



Est. 1923

# Member Handbook

Revised August 25, 2015

## Welcome to the Edmonton Yacht Club

We sincerely hope that you will feel at home and enjoy the many activities our sailing community has to offer!

The Edmonton Yacht Club had its beginning in the spring of 1923 at Cooking Lake. In 1945 the Club moved to Wabamun Lake and has remained at Wabamun ever since. For a detailed history of the club see [Wind in the Sails](#) on the EYC website.

Our Handbook was created as a guide to EYC's organizational structure, policies and guidelines. Its sections are reviewed regularly and changes voted for by the Board of Directors are made as required.

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## EYC's Values, Mission and Vision

These Values, Mission and Vision guide the Club's day-to-day decisions and strategic planning.

### Values

Our core and enduring values

- Support and promote the activity of sailing
- Integrity
- Stewardship of resources
- Community

### Mission

We are a Not for Profit, volunteer community, committed to the sport of sailing by operating facilities and resources on Wabamun Lake.

### Vision

Guided by our core values, the Edmonton Yacht Club will continue to be a vibrant sailing community committed to building on our rich sailing heritage. We will maximize the development of our substantial land and marine resources to best serve the interests of our members and the communities of Wabamun Lake.

## Structure of the Club

The Edmonton Yacht Club (EYC) was incorporated under part 9 of the *Companies Act* on May 31 1962 as a non-profit association. The complete Articles of Incorporation are posted on the Clubs website, [edmontonyachtclub.ca](http://edmontonyachtclub.ca). The club year is January 1 to December 31.

Each voting Member must hold a share in the club. Each share has a value of \$100.00 and can only be purchased from and sold back to the Club, through the Membership Director with the approval of the Board of Directors.

The Club must hold an Annual General Meeting to which all shareholders are invited. At this meeting, committee reports and finances are presented and discussed and major issues are voted on. The shareholder list is ratified annually at the Annual General Meeting.

## Membership

There are five types of memberships available at EYC:

- **Family Membership** – includes dependent children, eligibility to race in all EYC, ASA (Alberta Sailing Association) and CYA (Canadian Yachting Association) races, rent cabin and trailer space, and use Clubhouse and Hurry Inn facilities. Must own a share. Voting.
- **Single Membership** – for a single person. The same privileges are granted as family membership. Must own a share. Voting.
- **Day Membership** – for people who do not require overnight Club facilities; otherwise the same privileges are granted as Family Members. Must own a share. Voting.
- **Social Membership** – allows access to the EYC bar and social events. Non-voting.
- **Youth/Student Membership** – allows for participation in EYC sponsored youth programs. Youth is defined as people up to the age of 18 years or students enrolled in full time education. Non-voting.

Please contact the Membership Director for fees and more detailed information. Contact details are available at our website, [edmontonyachtclub.ca](http://edmontonyachtclub.ca).

## Community and Volunteers

Volunteerism is vital to the operation of the Edmonton Yacht Club. Each year Members are expected to serve 1 shift as Officer of the Day, Docks In and Docks Out activities plus 25 hours of volunteer time during the season. In the case of a family membership the duties can be divided amongst family members but total hours must meet the requirement.

Other volunteer opportunities include assisting with staging regattas, serving on committees or the board and helping with our Seba Days events during the August long weekend. Members generally select areas of activity that suit their interests and help where they can. Collectively their energies and commitment make membership in the Edmonton Yacht Club both fun and rewarding.

## Board of Directors

The EYC Board meets at intervals according to need, usually monthly. Meeting times and locations are posted on the calendar found at [edmontonyachtclub.ca](http://edmontonyachtclub.ca). Members of the EYC are generally welcome to attend board meetings. If you wish to attend a meeting, please coordinate with a member of the Board prior to the meeting. If you also wish to speak at the meeting, please ask to be added to the agenda prior to the meeting.

From year to year the following board positions may be modified. For a current listing of Directors please see our website.

### Commodore

- Presides at all meetings.
- Liaises to the Alberta Sailing Association.
- Ensures that EYC coordinates adequately with the community e.g. SVSB (Summer Village of Seba Beach), residents, appropriate government agencies and other sailing clubs.

