervisory or administrative capacity. These employees are eligible for fringe benefits that may be offered by the Bay-Waveland Yacht Club, but are not compensated for time in excess of 40 hours per week.

#### Permanent Part Time (Hourly)

Permanent part-time employees are those employees for whom year round work is anticipated and whose normal work week would be more than 20 hours, but less than 40 hours per week.

#### Temporary Part Time (Hourly)

Temporary part-time employees are those employees whose employment parameters require a non-specified number of hours per week. These employees are hired upon the basis of an agreed amount per hour for up to 40 hours per week and will receive 1.5 time their hourly base rate for all time in excess of 40 hours in any week. Such an employee is not eligible for benefits as prescribed by the Bay-Waveland Yacht Club other than Worker's Compensation Insurance. This classification of employee does not qualify for vacation time.

#### Your Work Week

The Federal Wage and Hour Law classifies all employees as either "exempt" (executive or professional employees who are exempt from drawing overtime pay) or "non-exempt" (those

**Bay-Waveland Yacht Club**  
**Job Descriptions - Page xix**

---

employees who must be paid time and one -half for all hours worked in excess of statutory hours in any regular work week or must be granted compensatory time off in lieu thereof).

In order to administer the procedures for the work week and to properly compute employees' pay, all non-exempt employees will be required to complete and turn in a time card reflecting hours actually worked during the week. The time cards will become a permanent part of the employee's records. Employees must record their time on a daily basis. **UNDER NO CIRCUMSTANCES WILL AN EMPLOYEE PUNCH IN OR OUT FOR ANOTHER EMPLOYEE.** The time cards are to be signed and approved by the Manager of the club and given to the

Bay-Waveland Yacht Club bookkeeper every Tuesday for the preceding week. Overtime must be cleared, in advance, by the Manager. Approved overtime reflected on such time cards (which is required to be paid) will be paid at 1.5 times the regular rate; however, overtime during a work week must first be netted against any time off for illness, holidays, or vacation time, etc., of less than one full week during that same work week.

Overtime is to be paid only when specifically authorized or approved by the Manager, the Commodore, or the Commodore's representative. Employees will not be permitted to clock-in prior to their regular time, and will not be paid for such time unless such time is specifically authorized by one of the person's name in the previous sentence. Violators are subject to dismissal.

#### Holiday Pay

Employees working on the following holidays will be paid at the rate of 1.5 times their regular rate of pay. The holidays are:

1. New Year's Day
2. Easter Sunday
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Christmas Day

#### Salaries

Generally wages are paid by check every Friday. The check will be issued for time earned during the previous week through Thursday night. As a matter of practice for those employees who do not work on Thursday night, we usually make those checks available on Thursdays, but are not obligated to do so.

The amount of an employee's wage is a confidential matter and should not be discussed with any other employee under any circumstance. Failure to comply could be cause for dismissal.

#### Vacations

Everyone benefits from the rest and relaxation that comes from vacations. Vacations are an important part of life that can provide recreation, promote good health, and create enthusiasm for one's work.

**Bay-Waveland Yacht Club**  
**Job Descriptions - Page xx**

---

Permanent employees are entitled to and should take the full vacation time to which they are entitled each year. Temporary part-time personnel are not entitled to vacation time.

The time frame for vacations will vary depending upon particular “peak” business periods. Vacations for Bay-Waveland Yacht Club personnel will normally be in the month of December during the Christmas holiday period. Vacations or planned absences should be scheduled as far in advance as possible and coordinated with the Manager so that an organized personnel force will be on hand at all times. Requests should be made at least one month in advance and will be given consideration on a first requested, first honored basis.

Those employees entitled to vacation time will accrue one week’s vacation during each year of employment with the Bay-Waveland Yacht Club; two weeks with more than ten years of permanent employment. No vacation time may be taken during the first 12 months of employment. After one year of employment, accrued vacation may be taken with the approval of the Manager in accordance with the above guidelines. Accrued vacation time is counted from January 1<sup>st</sup> of each year with payment of wages for vacation time figured on the average of the number of hours worked each week during the year multiplied by the base rate of pay.

