

ROYAL LAKE OF THE WOODS YACHT CLUB

House Rules



The following House Rules have been considered by the members and adopted by the Executive Committee of RLWYC to govern the conduct of all Members and their guests while on Club property. The cooperation of the Membership in the observance of these House Rules is requested.

These House Rules supersede all previous rules and take precedence over any rule provided by a prior committee.

These House Rules shall remain in force until modified, amended, or changed by the Executive Committee. Additional rules may be issued by the various committees pertaining to their various programs and activities. Any additional rules and regulations prepared by any committee must be approved by the Executive Committee.

The Executive Committee shall have the power and authority to interpret these rules, and their decision on all questions shall be final, binding, and conclusive.

The Club Manager and any Member of the Executive Committee shall have the authority and responsibility to respectfully enforce these House Rules in the area of their responsibility.

1. General Regulations

Members are expected at all times to observe the ordinary rules of etiquette and speech while on Club premises. Unnecessary noise, objectionable language, rowdy behavior, and incivility to other Members, their families and/or guests, or to Club personnel is strictly forbidden. Any infraction shall render the offender liable to immediate suspension and disciplinary action by the Executive Committee.

Members, their families, and guests use the facilities at their own risk. RLWYC and/or its assignees are not responsible for any injuries that occur to Members, their families, guests, or any other person while they are at or in the vicinity of Yacht Club Island.

Club property shall not be removed from the Club except by permission of the Club Manager or a member of the Executive Committee. Any Member or visitor who willfully damages, defaces, destroys, or removes property or equipment belonging to the Club shall be responsible for the replacement cost, or shall pay compensation as determined by the Executive Committee.

Anyone who vandalizes or steals property belonging to the Club or a Member will be held responsible for their actions and will face disciplinary action.

The Club is not responsible for the loss of personal property of any Members, their families or guests. After Labour Day in September, all "lost and found" items will be disposed of as the Club Manager sees fit.

2. Clubhouse and Grounds

Except as herein otherwise provided, the Clubhouse shall be for use by Members only.

The Executive Committee may extend the privileges of the Clubhouse and premises to visitors for events such as race days, dances, and other occasions, and for such periods as the Executive Committee may determine.

No Member shall enter the kitchen, pantries, or any of the employees' private living areas in the Clubhouse unless the Member is:

- a) a member of the Executive Committee, or
- b) authorized by the Executive Committee or the Club Manager.

Members are asked to remove personal items from the showers after use.

The locker areas shall not be used for permanent storage of gear and clothing.

Members whose clothing is wet shall enter the Clubhouse through the washroom entrances and change in the locker areas. Wet clothing is not allowed in other areas of the Clubhouse.

Members and guests are requested to place their litter into garbage receptacles.

Pets are not allowed inside the Clubhouse. Pets on leashes are permitted on the grounds, but owners must ensure that droppings are properly disposed of (in a sealed bag and placed in covered garbage receptacles).

3. Club Hours

The Clubhouse is in operation from July 1st until Labour Day in September. Normal hours of operation are from 8:30 a.m. to 9:00 p.m. daily. Hours of operation are subject to change, and will vary when Special Events are held. The Clubhouse may be closed on such other occasions as decided by the Executive Committee. The opening and closing hours of the Clubhouse will be determined by the Club Manager with approval by the Executive Committee.

All persons, whether Club Members, Special Event Hosts, or their guests, shall vacate the Club premises no later than 1:30 am on the day following any Special Event.

4. Canteen Hours

Food service is available in the canteen from 10:00 a.m. to 5:00 p.m. Mondays to Fridays, and from 11:00 a.m. to 2:00 p.m. on Saturdays and Sundays; however, the canteen may be open at other hours due to events or programs listed in the Calendar of Events.

After August 20, the hours of canteen operation may change, as determined by the Club Manager and with approval of the Executive Director.

5. Children's Play Structure

Children play at their own risk. RLWYC and/or its assignees are not responsible for injuries that occur at or around the play structure, or during use of the play structure.

Children over the age of twelve (12) are not permitted on the play structure.

Children aged six (6) and under must be supervised when using the play structure.

There will be no throwing or removal of rubber foam chips.