### Vice Commodore

- Acts for the Commodore in his/her absence and accepts responsibility for such tasks as are assigned by the Board.
- Heads special projects as assigned.

### **Past Commodore**

- Acts for the Commodore and Vice Commodore and assumes their duties when required.
- Provides continuity to the board.

### **Secretary**

- Keeps records of all proceedings of meetings of the Club and the Board.
- Handles correspondence, documents and papers as the Board directs.

### **Treasurer**

- Receives all monies collected on behalf of the Club, pays accounts on behalf of the Club and keeps records to the satisfaction of the Board and its auditor.
- Notifies shareholders and members of annual dues.

### **Membership Director**

- Maintains a valid register of shareholders and a register of properly classified Members.
- Maintains the approved waitlists for mooring, dock space, trailer space and cabins.
- Chairs the Membership Committee.

### **Fleet Captain**

- Regulates and controls all regattas and club race activities from posting of the Notice of Race to awarding prizes, trophies and setting handicaps.
- Conducts skippers' meetings prior to each race or regatta.
- Liaises with other sailing clubs and organizations to set standards and schedules.
- Co-ordinates race activities and volunteers.
- Distributes race schedules to other sailing organizations.
- Distributes information from other sailing organizations to EYC Members.
- Arranges for installation and removal of race markers.
- Maintains the Club safety boat Boston Whaler and equipment in a safe and seaworthy condition.
- Oversees the repair maintenance and operation of the club fleet of dinghies and Optis.



- Chairs the Sailing Committee.
- Is responsible for the maintenance of EYC's shore radio station and radios.

### **Harbour Master**

- Is responsible for offshore facilities including fixed docks, floating docks and moorings.
- Provides guidance to Members regarding location of mooring and safety at the docks.
- Supervises deployment of the docks in spring, maintenance during the summer and retrieval in the fall.
- Recommends assignments of mooring and dock spaces to the Board of Directors in accordance with approved waitlists and policy, in collaboration with the Membership Director.
- Enforces club rules and regulations for docks and Harbour.
- Manages the foreshore boat storage and placement in accordance with club rules and regulations, in conjunction with the Hurry Inn Director.

### **Assistant Harbour Master**

- The Assistant Harbour Master supports the Harbour Master in the performance of their duties. In the absence of the Harbour Master the Assistant Harbour Master will perform the Harbour Master's duties.

### **Social Director**

- Prepares a social calendar of events to complement the racing calendar.
- Coordinates volunteers to organize and work at social events.
- Ensures that all days that require an Officer of the Day (OOTD) are covered and maintains and posts the schedule in the clubhouse and on the website using DutyMan. Duties of Officer of the Day include hosting, providing information, welcoming guests and other duties outlined in the duties roster.
- Ensures the OOTD volunteers are familiar with and provided a list of duties and training for that role.
- Works with the Fleet Captain to organize volunteers in support of regattas and other Club volunteer projects.
- Maintains supplies to facilitate social activities.

- Provides hosting, information, welcomes guests and visitors.

### **Bar Manager**

- Provides training for volunteer bar staff and ensures that accounting and recording functions are understood by volunteers and maintained in accordance with best practices.
- Staffs The Bar.
- Stocks The Bar.
- Coordinates with Fleet Captain and Social Committee to ensure that events are well catered.
- Ensures that all licensing and procedures are correct and followed in compliance with AGLC (Alberta Gaming & Liquor Commission) requirements.

### **Hurry Inn Director**

- Manages the Hurry Inn site and grounds and, in collaboration with the Membership Director, recommends to the Board the allocation of cabins and trailer sites in accordance with policy and the approved waitlist.
- Handles lease agreements.
- Maintains duplicate key system for cabins, trailers and sheds.
- Enforces club rules and regulation.
- Schedules maintenance and repairs to Cabins and the site infrastructure.
- Hires and directs contractors and temporary employees for Hurry Inn
- Maintains equipment and capital assets assigned to Hurry Inn.
- Assigns temporary camping stalls for visitors and regatta competitors and collects payment directly or through a designate.
- Ensures the site is correctly winterized / readied for the spring start up.
- Oversees the general condition of the cabins and sites infrastructure and reports back to the Board.