**Accident and Worker’s Compensation Insurance**

If you are injured as a result of your work, you will receive benefits under the Worker’s Compensation Act. The cost of these payments is supported entirely by the Bay-Waveland Yacht Club. These funds will pay for medical, hospital, and surgical expenses as well as to partially reimburse you for your time off from the job. Partial reimbursement will begin after you have been off work for five (5) consecutive days.

If you are injured on the job, you should report to the Manager immediately, both for treatment and to make sure that you protect the benefits which may be paid under the Worker’s Compensation Act. The Manager must fill out the “First Report of Injury” form within two days after the accident occurs. This report must be completed whether the injury requires treatment, or not.

**Performance Reviews**

Your performance here will be regularly evaluated. You will be evaluated by the Manager after your 60 day probationary period as well as between November 15<sup>th</sup> and December 15<sup>th</sup> of every year. On occasion, there may be more than the two evaluations. Evaluations do not necessarily result in a wage increase. The Manager will review all areas of your strengths and weaknesses to allow you to continue to grow and to profit.

You are encouraged to freely discuss your feelings about the Bay-Waveland Yacht Club and about your job at any time. During your Performance Review, you may add comments concerning your evaluation to your personal file. If you

disagree with your evaluation, you are urged to discuss the matter with the Manager and the Commodore, or his/her representative.

**Promotions and Wage Increases**

Wages and advancement opportunities are subject to review at regular intervals, typically on an annual basis. Promotions and increases take into consideration the general economic conditions, but are primarily based on merit. Some of the more important factors that influence one's wages and promotion to a position of greater responsibility are defined as follows:

**QUALITY OF WORK** – Accuracy, thoroughness, neatness, intelligent analysis and organized thought, as well as meeting quality standards.

**PRODUCTION** – Quantity of work accomplished in a given period of time.

**KNOWLEDGE OF WORK** -- Job knowledge through education, training and experience. An understanding of “why” as well as “how”.

**INITIATIVE** – Ability to plan and act without being told every detail, effort at self-improvement.

**COOPERATION** – Capacity to work with others; personality, emotional stability, courtesy, tact, diplomacy and manners.

**LOYALTY AND CONDUCT** – Loyalty to the business and to one's employer; conduct which is a credit to the good reputation of the Bay-Waveland Yacht Club.

**PERSONAL APPEARANCE** – Neatness, cleanliness, and a business-like appearance.

**ATTENDANCE AND PUNCTUALITY** – Tardiness, abuse of lunch periods, coffee breaks, and other privileges, and absences, including illness.

Should a permanent employee resign, the Bay-Waveland Yacht Club expects to receive at least two weeks notice. If two weeks notice is given and the employee has worked a minimum of six (6) months and meets all other requirements, any unused vacation time will be paid. If two weeks notice is not given the Bay-Waveland Yacht Club, the employee will not be entitled to receive pay for accrued vacation time.

#### Rehiring

Ordinarily, the Bay-Waveland Yacht Club does not prefer to rehire employees who have left our employ. Special circumstances, however, will be given consideration if the employee gave proper notice upon leaving. Past employees who wish to be rehired will have to meet the same pre-employment requirements as anyone else applying for the same current job. Employees discharged “for cause”, as determined by the management, are not eligible for rehire.

#### Work Schedule and Lateness

Work schedules must be adhered to. If you find that you are going to be late, find a telephone and call the Manager. Don't rely on a fellow employee to notify the Manager – do it yourself. A record of excessive lateness will be, like absenteeism, a factor in appraising your dependability and could lead to cause for termination.



Remember, your lateness or absence creates an extra work load on your fellow employees.

#### Informal Discipline

Everyone prefers a workplace where people respect each other and work together in peace and harmony.

Each employee should know the difference between “right” and “wrong” and for that reason, regulations that cover common decencies will not become “work rules” at the Bay-Waveland Yacht Club.

If someone is hired who fails to recognize the difference between “right” and “wrong”, that employee has no place in our group. If an employee is guilty of serious misbehavior, that employee will be either disciplined or discharged.

