



MANLY YACHT CLUB

MEMBERS GUIDEBOOK

1. Introduction.....	1
2. Contacting The Club.....	2
3. Sailing, Socialising And Related Activities	2
MYC Board and Sailing Committee	2
Membership Fees	2
Sailing Activities.....	3
Sailability	3
Safety	4
Sailing School	4
Junior Sailing	5
Social Activities	5
After-Race Get-Togethers.....	5
MYC Shop	6
Club Newsletter	6
4. Clubhouse Access, Usage And Security	6
Race day Access	6
Key Access and Security	6
Clubhouse Burglar Alarm.....	7
Use of the Club Hall and Functions.....	7
Disabled Parking.....	8
Diving School	8
Use of the Jetty and Pontoon	8
Club Moorings	9
Boat Storage.....	9
Club Power Boats	9
5. The Club Spirit and Volunteering.....	9

1. INTRODUCTION

This guidebook introduces new members to Manly Yacht Club's policies and procedures.

Manly Yacht Club (MYC) is a non profit volunteer-run sailing club and is one of the leading sailing clubs on the northern reaches of Port Jackson with over 50 years of local history. In its earlier days the famed Manly Junior skiff was designed by Club members for the Club's junior sailors. In the current decade MYC prides itself on being a

community club catering to able bodied and disabled sailors alike - and a club that strives and survives because of the volunteer efforts of its members.

As a new member welcome to the sailing opportunities and the facilities that Manly Yacht Club provides!

2. CONTACTING THE CLUB

New members can contact the Club or its officers in several ways. New members receive, upon joining, a copy of the Club Handbook which contains the phone numbers of each of the Directors of the Club. The Club also has a website: www.myc.org.au, which contains valuable information to members and others.

The Club's postal and phone telephone details are:

Manly Yacht Club
PO Box 22
Manly NSW 1655

Ph: 9977-4949
Fax: 9977-3573

Note: The Club Office does not operate on a full-time basis.

3. SAILING, SOCIALISING AND RELATED ACTIVITIES

MYC Board and Sailing Committee

The MYC Board is headed by the President and is responsible for the day to day operation of the club's management and facilities. The Sailing Committee is headed by the Commodore and is responsible for all sailing, racing, and on water activities. Both the Board of Directors and the Sailing Committee members can be found in the handbook.

Membership Fees

Membership fees are due each April. Fees are set by the Club's Board of Directors taking into account rises in levies payable by the Club as well as the needs of the Club itself. Fees cover membership only. The sailing series run by the Club are the subject of additional fees.

Membership fees cover annual membership levies to Yachting Australia, including insurance cover (within defined limits) for members while participating in Club and YA events. Regular crew are also encouraged to support the Club by joining as Associate Members. This will allow them to access YA membership, benefits and insurance, and will support the sport of sailing. Crew who race more than three times with the club should be members of the MYC, the YA, or an associate member club so that they are covered by the YA insurance.

Sailing Activities

MYC organizes a number of yacht and centreboard racing series throughout the racing year. Our sailing season commences in September each year. The centreboard division conduct a Spring and Autumn pointscore, and a club championship. The yachts run a club championship and a summer series, both of which start in September and run through to April. The Twilight series is conducted on Friday evenings during daylight saving . Other series include a mini regatta, the Women's challenge and a winter series. There is also an Offshore Race Series comprising 5 races over the sailing season. Many of the race series are sponsored by local or yachting businesses enabling the Club to offer valuable prizes to its members.

Skippers can choose to enter all series and sail every weekend or just a handful to suit their availability. Full details of the series' dates are available in the Club Handbook (which you receive as a joining member) and under 'Racing' on the Club's website: www.myc.org.au.

The Club owns a couple of centreboards that can be used by members before they purchase their own boat. More information on the use of these boats can be obtained from the centreboard coordinator who is listed in the sailing handbook.

Members are encouraged to purchase from our sponsors' businesses when you have the opportunity to do so, and don't forget to mention you are a member of the Club when doing so. Our sponsors often offer a discount to Club members.