Parents are responsible for any damage incurred by their children to the equipment.

6. Tennis Courts

No food or beverages (other than water) on the tennis courts.

No pulling or leaning on the tennis nets.

No climbing on the court fences.

Excessive noise can be very disturbing to some players. Please respect this when walking to upper courts.

No littering on the courts.

Smoking on the tennis courts is prohibited.

RLWYC will not be responsible for any injuries incurred during use of the tennis courts.

7. Tennis Court Bookings

Singles games may be booked for a one-hour period. Doubles games may be booked for a one-and-a-half-hour period.

No bookings may be made more than four (4) days in advance, except for pre-reserved lesson times. For example, Saturday bookings may not be made prior to Wednesday.

As a courtesy to other members, if you will not be using a court booking, please call the Club to cancel your booking.

A court may be re-booked by another Member if the players who first booked the court are more than fifteen (15) minutes late.

8. Docks & Boats

Boat owners and/or boat operators assume responsibility for the safe and proper docking of their watercraft at the Club's docks. RLWYC is not liable for any damage incurred to watercraft docked at the Club.

Boat owners and/or boat operators should understand that they are ultimately responsible for ensuring that their boat is safe from damage and will not put other boats at risk for damage, whether they have docked it themselves or if a boat boy employed by RLWYC has assisted them with docking.

No docking is allowed at the sailing docks or at areas designated for Club boats, which include the pontoon boat, safety boats, and instructors' boats.

Members who are not paid employees of RLWYC are not allowed to use the Club's motorized boats. The pontoon boat may be rented under a separate contract.

Members are not allowed to leave watercraft in the designated pick up and drop off area.

Members are not allowed to leave watercraft overnight unless permission is obtained from the Harbour Master, Race Chairman, or Club Manager.

Members are asked to respect a "no wake" policy near the Club's docks.

Any Member who drives dangerously or who compromises the safety of other Club Members is subject to suspension. The length of the suspension will be determined by the Executive Committee, and will be commensurate with the degree of recklessness and disregard for safety.

No littering is allowed on the docks or in the lake.

9. Telephone Use

Telephone calls made by Members shall not exceed five minutes in duration.

Members will not make long distance telephone calls without the permission of the Manager or Assistant Manager. Records of long distance calls by Members will be kept, and any expenses incurred will be charged to the Member's account.

10. Smoking Policy

Smoking is not permitted inside the Clubhouse. The designated smoking area is the tennis patio at the east side of the Clubhouse. Smokers are responsible for ensuring their smoking material is completely extinguished.

11. Liquor Policy

Members are expected at all times to comport themselves with due regard to the common good of the Club and to the rights and feelings of other Members, their families and guests, and Club personnel. Needless to say, this applies as much to the consumption of alcohol as to all other patterns of conduct.

Each Member is responsible for their own, their family's or their guests' conduct regarding the consumption of alcohol. In particular, the Club does not assume responsibility with respect to the consumption of alcoholic beverages on the Club premises and the operation of watercraft following such consumption.

Club employees who serve alcoholic beverages have been instructed to refuse service to any person who in their opinion has consumed alcohol to a point of creating a potential inconvenience or danger to other Members and guests. The unrestricted judgment of the Club's staff must govern, and any refusal of service of alcoholic beverages must be respected and complied with without adverse comment or any other breach of the normal decorum expected of the Club's Membership. Any Member who feels that s/he or a guest has been offended by a refusal of service of alcohol by an employee of the Club is invited to place that grievance before the Executive Committee, in writing.

Members or sponsored Members who have rented the Clubhouse for a private function or Special Event shall have the option of a full service bar provided by RLWYC, or may have corkage bar service. Special Event Hosts who wish to have corkage bar service are responsible for delivery of all alcoholic beverages, mix and juices to the Clubhouse.

All alcoholic beverages, without exception, are to be served by bartenders employed by RLWYC.

No alcoholic beverages, except as permitted by law, shall be kept at or consumed on the Club premises by any Member or visitor.

12. Illegal Substances

No illegal substances are permitted on Club property.

13. Gambling

Gambling is not permitted in the Clubhouse except on such occasions as the Executive Committee may approve.