### **Clubhouse Director**

- Manages the clubhouse and its facilities.
- Arranges for cleaning, recycling, repairs, maintenance and stocking of general supplies and all equipment for the Clubhouse.
- Ensures correct winterizing / readiness for the spring start up.
- Responsible for the operation of the security systems of the Clubhouse.

- Ensures that clubhouse systems operate in a safe and reliable manner.
- Recommends capital and maintenance projects and manages approved improvement projects.

### **Director at Large**

- A member of the Membership Committee.
- Directs special projects as required.
- Chairs the Nominations Committee

### **Communications Chairperson**

- Prepares, edits, the newsletter *Wind Bag*.
- Manages broadcast mailings as required by the Board or individual directors.
- Ensures that the club notice boards are maintained with current information pertinent to club activities.
- Maintains this Handbook and ensures that all new Members receive a copy.
- Prepares and maintains the Club brochure and outreach material for the Club and its committees.
- Organizes staffing for trade shows or other public information events like the Club's open house and public hearings.
- Working with the webmaster, ensures that all Club data posted to the website is current and relevant.

## Waitlist and Assignment Criteria

The following will be used by the Board to determine assignments of cabins, trailer spots, mooring balls, dock space (Facilities) and placement on waitlists.

### Waitlist Principles

- Clarity and transparency
- Maximizing the utilization of EYC resources to optimize the sailing experience for Members
- Equality, consistency and fair-play
- Respectful behaviour

### Waitlist

Waitlists will be maintained by the Membership Director in collaboration with the Harbour Master, Hurray Inn Director and the Commodore and may include as necessary the following

- Cabin and trailer spots
- cabin and trailer change
- mooring ball
- dock space
- mooring changes (wet and dock)
- membership requests.

*Note:* A member can have access to only one spot at any given time even if they have paid for two, unless the second spot is a beach spot.

### General Principles

- All Facilities are owned by EYC. No Member has the right to a particular Facility regardless of their previous assignments. The board decides all assignments and continuation of assignments based on the criteria and processes described here.
- To be assigned a Facility, be on a waitlist or a change list, an EYC share must be owned, the owner must be a Member in good standing and there must be a dated request in writing to the Membership Director, Hurray Inn Director or Harbour Master (e-mail, note, letter or application form are fine) acknowledged by the Board.

- Members who currently occupy a Facility and make a written request to change their Facility will be given priority over Members who are not current occupants. A Member cannot be on a change waitlist unless they already have a Facilities assignment.
- If a Member on a waitlist refuses an offer, they can upon written request maintain their priority place on the waitlist. A second refusal and the member will be removed from the waitlist and must then reapply for future consideration.
- Position on a waitlist will be determined by the date of the written request unless the current occupant criterion applies. Within the current occupant list, date of written request applies.
- Boat location will be determined by the Harbour Master giving consideration to Member preference, dock loading (weight and length), dock accommodation (draft) and the above values.
- To be on a waitlist the Member must own a boat.
- The Board may override any of these principles in a given situation with due consideration of individual circumstances such as compassionate reasons. Such a decision by the Board must be in the form of a motion and supported by 80% of the voting Board members and consistent with stated values.
- The Membership Director will maintain Waitlists in collaboration with the Harbour Master, Hurry Inn Director and the Commodore.

### **Sublease Provision (one year only)**

A Member assigned a cabin, trailer spot, mooring ball or dock space (Facility) upon written request and with written Board approval may vacate their Facility for one full year, but one full year only, and retain their Facility entitlement for the subsequent year but not necessarily the same spot. (It may of necessity be a different Facility number or position as determined by the director responsible for the Facility based on the criteria here-in). In these instances the Board will access the waitlist to determine who will be offered the Facility for the interim period.

The Member is required to pay their membership fees or share maintenance for the year their Facility will be vacant. The interim occupant will pay the Facility

fee and all other applicable fees directly to EYC and will do so prior to taking possession and on proof of suitable liability insurance.

