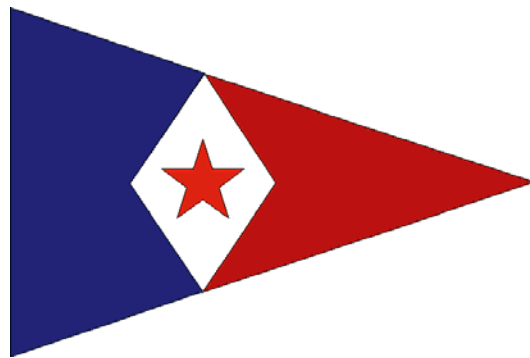


Coyote Point Yacht Club

House Rules



Updated 03 March 2009

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Bylaws & House Rules
As approved by the Board of Directors
03 Mar 2009

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The Clubhouse exists for the use of the Club Members. These Bylaws & House Rules are set forth to ensure all parties understand the processes required to ensure the operation, maintenance and security of the facility so it will be available for present and future Members.

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Nomenclature

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Coyote Point Yacht Club, Incorporated shall be referred to in the remainder of this document as the Club.

The Club's principal areas will be officially named as follows:

Commodores Lounge: The cocktail lounge on the second deck

Commodores Bar: The large bar on the second deck

Main Dining Room: The large dining area on the second deck

Upper Galley: The galley on the second deck

Regatta Room, Galley & Bar: The large Club room on first deck

East Yard: The fenced area outside the Regatta Room

Access and Security

Security of the Clubhouse is the responsibility of the Vice Commodore and the House Chair with the assistance of the Club Manager and must be a priority for all members. A security key card access system for the main entrances will be maintained and updated as needed. Distribution of traditional door keys for entrances and storage rooms will be strictly monitored. The traditionally keyed locks will be changed as deemed necessary by the Board.

Card key access is for the exclusive use of Club Members. A Club Member shall not give a key to any non-member. Registered guests at the guest dock will be issued guest keys by the Port Captain or designee. The doors or gates may not be propped open unless a Member or the Club Manager is present.

The Board of Directors may close the building for a specific reason or activity with notice to the membership.

1 **Normal Hours of Operation**

2
3 The Clubhouse shall usually be closed Monday through Thursday but is available for private
4 functions. The Clubhouse shall be open during the hours listed below, unless otherwise specified
5 by the Board of Directors and posted in the Clubhouse.

6
7 **Bar Service**

	Summer	Winter
11 Fridays	1130 – 2300	1130 – 2300
12 Saturdays	1130 – 2300	1400 – 2300
13 Sundays	1400 – 2000	1400 – 1800
14 Holidays	AS POSTED	

15
16 **Food Service**

17
18 Food will be served at CPYC per the schedule posted in the clubhouse and on www.cpyc.com
19 and as noted in the Coyote’s Bay.

20
21 In the event that a meal is prepared by club members, all revenues for the event must be collected
22 and submitted to the CPYC Office and all expenses for food, supplies and equipment, etc must be
23 submitted for reimbursement to the CPYC Office per established procedures. All funds collected
24 from a volunteer prepared meal will be used first to reimburse the volunteers for their expenses
25 related to preparing the meal and second for the sole benefit of the yacht club or the benefit of a
26 department of the yacht club (e.g. Social if the event was a social event) or for a charitable
27 contribution that was approved by the board in advance.

28
29 **Officer of The Day**

30
31 An Officer of the Day (OD) is the direct representative of the Commodore and the Board of
32 Directors, and as such will be on duty during Club hours and during special functions when the
33 Club Manager is not present. The OD will be in complete charge of the proper functioning of the
34 Club during his or her Watch, including the gracious greeting of guests and visiting yachtsmen
35 and the excluding of unauthorized persons from the Club premises. The OD is responsible for the
36 closing and securing of the Clubhouse and yard at the end of published hours and completing the
37 Officer of the Day Checklists applicable to the shift worked.

38
39 The OD must complete OD training prior to serving. OD training shall be given a minimum of
40 once a year by the Vice Commodore or designee.

1 **Conduct**

2
3 ***Members***

4
5 All Members of Coyote Point Yacht Club are representatives of the Club, and as such, reflect the
6 reputation of Coyote Point Yacht Club at home and away. Members shall exhibit good manners,
7 consideration and sportsmanlike conduct toward other Members, guests and employees. Members
8 are responsible for the conduct of their families and guests.