14. Junior Members

A Junior Member is a Member under the age of 19 years.

Junior Members are expected to follow all House Rules. The Executive Committee has given authority to the Club Manager to discipline Junior Members who do not comply with the rules, including immediate suspension from using the Club. Any suspension must be reported to the parents of the Junior Member concerned and to the Executive Committee. The Club Manager or any Member of the

Executive Committee may suspend Junior Members up to a maximum of 72 hours. If the conduct of the Junior Member warrants a suspension of longer than 72 hours, a meeting of the Commodore (or the Commodore's designate), one other Member of the Executive Committee, the Club Manager, the Junior Member, and his or her parent(s) will be held at the earliest opportunity to determine the length of the suspension.

Children under the age of eight (8) are not permitted at the Club unless a parent or supervisor is present, except during times the child is taking part in sailing or tennis camps, the day care program, or a posted Club event for children that is supervised by Club staff.

All backpacks, clothing, and personal items brought into the Clubhouse by Junior Members are to be placed in the locker areas. No personal items shall be left in other areas of the Clubhouse, including the Richardson Sailing Centre.

Junior Members with wet clothes shall enter the Clubhouse through the outside washroom entrances and dry off or change before entering other areas of the Clubhouse. Wet clothes, towels and other personal items may not be left in other areas of the Clubhouse.

Unless otherwise communicated in writing by a parent to the Club Manager, Junior Members may have charging privileges in the Club.

Junior Members, when consuming food and beverages inside the Clubhouse, shall do so in areas designated by the Club Manager.

Junior Members are forbidden from consuming alcoholic beverages on the Club's premises. Any Junior Member who consumes alcohol on the Club's premises will be escorted from Yacht Club Island by a sober adult and may be subject to disciplinary action by the Executive Committee. Any Junior Member who consumes alcohol during a Teen Dance will be immediately expelled from the dance and will be escorted from Yacht Club Island by a sober adult.

15. Guests

Any Member may bring one or more guests on the Club premises, but must remain on the premises at all times with their guest(s), unless the guests are children enrolled in an RLWYC program or event that is supervised by Club staff. The host-Member is responsible for the conduct and actions of their guests, and is to ensure their guests adhere to all applicable House Rules. The host-Member is accountable for any damage, debt, or liability incurred by their guests.

No Member shall bring in as a guest any person who is suspended or who has been expelled from the Club, or is a Member or a former Member not in good standing.

Club facilities shall also be available to non-members for specific occasions, provided the non-member is sponsored by a RLWYC Member in good standing. The host-Member shall be responsible for any indebtedness incurred by the non-member.

Press or media personnel, while acting in their professional capacity, may not attend Club functions or events unless by express invitation and/or permission of the Executive Committee. RLWYC Members are prohibited from inviting to Club functions or events press or media personnel who are acting in their professional capacity, unless approval is obtained in advance from the Executive Committee.

Guests are expected to conduct themselves at all times with due regard for the rights and convenience of Members and other guests. Guest privileges may be suspended or terminated at the discretion of the Club Manager or a member of the Executive Committee.

Guests use the facilities at their own risk (see #1, General Regulations).

16. Private Functions

Private functions may be held in the Clubhouse upon application to and approval by the Executive Committee. A charge will be made for use of the facilities. All private functions must be sponsored by a Member. The Member sponsoring the function will be responsible for the conduct of the persons in attendance at the function and assumes joint responsibility for payment of any fees and costs arising from the function.

17. Raffles And Lotteries

Unauthorized raffles and lotteries are forbidden.

18. Membership Information

No information or particulars regarding Members shall be given out for any purpose unless authorized by the Executive Committee.

No list of Members' names or addresses, except the Club roster, shall be given out for any purpose unless authorized by the Executive Committee. The roster and the roster information is for Member use only and is not to be distributed to non-members.

All Club business shall be done on authority of the Commodore, the Executive Committee, the Club Manager, or any person authorized by the Executive Committee to represent the Club. No Member shall purport to represent the Club on any business matter, and may not issue statements to the press on Club matters, unless so authorized.

Pamphlets, advertisements, or notices shall not be put on the Club bulletin board, laid on tables, or put anywhere else in the Club without the prior approval of the Club Manager.