#### Confidentiality of Business Information

Employees should not engage in discussion of business matters outside of the office. Such discussions which occur openly within our offices may require confidentiality elsewhere. Premature disclosure of Bay-Waveland Yacht Club plans may jeopardize a business opportunity. Not knowing the full story could cause you to leave an erroneous impression that could be harmful to the Bay-Waveland Yacht Club.

Please help us keep our business as “our business” by being very careful of what you discuss, with whom you discuss it, and where such discussions might occur.

#### Your Work Area

All of us like attractive surroundings and the Bay-Waveland Yacht Club attempts to provide you with space which is comfortable and functional. Please help us keep your work area neat and orderly by seeing that there are no unnecessary items cluttering the area and that your area is ship-shape and organized at all times.

You can also lend a hand by insuring that trash goes into the waste receptacles, by keeping the rest rooms neat and clean, and taking proper care in the handling of supplies. Before leaving at night, you should see that your assigned work area is neat, clean, and organized, and that all equipment is turned off and/or covered. All documents and records pertaining to the business should be properly filed at the end of the day and, if confidential in nature, secured in a locked desk or file cabinet. Proper procedures will accomplish the dual purpose of maintaining confidentiality of business information and in providing a fresh, organized, uncluttered start at the beginning of the new day.

#### Business Conduct

During work hours, each employee is expected to conduct himself or herself in a business-like manner. Dress and personal appearance should be neat, conservative in nature, and meet the requirements of the Bay-Waveland Yacht Club. Attire which is conspicuous and tends to call attention to the wearer should be avoided.

Proper conduct includes manner of speech as well as manner of dress. We encourage and urge the employee to maintain an attitude of friendliness and cordiality among our employees, Members, and their guests. Employees must avoid excessive loudness of speech, chatting and gossiping. Gossiping particularly gives rise to rumors that are not always factual and often cause unnecessary concern. Rather than participating in the furtherance of a rumor, it is suggested that you consult with your Manager.

#### Personal Telephone Calls

The Bay-Waveland Yacht Club attempts to maintain an effective telephone system in order that business may be transacted efficiently, promptly, and without delay. In this day and time, considerable business transactions are handled by telephone. Although we have attempted to provide a sufficient number of telephone lines to avoid missing an incoming call or to avoid finding that all outgoing lines are tied up, there are times when all phone lines could be in use at the same time. Since a personal telephone call can tie up a phone line for the duration of that call, employees must restrict the occasional incoming and outgoing personal telephone calls to an absolute minimum. Employees should use their own time and their home telephones for their personal phone calls.

Long distance calls for personal reasons must be made from an off site telephone on a collect basis, charged to your home telephone, or charged to a telephone calling card.

#### Safety Regulations

For your own protection, the Bay-Waveland Yacht Club provides certain safety equipment and devices to be used in circumstances where injury may occur from the use of equipment, chemicals, etc. Failure to follow instructions may result in a suspension from work, without pay or in your immediate dismissal. If you feel that certain safety equipment or devices are needed, please inform the Manager.

#### Employee Suggestions

Any suggestions that you may have for improving our efficiency, our effectiveness, our working environment, or our service to customers, etc., will be appreciated, welcomed and solicited. Should you have any suggestions, please submit them to the Manager; then you may request a meeting with the House Chairman or the Commodore.

#### Staff Meetings

General employee meetings are held at least every six months. The reason for the meetings is that the management of the Bay-Waveland Yacht Club takes that occasion to bring you important information and to inform you of any new activities or policies.

Further, these staff meetings are designed to give the individual employee the opportunity to ask questions, to discuss work related problems, and to make suggestions to the Management. Remember, we all are here to work together and to maintain a good working atmosphere for all of us. If you feel that you have a problem, speak to the Manager about it. Don't brood or fret about your problem; get it out in the open. We may be able to take corrective action and make improvements to eliminate or ease the problem, but first, we've got to be informed.

Attendance at a Staff Meeting is mandatory. You will be paid your normal wage rate while attending a Staff Meeting.

#### Training Sessions

The continuous training and development of all of our employees plays a very important part in keeping up-to-date on new techniques and continually becoming more proficient in the performance of our responsibilities. However, training does not come without expense of time, money, and manpower. When there is a scheduled training session, it is part of your responsibility to make the training as effective and worthwhile as possible. If you are requested to be at a training session, your presence is mandatory. You will, of course, be paid for the hours spent in training.