9
10 All Members must wear a name badge to receive service in the bar or dining room. Bare feet and
11 swimsuits without cover will not be allowed in the Clubhouse and shirts are required.
12 Appropriate dress for Club parties will be publicized prior to the event.

13
14 ***Employees***

15
16 Employees of Coyote Point Yacht Club are representatives of the Club and, as such, reflect the
17 reputation of Coyote Point Yacht Club. No person may be an employee and a member
18 concurrently. Any inattention or discourtesy by or to a Club employee should be promptly
19 reported to the executive officer, Club Manger or the OD.

20
21 Employees may not consume any alcoholic beverage while on duty.

22
23 ***Guests***

24
25 The term “guest” means a person not a Member of CPYC, who enters the Club under the
26 sponsorship of a Member in good standing, or is a Member of a reciprocating yacht club
27 (“visiting yachtsmen”), or is attending certain special events such as a private party. All guests
28 are required to abide by the rules and regulations of the Club. No Member shall knowingly bring
29 as a guest any person who has been suspended or expelled from the Club.

30
31 With the exception of guests attending a private party, guests are required to sign the guest
32 register and wear a name badge. A name badge is required to obtain service from the Bar or
33 Dining Room.

34
35 ***Violation of Rules***

36
37 All complaints regarding conduct by a Member, guest or employee should be relayed to the OD,
38 a current Board member or the Club Manager as soon after the incident as possible. The OD,
39 current Board members and Club Manager have the authority to remove any Member or guest for
40 violation of these rules. The Board of Directors will take action on violations of rules as presented
41 in the Constitution.

1 **Club Facilities**

2

3 *Interior*

4

5 **Furnishings and Contents**

6

7 The House Committee is in charge of adding, removing or rearranging items displayed in the
8 Clubhouse. No individual will add, remove or modify any item in the Clubhouse. This will apply
9 to books, magazines, papers, pictures, photographs, trophies and similar articles. The property of
10 the Club shall not be removed from the Club with the exception of the lending library.

11

12 Tacks, staples and tape of any kind are not permitted on Club walls and painted surfaces. Easels
13 or notice boards must be used for posting event notices.

14

15 Any Member using the Clubhouse shall be responsible for cleanup of all areas used and properly
16 securing the Clubhouse upon his/her departure, unless excused from doing so by the OD, Club
17 Manger, bartender, catering staff or other responsible party.

18

19 **Galley Use**

20

21 Use of the Upper Galley by Members must be approved in advance by the Vice Commodore,
22 House Chair or Club Manager

23

24 **Lockers**

25

26 Lockers located in the men's restroom are available to Club Members for an annual fee payable
27 in advance. To apply for a locker contact the House Chair.

28

29 *Exterior*

30

31 **Grounds**

32

33 The grounds as detailed in the lease from the County of San Mateo will be managed and
34 maintained by the House Committee

35

36 **Guest Dock**

37

38 The guest dock is available for the use of CPYC Members and visiting yachtsmen from
39 reciprocating clubs. Members or visitors must notify the Port Captain of intent to use the guest
40 dock before arrival. Use of the guest dock may be limited during cruise-ins, youth sailing
41 sessions or other special activities.

42

43

1 CPYC Members and Members of reciprocating Clubs and organizations may dock their boat in
2 accordance with the fee schedule posted in the club house. Extended stays will be handled on a
3 case-by-case basis on approval of the Port Captain with notice to the Commodore. The Port
4 Captain, with notice to the Commodore, may alter the fees to facilitate unusual circumstances.

5
6 Boats with no yacht club affiliation or from non-reciprocating entities will be referred to the
7 Marina for guest berthing. The Port Captain, with notice to the Commodore, may make
8 exceptions in unusual circumstances.

9
10 Any vessel moored at the guest dock may be moved at the discretion of the Port Captain or other
11 authorized Club representative.

12 13 **Boat Storage**

14
15 Boat storage is available to club members at the discretion of the Board. If allowed, it will be
16 governed by a month to month agreement available from the Vice Commodore. The request for
17 storage must be made in writing to the House Chair or Vice Commodore. Boats will be limited to
18 17 feet in length unless an exception is granted by the Board. Multi-hulled boats will incur
19 double storage charges.