Non-use of a Facility in excess of one year will be subject to loss of assignment. Application for subsequent consideration for Facility use will follow these established waitlist procedures.

This is separate from article 13 (3) of our Articles of Association, in that the member can continue to enjoy all other membership privileges, which may be available under article 13 with the exception of the subleased Facility.

### **Associate Member (Article 14)**

In the event of the acceptance by the Board of an Associate Member nominated by a Member as per article 14, then the Associate Member may assume use of all or some of the Facilities used by the Nominating Member, but only as determined by the Board and only from May 1 of the year in which the nomination was made and accepted. All nominations and approvals will be in writing.

Note: An Associate Member takes the place of the Nominating Member.

### **Assignment of a Facility**

Members must submit a fully completed application form by March 1 of each year requesting assignment of a Facility or requesting the continued assignment of a Facility. Failure to do so will result in loss of assignment, a subsequent application by the Member would result in the Member being reassigned or placed on a waitlist if the requested Facilities are full.

All fees must be paid by May 1 of each year. Failure to do so will result in the forfeit of all rights and privileges and loss of assignments and position on any waitlists. If fees are subsequently paid the Member, upon written request, may be reassigned or placed on a waitlist if the requested Facility is full.

The Board will confirm the current year's assignment. Every reasonable effort will be made to accommodate Members in good standing but always in accordance with the values, principals and rules.

## **Non-Use of Facility Assignment**

If a Member pays for an assigned Facility but has not used the Facility by August 1 and has not communicated intent, the Member will be deemed to have abandoned the assignment and the Facility in question will be available for re-assignment. Every reasonable effort will be made by the Board to communicate verbally and in writing to clarify the intent of the Member before action is taken in an effort to avoid confusion and maintain harmonious relations; however the decision regarding disposition of a non-use situation will be the Board's.

The above principles, processes maybe altered from time to time by the Board.

# Resolving Complaints and Disputes

## Purpose

EYC recognizes that disagreements are a normal product of participation in clubs and may lead to misunderstanding and eventually a dispute or conflict. EYC strives to reduce or alleviate disputes and conflict if at all possible before matters go too far by encouraging amicable resolution. For the rare number of cases where resolution is not achieved through discussion, EYC has created a practical, step-by-step process encouraging fairness, good citizenship and sportsmanship among the members and guests.

## EYC's Two Approaches to Dispute Resolution

The *informal process* encourages discussion between parties, agreement for an outcome and commitment for action.

The *formal process* is pursued if the informal process fails. It includes the submission of a written complaint, an investigation by the committee appointed, witness's interviews and recommendations that may result in the disciplining of a Member.

The Board keeps all communication and records in the strictest confidence.

INFORMAL PROCESS		FORMAL PROCESS	
Step 1	Issue or dispute identified by Club or a Member	Step 1	Formal written complaint launched by individual or Club
Step 2	Resolution sought through discussion or facilitated discussion	Step 2	Gathering data & investigation
Step 3	Agreement reached and behavior is adjusted. Club verifies that action is taken.	Step 3	Recommendation by committee & resolution
		Step 4	Disciplinary action (if needed)



## Submission of a Formal Complaint

If the matter cannot be resolved amicably through the informal process, the complainant must prepare a **written** complaint addressed to the *Dispute Resolution Committee and submitted through the Commodore or Vice Commodore or appointee* briefly and clearly using the established "Dispute Resolution" form indicating the facts and the actions in the dispute.

The facts to be included in the complaint, but not limited to:

- Date, time, place of the incident in the dispute
- Details of the dispute
- Names of relevant parties and their part in the dispute (e.g., offenders, witnesses, EYC directors)
- Previous action taken to resolve the issue
- Contact information of the complainant
- Signature of the complainant

## Grounds for Complaint

- Personal harassment: Improper conduct making an individual feel uncomfortable
- Violation of personal rights, space, and belongings, property and quiet enjoyment
- Abuse of power/trust: Improper use of authority or resources belonging to EYC or others
- Improper, offensive and disruptive behaviour on a recurring basis unbecoming to a Club Member or Director/Officer inconsistent with EYC values
- Indulging in a recurring pattern of rumour and innuendo in the absence of substantiated facts.