No articles or services, except those sold by the Club, shall be advertised or offered for sale on Club property except as authorized by the Club Manager or the Executive Committee.

19. Members' Accounts

Each Member shall be responsible for all accounts incurred in the use of the Club by family Members or guests, including program fees, food and beverage service, attendance at Special Events, and purchase of promotional items. Interest at the rate of 2% per month is charged on all overdue accounts.

The Club will not cash any personal or other cheques.

The Membership Chair shall post on the Club notice board the name of Members who have not maintained their Member accounts in good standing.

Any Member who has not paid his or her annual membership dues and/or entrance fees and/or account charges by December 31st in any year will cease to be a member, and his or her name will be struck from the membership roll.

Members will be charged the full fee for all programs they register for, unless 72 hours' cancellation notice is received prior to the first day of class. Members will receive full reimbursement of the registration fee if the program is cancelled by the Chair of that event or program.

20. Complaints

A Member shall not directly find fault with nor reprimand any employee or staff member of the Club, but shall report any and all complaints to the Club Manager or a member of the Executive Committee who shall record the complaint in writing, and present it to the Executive Committee at their next meeting.

Notwithstanding the above, Members and their guests who are unhappy with any aspect of the service in the Club are asked to bring this to the attention of the Executive Director immediately, in order that the situation may be rectified and an alternative provided as quickly as possible.

Complaints about food or service in the canteen should be made immediately to the Club Manager or Executive Director.

21. Discipline

The Club Manager or any member of the Executive Committee may govern conduct in the Clubhouse if the occasion arises, and, in case of dispute, shall refer the matter to the Executive Committee for a ruling.

Any Member of the Club who has evidence that another Member of the Club has acted in a manner subject to disciplinary action has the right to file with the Executive Committee a written allegation against that Member setting out:

- a) the time, place, type, and nature of the conduct subject to disciplinary action;
- b) all the evidence in respect thereof; and
- c) why such conduct is detrimental to the Club.

The Member against whom an allegation is filed shall be notified in writing by a member of the Executive Committee of the details of the allegation.

Executive Committee members who are privy to this written allegation shall keep the details of it in strictest confidence and shall discuss the issue only amongst themselves following the Disciplinary Hearing in order to arrive at a decision in respect of the allegation.

A. Disciplinary Hearing

Upon receiving a written disciplinary allegation, the Executive Committee, or a quorum thereof, shall meet at its earliest convenience to hold a Disciplinary Hearing. All parties involved in the allegation,

including the Member against whom allegations have been made and the Member making the allegation, shall be in attendance, and the Member against whom allegations have been made shall have the opportunity to answer the allegation and submit any evidence in defense of his or her actions.

Upon hearing all the evidence and considering the submissions given, the Executive Committee will make its decision and recommendations regarding what action should be taken.

If a Member is to be disciplined, written notice of that decision by the Executive Committee and a brief summary of its reasons for such decision shall be given to the Member within five (5) days of the decision being made.

The decision of the Executive Committee shall be final and binding on all persons concerned.

B. Disciplinary Action

Upon the Executive Committee deciding that a Member has committed actions which are subject to disciplinary action, then the Executive Committee has the authority to:

- a) expel the Member from the Club, or
- b) suspend the Member from any privileges of the Club for such period of time as the Executive Committee deems appropriate, or
- c) reprimand the Member in an appropriate manner.

Any expelled, suspended, or reprimanded Member shall not be relieved of their liability to pay any debts s/he has accrued to the Club.

C. Suspension

When a Member is suspended for an infraction of the House Rules by the Executive Committee, or a Junior Member is suspended by the Club Manager or a member of the Executive Committee, it shall be understood that suspension shall mean exclusion of that Member from the premises of the Club for the duration of the suspension, and exclusion from participation in any activity organized by or sponsored by RLWYC, whether that activity occurs outside the Club or within the Club confines.

Program Chairs and/or coaches and instructors who allow suspended Members to participate in Club-sponsored activities will themselves be considered in violation of House Rules.

Amended March 1, 2007.

Approved by the RLWYC Executive Committee on March 12, 2007.