

HASTINGS YACHT CLUB INCORPORATED

BY-LAWS

By-Laws are established by the committee to guide operational matters. The following By-Laws are enforceable by any committee member. Any breach may be dealt with in accordance with the Club's Constitution which may result in the loss of fobbing rights.

1. HEALTH, SAFETY & SECURITY

- HYC maintains first aid kits upstairs, downstairs and in the rescue craft.
- There is an Automatic External Defibrillator (AED) located in the upstairs Radio Room.
- Any significant use of First Aid resources must be documented in an Incident Report.
- Any significant event, onshore or offshore, involving members and guests, HYC facilities & club equipment is to be reported immediately to a committee member and documented in an Incident Report.
- An Incident Report Form, held in the radio room, is to be completed by the person reporting the incident. The reports are to be submitted to the Vice Commodore and will be reviewed by the committee. Any faulty or dangerous equipment is to be quarantined or disabled.
- Children under the age of fourteen (14) years must be supervised by an adult at all times.
- Junior members are not allowed to sail unless under the supervision of an adult nominated by their parent or guardian
- Members may document any maintenance issues in the report book held in the radio room.
- Members are responsible for the conduct and behavior of their guests and contractors.
- Members must ensure their guests and contractors are signed into the Visitors book.
- In accordance with Victorian Law, there will be no bullying or sexual harassment. Inappropriate behaviour, including, but not limited to non-compliance of by-laws may result in cancellation of fob keys until the issue is resolved.
- No abusive behavior will be tolerated within the club premises at any time.
- All adult members are requested to hold a relevant Working with Children certificate.
- Patrol Boat operators must hold a current Marine Licence and have completed an induction or VOC carried out by the Rear Commodore or delegate and appear on an approved list of Operators.
- All senior and family members except the committee are required as a condition of their membership to perform Officer of the Day (OOD) duties.
- Duty officers of the day will be advised of their obligations by email, the Club Newsletter, or the Club Website.
- Members unable to attend must exchange their Duty with another available Member.
- Ordinary members are not allowed to enter the Committee room unless accompanied by a Committee Member.
- Dogs on club's premises must be restrained from roaming.
- Owners must remove any excrement left by their dogs.
- Pets are not allowed inside any club buildings.
- The last member to leave club premises, during or at the end of the day, shall secure all gates and building doors and windows.

2. SMOKING, ALCOHOL & DRUGS POLICY.

- Smoking is not allowed inside the upstairs or downstairs club rooms or sheds.
- Consumption of alcohol on the Clubs premises shall be in accordance with the Club's license.
- Only personnel holding a Responsible Service of Alcohol qualification (RSA) are permitted to serve alcohol from the bar.
- All liquor sold within the licensed premises must be consumed within the red line area which is displayed in the bar.
- The bar will only be opened for diarised events approved by the committee.
- Access to the bar will be restricted by the committee and a register of bar access will be maintained and reviewed annually by the committee.

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- The taking of illicit drugs is not permitted at any time.

3. CLUB PROPERTY AND PREMISES

- Any Member that causes damage to any building, vessel, plant/machinery or other club Property shall report it immediately to a Committee Member. Should any OH&S risk be identified by this damage, the member will where possible, disable the equipment from being used, or make sure adequate measures are taken to restrict injury
- Any member's property left in the yard without the approval of the Rear Commodore for over 6 months or for which charges are outstanding may be disposed of by the committee in accordance with legislative provisions.
- Only committee members can arrange to sell club property. The sale shall be by open tender, auction or offer as the committee deems appropriate.
- Members are required to leave all club amenities including kitchen and BBQ, which they have used, in a clean, neat and tidy condition.
- Tables shall be cleaned by members after use.
- The Club Computer Equipment and Internet Service, is not to be used for the running of ANY business or downloading or forwarding of any inappropriate materials that could prove offensive to any other member of the club, or person or entity outside the Club. This includes, but is not limited to, materials that may contain religious, race or sexual harassment content that may cause or incur legal recompense against the Club and or its' Membership.
- **Member's Car Parking.**

The Committee will endeavour to accommodate minimal parking in the yard on race days, to the extent that it does not obstruct yard movements. However it should be noted that no provision is made within the boundaries of Hastings Yacht Club for the general parking of Member's vehicles.
- **Parking shall only be permitted if:**
 - That Member is working on their boat in the yard
 - That Member is carrying out work on behalf of the Club or its' Membership
 - That Member is either involved with the temporary loading or un-loading of their boat.
 - Under exceptional circumstances and by prior arrangement with a Rear Commodore, Members may leave their vehicle in the yard, including an overnight stay. Permission will only be granted on the proviso that all keys and a note with the owner's mobile phone number and return date are left in the secure key cupboard.
 - Members whose cars are blocking boat access and disrupting Club operations may on consideration of the committee lose their fobbing rights.