Please refer to the EYC detailed guidelines and the appropriate forms on "Dispute Resolution Process", available from the Commodore or any Officer of the Club or from our website, [edmontonyachtclub.ca](http://edmontonyachtclub.ca).

# Regulations & Guidelines for Members and Their Guests

## Guests

Guests are welcome at EYC. Should visits exceed 14 days or three weekends, the individual(s) should be encouraged to apply for membership at the Club in a category that best suits their interest. Guests should be introduced to the Officer of the Day and be asked to sign a visitor guest book. Signature and possibly photo I.D. is required when attending the lounge.

## Clubhouse Grounds

- Use the provided garbage cans. All members have a responsibility to keep the Club free of litter and in an attractive, clean condition. Disposal of all garbage must follow the requirements of the Summer Village of Seba Beach as posted in the Clubhouse.
- The disposal of large items like furniture and appliances is the responsibility of the Member. Items abandoned on the club grounds will be disposed of at the owner's expense.
- Parking is provided for Members and their guests directly behind the Clubhouse. All vehicles should be parked on the gravel surfaces provided. Members and guests are asked to refrain from parking in front of cabins, trailer sites or camping areas.
- Maximum speed on Club property is 10 km/hr.
- Pets are welcome but are required to be under control and supervised at all times and owners must clean up after their pets immediately. Pets that become a nuisance may be banned from the club.
- The clubhouse is a pet free zone.
- Fishing from the docks is not permitted.
- Trees and shrubs should not be cut or planted or any herbicide or fertilizer used without approval from the Hurry Inn Director.
- Open fires are permitted only in the designated fire pit.
- Only clean wood and organic material should be burned. All other material must be disposed of as directed in the regulations of the SEBA Beach and County of Parkland.

- Boat trailers parked in other than approved stalls will be removed at the owner's expense.

## Clubhouse

- EYC is equipped with an AED (Automatic External Defibrillator). Please see signage for location in the Clubhouse.
- Clubhouse has lockers on the main floor containing
  - First Aid supplies, blankets, etc.
  - Officer of the Day keys, clipboard, etc.
  - Paper products for kitchen and bathrooms
  - Cleaning supplies
- Conserve water! The EYC operates a pump-out system and must pay for sewage removal. What we put in we must remove.
- Please use the exterior shower or hose to remove sand from shoes and sailing gear before entering the Clubhouse.
- The Clubhouse is generally locked during the week. Members have access to the building using a key code system or fob. Please check with the Clubhouse Director or Officer of the Day for further information regarding building access.
- The Clubhouse is not a public facility and access should be restricted to members and guests only.
- Members have access to the fridges and freezers available in the Clubhouse, however the Club has priority for special events and individual Member's food may have to be removed during club events. All food must be removed from the fridge and freezer at the end of each visit.
- Please clean up after using the kitchen or washrooms. Do not leave dishes to air dry. The kitchen should not be used for bathing. Please use washrooms.
- Members and guests have access to storage lockers and shelves in the washroom areas.
- Recyclable bottles and cans should be placed in the recycle/storage room, or in the bins assigned to this purpose located around the Clubhouse and site.

## Noise

- Respect all Members and our neighbors by keeping noise levels at a reasonable level and time. The bylaws of the Summer Village of Seba Beach apply to EYC at all times.

## Use of Docks

- Use the approved type and size of mooring lines, fenders and snubbers to moor your boat to docks and mooring balls. Do not use polypropylene! See the Harbor Master for details and assistance.
- Check with the Harbor Master for the proper method of securing your boat to the dock or the mooring balls.
- Members and guests must carry a minimum \$1,000,000.00 of liability insurance on their boats. Members are required to provide proof of their boat insurance to the club each season.
- Members who pay for assigned dock space have a designated spot at the dock for the season. Assigned space is only to be used by the member who has paid the fee for that space. Other Members or visitors should not use these reserved spaces without permission.
- Two unreserved dock spaces at the end of each dock are set aside for the use of those who have wet moorage and by day members and guests for *short term* loading and unloading. Please check with the Harbor Master regarding the exact location of unreserved spots.
- A chart of mooring allocations is kept in the Officer of the Day locker, posted on the notice board and on the Members-only portion of our website.
- Eligibility for mooring space shall be for those holding Family, Single or Day memberships. Approved waitlists apply.
- The mooring field is owned by EYC and governed by Nav Canada and Government of Alberta (Public Lands) regulations; no other moorings are permitted within the License of Occupation (LOC) without the approval of the Board of Directors.