20
21 The Member must provide his personal identification, including day and night phone numbers,
22 both to the Club office and affixed to the boat or trailer and must maintain current registration.
23 The area assigned must be regularly maintained by the boat owner. Maintenance of boats or
24 trailers in the yard is prohibited. Storage of flammable materials is strictly forbidden.

25
26 The Club is not responsible for any damage incurred while the boat is in storage nor is it
27 responsible for theft or vandalism. The Club may require the temporary or permanent removal of
28 these boats at any time.

29 30 **Functions**

31
32 Functions are activities sponsored by CPYC or sanctioned by CPYC (Official Functions), or
33 those sponsored by private individuals or organizations (Private Functions). The latter may be
34 exclusive or non-exclusive. Members of Coyote Point Yacht Club shall have access to the Club
35 and cannot be excluded from the Facility.

36 37 *Definitions*

38
39 **Official Function:** any CPYC event such as a dance, social, racing or cruise-in event that is pre-
40 scheduled and recorded on the CPYC Event Calendar.

1 **Private Function:** any hosted gathering of 25 (twenty-five) or more invited guests that uses the
2 Club facilities and requires arrangements for food or bar service, musicians and/or the moving of
3 furniture. Examples of a private function include wedding receptions, birthday parties, bridal or
4 baby showers, company parties, memorial services, business or professional gatherings, fashion
5 shows OR any meeting of a group not directly associated with the Yacht Club or boating. All
6 functions are required to sign the party booking contract which details the arrangements and costs
7 for all aspects of the function.
8

9 **Exclusive Function:** a Private Function requesting exclusive use of a Club area. Members will
10 not be permitted in the exclusive area during the function and if the function occurs during
11 normal bar hours the function will be charged for the staffing of an alternate bar location in a
12 separate area within the Club for Member use.
13

14 ***Procedure***

15
16 Persons requesting use of Club facilities for any Private Function must apply to the Club Manager
17 to establish a date not in conflict with an Official Function.
18

19 Persons requesting an Exclusive Function must book the event according to the above procedure
20 and the event must be posted in the Club Calendar at least two (2) weeks prior to the event, unless
21 booked on shorter notice.
22

23 An OD, sponsoring Member or the Club Manager must be present at all Private Functions.
24

25 For Club Events with a cancellation policy, you are responsible for paying 100% of the event fee
26 if you cancel your reservation less than the required time prior to the event. Events have a
27 cancellation policy of a specific amount of time if the event is publicized as having “x hours
28 cancellation policy in effect.” The event chair may waive the event fee for late cancellations on a
29 case by case basis in exceptional circumstances.”
30

31 ***Restrictions***

32
33 Official Functions receive first scheduling priority, followed by Cruise-ins, then by Member-
34 Sponsored Private Functions and last, Non-Member Private Functions. Private Functions shall
35 not be booked when an Official Function is scheduled unless approved by the Board of Directors.
36

37 Minimum charges are detailed on the party rate sheet. A refundable damage deposit shall be
38 added to party booking contracts.
39

1 The maximum number of guests upstairs may not exceed 120 without prior approval from the
2 Board and at no time may exceed the maximum room occupancy of 150 with allowances for the
3 number of staff on hand.

4
5 **Financial Policies**

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7 ***Fees***

8
9 Current fees are posted on the Club bulletin board in the main hall on the first floor. Fees are set
10 annually by the Board for at least the following items:

- 11
- 12 Boat storage
- 13 Corkage
- 14 Damage Deposit for parties
- 15 Guest Dock key deposit
- 16 Guest Dock usage
- 17 Locker Rental
- 18 Initiation fee
- 19 Security ID replacement card
- 20 Transfer fee
- 21 Quarterly Charge (Club usage fee)
- 22

23 ***Members in Arrears***

24
25 If the Club has not received the Member's payment for monthly charges within sixty (60) days
26 from the billing date, that Member shall be considered in arrears and will lose Club privileges and
27 have their name on the Club bulletin board. A Member more than ninety (90) days in arrears will
28 be notified by Registered letter from the Treasurer that unless indebtedness is cleared prior to 120
29 days the membership will be confiscated. A Member more than one hundred twenty (120) days in
30 arrears on any monthly statement shall lose all rights to Proprietary interest in the Club and will
31 be removed from membership records. The Board of Directors may grant an additional grace
32 period upon a show of good cause.