#### Employee Meals

The Manager may provide one free meal per day for those employees who are scheduled for and work a full eight (8) hour shift.

The free meal will be provided from within the Club assets and will be from the menu items that are prepared on the day that the free meal is granted.

The Manager will initiate a system and maintain records to reflect the daily number of employee meals consumed.

The Manager will establish a time for each employee to take a meal break each day when applicable and the meal will be eaten at that time.

Employees are prohibited from consuming foods from the kitchen at other than the appointed time(s).

Soft drinks may be purchased by the employees and consumed in accordance with policies set by the Manager.

Normally, those employees who are scheduled for and work less than eight (8) hours per day are not entitled to a free meal.

#### Club Members and their Guests

All Club Members and their guests shall be treated with professional efficiency and courtesy. All complaints/problems shall be referred to the Manager immediately. Do not get into long conversations with anyone, particularly conversations regarding Club operations or personal matters. Such activity delays prompt and efficient service.

#### Sick Leave

##### Permanent Full Time (Salaried):

After six months employment, Permanent Full Time salaried employees may accumulate sick leave at the rate of one-half day per month. A maximum of thirty days of sick leave may be accumulated by an employee. Sick leave may be taken in minimum increments of four hours and may be used for dental appointments and/or medical examinations.

##### Permanent Full Time (Hourly):

After one year of employment, Permanent Full Time hourly paid employees may accumulate sick leave at the rate of one tenth of the average hourly earnings for the previous calendar year. Such sick leave may be used at a rate that does not exceed the average weekly earnings of the employee in the previous year and the employee may accumulate a maximum of four weeks of average earnings.

Sick leave may be taken in minimum increments of four hours and will be granted at the discretion of the Manager.

Dress Code

All bartenders, waiters and waitresses will wear white shirts and dark pants or a dark skirt (or white pants for the waitresses) while on duty. The Manager may, from time to time, specify uniforms or special clothing for employees. Employees not normally in contact with the public will wear clothing appropriate for their work and for the business climate.

Drugs and/or Alcoholic Beverages

Consumption of non-prescription drugs and alcohol are prohibited while on duty. Employees shall not be under the influence of non-prescription drugs or alcohol while on duty.

Miscellaneous Employee Rules

Employees are not allowed to smoke while on duty. Smoking is only allowed during breaks and may only be indulged in outside the building.

No one is allowed behind the bar other than bartenders on duty except to deliver items to the bar area. No employees are to serve themselves any items from the bar or from the kitchen.

There will be no eating or snacking while on duty.

Foodstuffs are not to be stored in the same area as cleaning supplies.

Kitchen china, glassware, utensils, etc., will be cleaned and put up prior to closing the Club each day.

Storage areas will be maintained in a clean and orderly manner.

All Club Members and their guests are to be treated with professional efficiency and courtesy.

When possible, greet each Club Member using their title and their last name (that is, "Good afternoon Mr. Smith. How may I help you?").

When in doubt, ask your supervisor or the Manager for advice or for further training.

## **You and Your Job**

We believe that the Bay-Waveland Yacht Club is one of the finest clubs in the United States and firmly believe that we offer an excellent work environment and opportunity for each of you.

Your potential is only dependent on your own natural talents, ability, and desire to succeed.

The Bay-Waveland Yacht Club not only selects employees for their qualifications, but also for their personality, ambition, and interest – all of which are considered to make a "close family" of employees and to contribute to the continued growth of the Bay-Waveland Yacht Club.

The purpose of your job is to provide the Members and guests of the Bay-Waveland Yacht Club with professional service and to allow them the relaxation that they seek. Everyone has to do his or her share of work or we will be unable to maintain our standard of excellence. Each person's job is equally important, for only by working together as a team can we continue to make the Bay-Waveland Yacht Club a unique and renowned yacht club.

Teamwork is working together in harmony, making an effort to help your fellow employee when his or her volume of work is more than he or she can handle. Treat your fellow employee, as well as our Members and their guests, as you yourself would like to be treated.