## Environmental Responsibility

Sailing enthusiasts, like other conscientious citizens, have a responsibility to conserve the quality of Alberta Lakes. To protect the fragile environment, boaters must bring their garbage ashore and dispose of it in appropriate containers.

Holding tanks must be emptied into the septic tank at the rear of the Clubhouse. Bilge water must be disposed of in an environmentally acceptable manner. Discharge into the lake is an illegal act.

Alberta Sustainable Resource Development has responsibility for the lakeshore and its environs. EYC is in the Summer Village of Seba Beach, located in the Wabamun Watershed and follows the direction of the Wabamun Watershed Management Council, [www.wwmc.ca](http://www.wwmc.ca).

## Racing

To enjoy sailing, you do not have to race, but one way to improve your skills is to get involved in racing. Racing events are held throughout the season. See the Race Schedule posted on our website and the club notice board. Dinghy racing is available throughout the summer.

A number of sailing programs are available during the sailing season. Contact the Fleet Captain and check the website, [edmontonyachtclub.ca](http://edmontonyachtclub.ca), for links to Northern Alberta Sailing College, Alberta Sailing and Canadian Yachting Association.

## Camping

- Overnight camping is limited to Members and their guests. Space is available on a first come, first served basis.
- A list is posted to the bulletin board in the Clubhouse for people who wish to reserve a camping space.
- You may reserve space by emailing the Hurry Inn Director, [hurryinn@edmontonyachtclub.ca](mailto:hurryinn@edmontonyachtclub.ca).
- Overnight camping fees are applicable to Members and guests.
- Regatta officials, training program instructors and event participants are exempt from camping fees if user fees are included in the cost of registering for the event.

- Payment envelopes for camping fees are located beside the payphone at the north entrance to the Clubhouse and inside the Clubhouse. Place completed payment envelopes in the lockbox provided by the phone.
- Campers are required to check with the Hurry Inn Manager or the Officer of the Day regarding availability and appropriate location of sites for overnight camping as well as arranging payment.
- Camping style trailers and tents may not be left unoccupied from one weekend to the next.
- Extension cords must be used in a safe and considerate manner. They must not be run unprotected to camping sites. See the Hurry Inn Director for guidance.

## **Trailers and Cabins**

- Trailer space and cabins are leased to Members with the goal of maximizing sailing opportunities and encouraging participation in the Club and the sport of sailing as much as possible.
- To retain the use of a trailer space or a cabin, a Member must be an active participant in regular activities of the club, such as sailing, racing, race management, volunteer activities or Club management.
- They must be a shareholder and a Member in good standing.
- All the provisions stated in the EYC Short Term Lease agreement, its addenda and this Handbook govern cabin and trailer space leases.
- A Member who occupies a cabin or trailer space may voluntarily give up the trailer space or cabin if for personal reasons they cannot fully participate in Club activities. Under these circumstances the Member may be placed at the top of the waitlist if they make a written request to the board through the Hurry Inn Director.
- The Club common areas extend to the walls of cabins and trailers and are available for the use of all members. When members use the common areas for their own purposes please be mindful of others in your placement of picnic tables, lawn chairs, BBQs, tenders and so on, acting in the spirit of sharing and accommodation.
- Picnic tables, chairs etc. should be moved off the lawns when not in use. Moving them lightens the work for grounds maintenance.