33
34 A Proprietary Membership terminated under these provisions shall become the property of the
35 Club.

36
37 **Additional Policies**

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39 ***Privacy Policy***

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41 Any information collected by CPYC will only be used to keep the Members informed of the
42 Club's status, future plans, and to advise of upcoming activities or request input from the
43 membership. The Club **WILL NOT** sell, share, loan or rent this information to others for any
44 purpose.
45

1 Members shall not use Club stationery, or use the name or insignia of CPYC without first
2 obtaining written authority to do so from the Board of Directors.

3
4 Neither Members nor employees of the Club shall furnish a copy or copies of the Club Directory
5 to non-Members for any purpose whatsoever without first obtaining written permission from the
6 Board of Directors. The Directory is intended for the personal use of Members and may not be
7 used for personal solicitation.

8
9 Subscriptions, papers or petitions shall not be circulated, advertised or exhibited, nor any article
10 displayed for sale on Club property without the prior permission of the Board of Directors.

11 12 ***CPYC email List Usage Policy***

13
14 Like other club communications, the purpose of the CPYC email list is to keep members
15 informed of the Club's status, future plans, to advise of upcoming activities, request input from
16 the membership, or inform members of pending legislation pertinent to boating or fishing upon
17 which they may wish to act. The CPYC email list is members only—only members of the email
18 list can send and receive messages.

19
20 Because emails are forwarded so easily, you should assume anyone may read any message that
21 you send to the group. Messages may be made public at any time.

22 23 **Guidelines**

24
25 If your email doesn't add value, don't send it.

- 26 • Submit posts as plain text only as list members have all sorts of different computers.
27 Attachments are discouraged.
- 28 • Write a short and meaningful description in the subject line for your message.
- 29 • When you reply to an email, do NOT reply to the whole list. Reply to the person who
30 sent the message originally.
- 31 • No Jokes/Chain Letters/Junk Mail/Off-Topic Discussions/Heart-Tugging News Stories or
32 Editorials, Political or otherwise.
- 33 • Be courteous and civil to other list members.

34 35 **What happens if an individual does not follow the list guidelines?**

36
37 If you persist in sending messages that violate our list guidelines, you will be asked to have a
38 conference with the Board to discuss the guidelines and see if it is possible for you to participate
39 constructively. If it is not, you will be removed permanently from the email list.

1 ***Smoking***

2

3 CPYC maintains a smoke free Clubhouse. Smoking is allowed on the outside decks and the east
4 yard.

5

6 ***Alcohol***

7

8 The Club is operated for the enjoyment of Members, their guests, and visiting yachtsmen and is
9 to be used in compliance with the Alcohol Beverage Control Act and related constitutional
10 provisions of the State of California. Under no circumstances shall any form of alcoholic
11 beverage be served to a minor and minors may not remain at the bar. Only authorized persons are
12 allowed behind the bar.

13

14 Members or guests shall not bring alcoholic beverages into the Club for consumption thereon,
15 with the exception of wine, which is subject to a standard corkage charge as posted in the club
16 house. *Alcoholic beverages cannot be removed from the Clubhouse except for corked partially*
17 *consumed bottles of wine purchased for consumption at the club, pursuant to California ABC*
18 *law.*

19

20 The Club reserves the right to refuse service to anyone.

21

22 ***Pets***

23

24 Animals are permitted in the Clubhouse **only** if contained or on a leash and at no time in the Main
25 Dining Room, Bar or food service areas. Pursuant to Federal Law, Service Animals are exempt
26 from the Pet rules. Owners bear responsibility for their pet as well as any damage the pet may
27 incur.

28

29 ***Complaints***

30

31 Complaints or suggestions about the Club facilities, furnishings, contents or condition must be
32 made to the House Chair or Club Manager in writing.

33

34 **Changes and approval**

35

36 These rules may be changed, in whole or in part, at any time by the House Committee, subject to
37 approval of the Board of Directors.

38

39 Last updated 03 Mar 2009