The simplest way to impress anyone is by calling them by name (Mr. or Mrs.). Learn the Member's name, remember it, and repeat it. Don't forget, a positive attitude, professional courtesy, and a friendly smile is appreciated by all.

### Sexual Harassment

The Bay-Waveland Yacht Club will not tolerate sexual harassment of its employees, whether committed by a fellow employee, a member of management, a club member, a vendor, a customer or a visitor. All workers, including supervisors, managers, and club members, will be subject to disciplinary action, up to and including termination or expulsion, for any act of sexual harassment they commit.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made, whether explicitly or implicitly, a term or condition of employment.

Submission to or rejection of such conduct is used as a basis for employment or to the continuation of employment.

Such conduct has the purpose of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to, unwelcome sexual flirtation, touching, advances or propositioning, verbal abuse of a sexual nature, graphic suggestive comments about an individual's dress or body, display of sexually oriented materials, including calendars and cartoons, or sexually degrading words describing an individual.

Any employee who feels he/she is being sexually harassed, or who has knowledge of sexual harassment, should immediately bring it to the attention of the club manager. If for any reason said employee does not feel comfortable discussing the matter with the club manager, he/she should report the problem to the Commodore or any member of the management committee he/she feels comfortable in approaching. All reports will be promptly investigated in as confidential a manner as possible. Based on the findings of the investigation, the club will take prompt action to remedy any circumstances of sexual harassment.

Any individual making a good faith report of sexual harassment will not be retaliated against for making such report. Any employee who feels he/she has been retaliated against for making a report or for participating in an investigation, should report it to the Commodore or the management committee immediately. Anyone found to have retaliated against an employee for making a good faith complaint of sexual harassment or for participating in an investigation will be subject to disciplinary action up to and including termination or expulsion.

Personal Notes

Bay-Waveland Yacht Club  
**Employee Handbook**

*Table of Contents*

**You and Your Error! Bookmark not defined.Job**  
**Policy of Equal Opportunity xviii**  
**Employee Classification xviii**  
**Permanent Full Time (Salaried) xviii**  
**Permanent Part Time (Hourly) xviii**  
**Temporary Part Time (Hourly) xviii**  
**Your Work Week xviii**  
**Holiday Pay xix**  
**Salaries xix**  
**Vacations xix**  
**Accident and Worker's Compensation Insurance xx**  
**Performance Reviews xx**  
**Promotions and Wage Increases xx**  
**Rehiring xxi**  
**Work Schedule and Lateness xxi**  
**Informal Disciplinexxii**  
**Confidentiality of Business Information xxii**  
**Your Work Area xxii**  
**Business Conduct xxii**  
**Personal Telephone Calls xxiii**  
**Safety Regulations xxiii**  
**Employee Suggestions xxiii**  
**Staff Meetings xxiii**  
**Training Sessions xxiv**  
**Employee Meals xxiv**  
**Club Members and their Guests xxiv**  
**Sick Leave xxiv**  
**Permanent Full Time (Salaried): xxiv**  
**Permanent Full Time (Hourly): xxiv**  
**Dress Code xxv**  
**Drugs and/or Alcoholic Beverages xxv**  
**Miscellaneous Employee Rules xxv**  
**Sexual Harassment xxvii**  
**Personal Notes xxviii**  
**Appendices**

Performance Appraisal

**Bay-Waveland Yacht Club**  
**Employee Performance Review**

<b>NAME:</b>	<b>Job Title:</b>
<b>Hire Date:</b>	<b>Current Salary: Per:</b>



Hours/week: _____	PFT _____	PPT _____	TPT _____	Review Rating: _____
-------------------	-----------	-----------	-----------	----------------------

Please read carefully the rating factors below and the explanation of each rating. Consider each factor separately and judge the employee on the work **now** being done. Make comments as appropriate for each factor. Use additional paper if necessary.