- Dinghy's should not be stored around cabins or trailers but should be stored on the dingy docks or beach.
- No camper or trailer should be moved onto the EYC grounds without the prior consent of the "Hurry Inn " director and the board of directors.
- The Board may provide a Member who occupies a trailer space or cabin with verbal and written notices if the member is not meeting the expectations of the Club. The Board may subsequently remove the Member's privilege to rent the trailer space or cabin.
- A Member cannot sub-rent an assigned trailer space or cabin.
- Members occupying trailers and cabins must use approved methods of managing black and gray water (see *Environmental Responsibilities* elsewhere in this document). Law prohibits discharge of any black or gray water onto the ground. Approved septic systems must be used at all times.
- Members must maintain their space within standards acceptable to Club.
- Members wishing to upgrade or improve a cabin or site require the approval of the Hurry Inn Director and/or the Board of Directors prior to beginning any work. Approvals must be confirmed in writing.
- When repairs have been approved by the Board, the Club will bear the capital cost and the Member can provide labour as a part of the volunteer hours where skill and ability permit.
- All improvements remain the property of EYC unless prior arrangements are made.
- The Board must approve all roof structures for trailers and cabins as well as screened porches, decks, gazebos and storage units. Application is through the Hurry Inn Director.
- BBQ's must conform to all regulations, are limited to one per cabin or trailer space, have a proper cover when not in use and have properly secured propane bottles. All propane must be stored in a safe and secure manner.
- The Board may require a BBQ be removed for any reason it deems fit.

## Communications

EYC uses various media and applications to communicate with Members:

- DutyMan lets Members select volunteer dates and events and allows them to reschedule when they cannot make a previously scheduled commitment. You can access DutyMan at [bit.ly/eycdm](http://bit.ly/eycdm).
- Our website, [edmontonyachtclub.ca](http://edmontonyachtclub.ca), contains information regarding activities, schedules, contacts, items for sale, news, race results, etc.
- MailChimp is the online tool we use to layout and send emails to members, their spouses and others.
- The Clubhouse Bulletin Board on the main floor displays information on various activities, programs and contacts during the sailing season.
- An Officer of the Day is available on weekends during the sailing season to provide assistance to members and visitors.
- We use Canada Post to send paper notices as required (e.g. notice of Annual General Meeting).
- The *Wind Bag* is our club newsletter emailed to members.
- Our Facebook page is [facebook.com/edmontonyachtclub](https://facebook.com/edmontonyachtclub).



## Contact Information

Our Clubhouse is located at 185 1st Avenue, Seba Beach, AB T0E 3B0.

You can contact the board using these email addresses:

Clubhouse Director	<a href="mailto:clubhouse@edmontonyachtclub.ca">clubhouse@edmontonyachtclub.ca</a>
Commodore	<a href="mailto:commodore@edmontonyachtclub.ca">commodore@edmontonyachtclub.ca</a>
Fleet Captain	<a href="mailto:fleetcaptain@edmontonyachtclub.ca">fleetcaptain@edmontonyachtclub.ca</a>
Harbour Master	<a href="mailto:harbourmaster@edmontonyachtclub.ca">harbourmaster@edmontonyachtclub.ca</a>
Hurry Inn Director	<a href="mailto:hurryinn@edmontonyachtclub.ca">hurryinn@edmontonyachtclub.ca</a>
Membership Director	<a href="mailto:membership@edmontonyachtclub.ca">membership@edmontonyachtclub.ca</a>
Secretary	<a href="mailto:secretary@edmontonyachtclub.ca">secretary@edmontonyachtclub.ca</a>
Social Director	<a href="mailto:social@edmontonyachtclub.ca">social@edmontonyachtclub.ca</a>
Treasurer	<a href="mailto:treasurer@edmontonyachtclub.ca">treasurer@edmontonyachtclub.ca</a>
Vice Commodore	<a href="mailto:vicecommodore@edmontonyachtclub.ca">vicecommodore@edmontonyachtclub.ca</a>

## The Spirit of EYC

These regulations are intended to make the EYC experience as positive as possible for all Members and guests. We encourage use of our facilities, participation in the club and enjoyment of sailing to its fullest. Please respect your fellow members and our neighbors and all our rights to enjoy our beautiful lake and facilities. Happy sailing!

