

St. Augustine Yacht Club

House Rules

Rev 06/09/2011

Introduction

This is your Club. The following House Rules have been established for all members, their families, and guests, to provide the best possible service and to obtain the greatest enjoyment, while preserving the perpetuity of the St. Augustine Yacht Club.

Hours of Operation

The hours and its office vary seasonally and will be published in the Telltale and on the monthly calendar.

The Club and its offices opening hours as of February 2011 are

Tuesday	Closed
Wednesday	10am to 8pm
Thursday	10am to 3pm
Friday	10am to 9pm
Saturday	12 to 3pm
Sunday	12 to 5pm

Closed Sunday and Monday unless there is a special event

You may leave a message or reservation on the phone answering machine (904-824-9725) at any time.

Dress

Appropriate dress will be worn in the Clubhouse, Dining Room, and Lounge. Shirts and shoes are required. No bathing suits are allowed in the Clubhouse.

Gentlemen are expected to remove their hats while in the Clubhouse.

Formal dress uniform, when appropriate shall be:

- Navy blue blazer with Club tie, white shorts, knee socks, white belt.
- In summer or warm weather: white blazer and tie
- Female officers and members shall dress comparably

Winter Uniform:

The same as summer expect that gray slacks, black shoes, socks and belt

Guests

All guests must be accompanied by a member at all times and each member shall be considered responsible for the conduct and debt that his/her guests may incur.

Payment for guest food and beverages will be accepted only from the member.

Members are required to have their guests sign the Guest Register.

Visitors

Visiting yachtsman who are members of recognized FCYC, ARYC, IRYC yacht clubs with reciprocal agreements, and with valid credentials, may use the Club if issued a visitor card by the Commodore or the Commodores' staff.

If visiting without a boat, the privilege will be limited to a total of 14 days per year.

All visiting yachtsmen who are granted Club privileges must observe all Club rules and regulations.

Minors

Parents and responsible for the conduct and safety of their children and guests at all times.

Children of members may not invite guests.

Persons under 21 are not permitted at the bar at any time.

Children who are 10 years and younger must be accompanied by a parent unless taking part in a Club sponsored activity.

Food and Beverages

All food and beverages consumed in the Clubhouse and on the Club grounds must be purchased from the Club.

All alcohol beverages sold by the Club must be consumed on the premises.

The Club may not sell liquor by the bottle.

The "Minimum", if required shall consist of charges for meals, beverages and event fees, and items for sales in the Ship's Store. Only charges occurring at the SAYC Clubhouse qualify. Gratuity and taxes and not applicable to the "Minimums".

For convenience, an 18% gratuity is added to all regular meal and beverage checks. Tipping of cash to Club staff is not permitted. A year-end bonus is given when appropriate at the discretion of the Board of Governors.

Reservations for special events are necessary. Deadlines or cutoff dates may vary. Reservations are made in the Sign-Up Book, by telephone, or answering machine, or email. Cancellations must be made prior to the deadline or account charges will apply, whether attended or not.

Private Parties

The Club wishes to encourage the use of its facility for private parties by Club Members. Members must see the Club Manager for arrangements and availability.

Member's guests will follow Club rules and regulations.

The host member is responsible for all charges and will be invoiced directly.

All guests at private functions must be invited by the personal invitation of the host member.

Public notices, newspaper advertisements, radio and TV announcements, or other commercial venue will not be allowed.

House Rules

Any or all of the House Rules may be changed or rescinded by the Executive Committee or House Committee at any time, subject to the approval of the Board of Governors.

The Executive Committee and the House Committee may issue policy statements, interpretations, and applications of the House Rules for the guidance of the Club Membership and staff.

The House Rules will be permanently posted on the bulletin board.

General

Only spouses and minor children of members shall have all the privileges of the Club.

Pets are not allowed on the Club grounds or in the Clubhouse. This ban applies to all animals.

Smoking is allowed in the designated area of the deck. Smoking is not allowed in the Clubhouse.