**Explanation of Ratings:**

1.	<b>OUTSTANDING</b>	Exceptional, exceeds highest standards.
2.	<b>SUPERIOR</b>	Very Satisfactory, well above minimum. Occasionally outstanding.
3.	<b>SATISFACTORY</b>	Average, performance expected of experienced employees.
4.	<b>ADEQUATE</b>	Marginal, needs improvement. Meets minimal requirements of this job.
5.	<b>INADEQUATE</b>	A serious handicap to job performance. Below minimum requirements

**Performance Evaluation:**

	<b>Quality of Work</b>	Consider the accuracy of the work being done and ability to perform work assignments efficiently.
--	------------------------	---

	<b>Production</b>	Consider employee's ability to perform assigned tasks in a timely fashion.
--	-------------------	--

	<b>Knowledge of Job</b>	Consider the employee's knowledge of the job and related work. Does the employee know "why" as well as "how" to do the job?
--	-------------------------	---

	<b>Initiative</b>	Consider ingenuity, self-reliance and resourcefulness. Does the employee have the ability to know what needs to be done without excessive supervision? Is the employee making efforts to self-improve?
--	-------------------	--

	<b>Cooperation</b>	Consider the employee's ability and willingness to work in harmony with and for others. Personality, emotional stability, tact, courtesy and manners should all be taken into consideration.
--	--------------------	--

	<b>Loyalty and Conduct</b>	Consider the interest and enthusiasm shown as well as the employee's attitude toward the Club and supervision. Consider the employee's ability to get along with fellow workers, personal conduct, courtesy, tact, and friendliness.
--	----------------------------	--

	<b>Personal Appearance</b>	Consider neatness, personal dress, cleanliness and personal habits.
--	----------------------------	---

	<b>Attendance and Punctuality</b>	Consider the reliability of the employee to be available when needed and when scheduled. Does the employee report and leave when scheduled? Does the employee take excessive break time or other privileges?
--	-----------------------------------	--

- Write a brief paragraph giving an overall summary of the employee's performance:
  
- Does the employee have any serious limitations? If yes, explain.
  
- What steps should be taken to improve the employee's weaknesses?
  
- Number of days absent (other than excused absence) since January 1. \_\_\_\_.

<b>Rated By:</b>	<b>Date:</b>	<b>Approved By:</b>
<b>Manager</b>		

Employee Response

- I have read and \_\_\_\_\_ agree \_\_\_\_\_ disagree with this review. Comments:

<b>Employee Signature:</b>	<b>Date:</b>
----------------------------	--------------

## **JOB DESCRIPTIONS**

### ***Bay-Waveland Yacht Club*** ***Job Description***

**APPROVED:** Jan 31, 2008

**POSITION:** Manager

**REPORTS TO:** Commodore (or his designated representative) works in close cooperation with the House Committee Chairman and other committee chairmen.

#### **GENERAL DESCRIPTION:**

- Responsible for overall operation of the Club in accordance with directives of Commodore, Treasurer, Executive Committee, House Committee, and Board of Governors. Manager must have a positive attitude and be an asset to the Club in a public relations role.
- The Manager is the supervisor of all paid employees and has the authority to hire and fire as necessary within approved staffing levels and shall report any personnel changes to the Executive Committee and the House Committee Chairman.
- The Manager shall adhere to the established policies and procedures of the Club, help develop new policies and procedures as necessary, and promote a favorable image of the Club.
- The Manager is responsible for timely preparation, billing and collection of amounts due to the Club in accordance with current policy.
- The Manager shall be responsible for promoting usage of the Club facilities by its Membership on both an individual and group basis and promoting goodwill among the Membership.
- The Manager will solicit within approved guidelines the use of the club for private parties.
- The Manager is expected to assist in operational responsibilities as necessary..

#### **SPECIFIC DUTIES:**

1. Plans for and provides successful financial operation of the bar and dining room. This includes establishing purchasing, inventory control and other procedures as necessary, which shall be presented through the House Committee to be approved by the Board of Governors.
2. Supervises all employees in carrying out their respective duties. At least annually evaluates staff and makes recommendations regarding salary adjustments and staffing levels. Ensures proper staffing.