4. SLIPPING OF BOATS, YARD ACTIVITIES & PONTOON USE

- The pontoon, ramp, slipway and yard are under the control and supervision of the Rear Commodore at all times.
- All persons are to keep clear of the Slipway and Tractor, and all other equipment, including load bearing cables, when boats are being slipped or traversed.
- Terms and Conditions for slipping of boats are detailed on the "Request for Slipping" form. Owners are required to sign off on the terms and conditions when making an application to slip.
- Terms and Conditions for the storage of trailable boats and other yard storage items are detailed on the "Request for Storage" Form. Owners are required to sign off on the terms and conditions when making an application to store.
- The grass rigging area must be kept clear of vehicles except when otherwise approved by the Rear Commodore.
- Only appropriate financial members may use yard facilities.

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- The Tractor may only be operated by Members that hold a Current Automobile Drivers License, have completed an induction or VOC carried out by the Rear Commodore or his delegate and appear on an approved list of Tractor Operators, held by the Committee.
- Any member with a current automobile drivers licence can launch Trailable boats using their own vehicle.
- The slipway must be kept clear of obstruction at all times.
- Unattended vessels must not be left on the North side of the pontoon. Slipping and Rescue craft need access 24/7.
- Vessels must not use the SW side of the outer pontoon finger. VMR have exclusive rights to tie up in this area.
- No vessel is to be left on the pontoon for longer than twelve (12) hours without the permission of the Rear Commodore.
- The storage position of any vessel or equipment is at the discretion of the Rear Commodore (or delegate).
- A vessel may be moved to accommodate the maximum amount of Members from time to time.
- HYC shall in no way be responsible for any damage to, or loss from, vessels during slipping or whilst vessels are in the yard.
- All yard fees should be paid 3 months in advance and within thirty days of the invoice date.
- Unless by specific exemption from the Rear Commodore only routine maintenance of vessels is allowed.
- Members employing contractors to work on their boat on club premises must ensure that the contractor is appropriately insured, complies with the by-laws and must advise the Rear Commodore or a committee member of the contractor's presence. All contractors must be signed into the Visitors book.
- All members, guests and contractors are to provide their own appropriate PPE when working in the yard.
- Prior to commencing any spray painting, grinding or sandblasting operation permission shall be obtained from the Rear Commodore who will position the boat as he requires and will issue any other limitations as might apply to that operation.
- All spraying and blasting must be contained so drift will not affect the surrounding areas.
- Operations must cease if overspray cannot be contained or when requested by the Rear Commodore.
- Any damage caused by overspray or dust will be the responsibility of the person undertaking the work.
- Paint cans, **USED OIL** and other redundant materials resulting from boat cleaning, servicing and/or maintenance activities, **must be removed from the yard and disposed of by the owner.** HYC rubbish bins are NOT to be used when there are large quantities of waste. Skips may be brought in with the Rear Commodore's approval. The committee may determine a charge for excess rubbish.
- Any fuel stored in the yard shall be in approved containers and only stored in the Outboard Shed.
- **Hastings Yacht Club does not supply electrical tools or leads**
- All power leads and tools should conform to current Australian Electrical Safety Standards, and remain the owner's responsibility and are safe and fit for purpose.
- HYC provides approved trestles, planks and ladders that shall only be used for access to vessels in the yard.
- All Trestles, planks and ladders must be firmly secured and stable on the ground.
- Members and contractors must return HYC equipment to the designated safe secure storage area after use.
- Members and Contractors are liable for any damage to HYC equipment caused by abuse or beyond normal wear expectation.
- HYC will dispose of old large batteries left at the collection point in the yard using our own contractor.