Club members and their guests are expected to conduct themselves in a becoming manner. Foul language, loud or abusive language is considered to be in bad taste. A member or guest may be denied service at the discretion of the Bar Attendant, Manager, an Executive Committee Member, a Flag Officer, or Board Member. A member or guest may be required to vacate the premises at the discretion of the General Manager, an Executive Member, a Flag Officer, or a Board Member.

The Club is not responsible for losses or damage to personal property left by members or guests in or about the Club premises.

The Club sailing boats are available to qualified members and their children when prearranged with the Rear Commodore if Sail.

Posting of items on the Club bulletin board required the permission of an Executive Committee Member or a Flag Officer.

Members' email addresses in the Club roster are private and use of email for Club business is limited to General Manager, Commodore, or other officer or committee chair with permission of the General Manager or Commodore. To prevent members' email addresses from being inadvertently forwarded or shared, use of the BCC line should be observed.

The Club publishes the Membership Directory for the convenience and interest of its members. Any commercial or inappropriate use of this Membership Directory is strictly prohibited.

The Club Burgee has a rich history and represents the St. Augustine Yacht Club (a private club) and its members. Any use or reproduction of the Club burgee must have the approval of the Executive Committee.

The Clubhouse is a “commerce free” area to be enjoyed by all its members. It is strictly prohibited to solicit, advertise, display, or distribute promotional material, including business cards, for commercial purposes in the Clubhouse or at any Club function.

Similarly, campaigning, political promotions, campaign material and campaign signs are not permitted in the Clubhouse or on the Club grounds unless when part of a private function.

St Augustine Yacht Club

Code of Conduct

1. Purpose
 - a. The purpose of the SAUC Code of Conduct is to encourage harmonious Club operation of all events held at or sponsored by the St. Augustine Yacht Club. The goal is a pleasant, friendly environment that is ethical and fun for members, guests, club officers, and staff.
2. General Behavior
 - a. Members and staff, while on Club property or anywhere representing the Club, shall behave professionally as ladies and gentlemen. All should treat other members and staff in a manner in which they would like to be treated.
3. Language
 - a. Members, their guests, and club staff are expected to deal with each other in a pleasant and civil manner. Loud, boisterous and/or crude language should be avoided. Personal ethics, personal attacks, and vulgar language are not acceptable.
4. Physical Behavior
 - a. Physical attacks on any other person will not be tolerated. Any unwanted touching, pushing, or striking of another person is forbidden.
5. Use of Club Facilities
 - a. Any member using SAYC facilities or equipment must do so with the knowledge of and under the direction of club staff and officers, as appropriate. Good communication is essential for effective and safe operation.
6. Legal
 - a. All members and staff are required, while present at any club-sponsored event, to be in compliance with all local, state, and federal laws applicable to the activity.
7. Relationships

- a. Members and club staff are to respect relationships among members and have no clandestine relationships or associations with any club member, their family, or staff that might be deemed objectionable if it became known to all.
 - b. Members and staff must take care when dealing with anyone outside the club, not to compromise or damage the reputation of the club, its officers, or staff.
8. Problem Resolution
 - a. It is inevitable that disagreements will arise. Any member who has concerns about any aspect of club operations is encouraged to seek out those responsible and make their concern known. All officers and staff are expected to support these efforts constructively to improve the club operation. Members should not use these issues to embarrass or belittle club officers or staff to the membership in general or to the public at large. Public attacks on the club or its officers by members are not acceptable. What is sought is constructive conflict resolution where everyone can be treated fairly and decently.
9. Enforcement
 - a. Every member is encouraged to be civil and supportive of others. When a conduct problem arises, it is expected that any member would constructively inform the person of concern of their obligation to civil behavior. The goal is a friendly and supportive atmosphere and each should support that goal without any further formal procedure.
 - b. When member's attempts to resolve a conduct issue have not met with satisfactory success, any member of staff may petition the Membership Committee, Board of Governors, in writing to help resolve the problem. The Board of Governors shall refer to Section V, paragraph D, of the Bi-Laws. Any disciplinary action recommended by the membership committee must be approved by the Board of Governors to be in force.