3. Assures club premises are maintained in a clean and orderly manner, that premises are in good condition, litter is controlled, and that all club property is in good repair. The manager is expected to report any needs or exceptions to the appropriate flag officer or committee chairman.
4. Ensures compliance with all legal requirements for a yacht club operation.
5. Plans menus and special events in cooperation with Chef, House Chairman, Commodore and other committee chairmen, as appropriate.
6. Performs routine collection efforts of accounts due to club. Should report any collection problems/issues to House Chairman or Executive Committee.
7. Establishes and monitors controls to ensure that all Club monies, equipment, inventory and other assets are properly accounted, maintained and controlled.
8. Solicits, plans and organizes private parties from Members and sponsored non-members.
9. Recommends to the Commodore, House Committee, Executive Committee, and other committees and Board of Governors, as appropriate, changes in rules or policies as well as improvements to Club facilities.
10. Coordinates with committee chairmen and sponsors of private parties to ensure that all Club activities are properly planned, organized, promoted and executed.
11. Submits information on a timely basis to Jib Sheet Editor regarding Club events and provides assistance with publication and distribution as necessary.
12. Ensures that all accounting functions are performed promptly, efficiently and accurately.
13. Prepares such reports as may be required for effective control of Club operations and as required by Club policies.
14. Is fully knowledgeable of all Club Bylaws, rules and policies and assists in the enforcement of these directives.
15. The Manager shall be an active member of the Gulf Yachting Association Managers' Association. The Manager is also encouraged to participate in other local civic organizations.
16. In the event there is any misunderstanding or confusion with regard to these directives should request clarification in writing from the House Chairman.
17. Perform such other tasks as may be directed by the Commodore or his representative.

**SPECIAL SKILLS OR REQUIREMENTS:**

A graduate of a four-year college course in Hotel and Restaurant Management with four years experience in club management is preferred. Additional experience in club management may be exchanged for college credit. Incumbent must be well-versed in the operations of Bay-Waveland Yacht Club.

**Bay-Waveland Yacht Club**  
**Job Description**

**APPROVED:** March, 2008

**POSITION:** Executive Host(ess)

**REPORTS TO:** Club manager -- works in close cooperation with the Commodore, House Committee Chairman and other committee chairmen.

**GENERAL DESCRIPTION:**

- The Executive Host(ess) shall be responsible for promoting usage of the Club facilities by its Membership on both an individual and group basis and promoting goodwill among the Membership.
- The Executive Host(ess) will solicit within approved guidelines the use of the club for private parties.
- Assists club manager in overall operation of the Club. Must have a positive attitude and be an asset to the Club in a public relations role.
- The Executive Host(ess) shall adhere to the established policies and procedures of the Club, help develop new policies and procedures as necessary, and promote a favorable image of the Club.
- The Executive Host(ess) assists the manager with the timely preparation, billing and collection of amounts due to the Club in accordance with current policy.
- The Executive Host(ess) is expected to assist in operational responsibilities as necessary..

**SPECIFIC DUTIES:**

18. Solicits, plans and organizes private parties from Members and sponsored non-members.
19. Assists manager in planning for successful financial operation of the bar and dining room. This includes establishing purchasing, inventory control and other procedures as necessary, which shall be presented through the House Committee to be approved by the Board of Governors.
20. Assists manager in the supervision of employees and maintaining proper staffing.
21. Assures club premises are maintained in a clean and orderly manner, that premises are in good condition, litter is controlled, and that all club property is in good repair. The Executive Host(ess) is expected to report any needs or exceptions to Club Manager for reporting to the appropriate flag officer or committee chairman.

22. The Executive Host(ess) assists the club manager in preparation of menus and special events.
23. Assists club manager in establishing and maintaining controls to ensure that all Club monies, equipment, inventory and other assets are properly accounted, maintained and controlled.
24. Recommends in cooperation with the Club Manager changes in rules or policies as well as improvements to Club facilities.
25. Coordinates with Club Manager, committee chairmen and sponsors of private parties to ensure that all Club activities are properly planned, organized, promoted and executed.
26. Submits information on a timely basis to Jib Sheet Editor regarding Club events and provides assistance with publication and distribution as necessary.
27. Assists Club manager to ensure that all accounting functions are performed promptly, efficiently and accurately.
28. Prepares reports as may be required for effective control of Club operations and as required by Club policies.
29. Is fully knowledgeable of all Club Bylaws, rules and policies and assists in the enforcement of these directives.
30. The Executive Host(ess) is also encouraged to participate in other local civic organizations.
31. In the event there is any misunderstanding or confusion with regard to these directives should request clarification in writing from the House Chairman.
32. Perform such other tasks as may be directed by the Manager, Commodore or his/her representative.

**SPECIAL SKILLS OR REQUIREMENTS:**

A graduate of a four-year college course in Hotel and Restaurant Management with four years experience in club management is preferred, but not required. Additional experience in restaurant/club/event management may be exchanged for college credit.

**Bay-Waveland Yacht Club**  
**Job Description**

**APPROVED:** January 20, 1995

**POSITION:** Assistant Manager

**REPORTS TO:** Club Manager

**GENERAL DESCRIPTION:**

The Assistant Manager shall perform the duties of the Manager in the Manager's absence. In addition the Assistant Manager shall be specifically responsible for the accounting operation of the Club and shall be capable of filling in other Club positions as the need arises.

**SPECIFIC DUTIES:**

1. Performs all accounts receivable functions including, but not limited to: Club charges, membership, Jib Sheet ads, sailing dues, slip rental, pool dues, and charges by and from other clubs.
2. Responsible for proper handling of Club monies and accounting of Club sales including preparation and making of bank deposits.
3. Prepares and distributes as requested, financial reports including a weekly report and monthly financial reports. The Assistant Manager will work in close cooperation with the bookkeeper to assure proper coding of checks and deposits.
4. Prepares and ensures proper filing of all required reports for taxes, employees, and licensing purposes.
5. Ensures proper accounting and timely payment of all accounts payable.
6. Prepares and audits cash drawers for use by other employees. (In the event the Assistant Manager works a cash drawer it should be audited by another employee).
7. Prepares and forwards correspondence as directed.
8. Shall be a licensed bartender and capable of assisting as necessary.
9. Responsible to be fully knowledgeable of all Club Bylaws, rules and policies and assists in enforcement of these directives.
10. Shall perform such other duties as requested by the Manager.

**SPECIAL SKILLS OR REQUIREMENTS:**



Should be knowledgeable in all areas of accounting and have at least two years bookkeeping experience. Must have a pleasing personality and good communication skills.

**Bay-Waveland Yacht Club**  
**Job Description**

**APPROVED:** January 20, 1995

**POSITION:** Bookkeeper (part time)

**REPORTS TO:** Assistant Manager

**GENERAL DESCRIPTION:**

This is a part time position (maximum of 20 hours per week) to assist the Assistant Manager with his/her bookkeeping duties.

**SPECIFIC DUTIES:**

Shall perform such tasks as are assigned by the Assistant Manager.

**SPECIAL SKILLS OR REQUIREMENTS:**

Shall be knowledgeable in bookkeeping procedures and possess the ability to be trained in the procedures of Bay-Waveland Yacht Club. The incumbent shall have a pleasing personality and possess good communication skills.

***Bay-Waveland Yacht Club  
Job Description***

**APPROVED:** January 20, 1995

**POSITION:** Chef

**REPORTS TO:** Manager

**GENERAL DESCRIPTION:**

Under the direction of the Manager, the Chef shall be responsible for the overall operation of the galley.

**SPECIFIC DUTIES:**

1. Plans menus in coordination with Club Manager and House Committee.
2. Provides list of needed supplies and equipment to Manager on a timely basis to assure that supplies will be available when needed and to avoid excessive inventory.
3. Assures timely preparation of orders.
4. Assists Manager in preparation of reports, inventories, procedures, etc. which are directly related to the kitchen.
5. Supervises the activities of the Prep Cook and Scullery Operator. Assists Manager in the evaluation of these positions.
6. Performs such other tasks as may be assigned by the Manager.

**SPECIAL SKILLS OR REQUIREMENTS:**

Should be thoroughly knowledgeable in the proper preparation and presentation of foods. Should be knowledgeable in the area of nutrition to assure proper balance of menus and safe preparation and storage. Must be knowledgeable of all health department regulations regarding the operation of a kitchen.