Sailability

The Club has an active Sailability Division as an integral part of its sailing activities. Sailability commenced its Australian operations in 1991 as a non-profit organization dedicated to increasing sailing opportunities for everyone regardless of age or disability. A number of MYC members are Sailability members and sail either mid-week or on Saturdays during the sailing season. In addition the Division hosts visiting disabled sailors.

The Club has a disabled-friendly access-way to the top deck, a disabled toilet and shower on the lower level and launching and access facilities for dinghies via the pontoon. Volunteers are always welcomed to assist Sailability's endeavours. MYC Sailability owns a tender to give on-water support to skiffs on race days.

More information is available on the Club's website or at www.sailability.com.au.

Safety

Skippers must make their crew and guests aware of all safety issues onboard while racing (or cruising). Skippers are responsible for the safe operation of their vessel.

All yachts entering into any of the Club's race series must have a current YA Equipment Compliance Certificate. This certificate, issued by authorised officers of the Club, attests that the yacht has the minimum required safety equipment items on board at the time of inspection. Yacht owners must ensure that all equipment is subsequently on board and in operating condition for any race entered. The Members Handbook details the equipment required for a compliance certificate for the race series entered. Note that the Offshore Race Series requires a more extensive compliment of safety equipment and a different certificate compared to yachts racing in the Harbour.

Certificates are issued upon inspection, usually on a specified Saturday before the start of the new spring season in September. Skippers unable to make the nominated day can make alternative arrangements at a nominal cost of \$20. Skippers joining the Club at other times during the year can make arrangements with the Safety Officer listed in the Handbook.

Sailing School

Manly Sailing is based at Manly Yacht Club and runs sailing courses for adults and juniors. The school has an office on the lower floor. The staff are also members of the MYC, so don't hesitate to introduce yourself to them to let them know that you are a member. The sailing school uses the jetty as a drop-off and pick-up point for its students at irregular times seven days a week.

All details are on their website: www.mainlysailing.com, or email info@mainlysailing.com.au

Junior Sailing

The Club encourages junior sailing for children from about 9 years old and upwards-though the minimum sailing age depends on size and maturity of the child, and on parental consent. Older children can join the Centreboard racing division. Like all Club activities, junior sailing is volunteer run and requires all parents to become actively involved. Juniors without sailing experience should first complete a sailing course with Manly Sailing School, before joining the junior sailing program.

The Club Handbook lists the contact number for the Junior Sailing Program Coordinator.

Social Activities

The Club organizes social activities during the year. These vary from the Commodore's Picnic and the yearly prize-giving Presentation Night (both in May) where the season's trophies are awarded and the Annual General Meeting with dinner / dance (in June) to casual dinner/dances and other social evenings during the year.

The Presentation Night and the AGM are listed in the Club Handbook in the Club calendar of events. Other events are notified in the Club's monthly Newsletter which is emailed to all members. Also, these events are often announced on a flyer which is emailed as a courtesy to members. You are encouraged to attend social evenings as a means of getting to know other members.

After-Race Get-Togethers

A very important part of each race day is the gathering of skippers and crew on the Clubhouse's Main Deck. Crews gather after their boats have been moored to discuss the day's racing and to have a 'chin-wag'. Usually a BBQ is held, and together with a drink a good time is had by all! These after race get-togethers are held after every Sunday race winter and summer.

Of particular note are the after-race evenings held after each Friday night's Twilight Race over summer. These races are very popular and usually attract over 30 boats each week. A chef prepares an evening meal and drinks are available – these nights are enjoyed by all indeed!

The prize-giving announcement at each race-end is held on the Deck at these get-togethers. If the winning boats' skippers or crew are **not** represented at the time of the prize-giving the prize goes to the next-placed boat. Be there or miss out on your prize!

MYC Shop

The MYC Shop is run by volunteers after each race to serve refreshments to those attending the after race get-togethers. MYC has a limited function liquor licence and as such we need volunteers with an RSA certificate to serve alcohol. Members are encouraged to obtain the RSA certificate, and from time to time the club may arrange a course to be conducted at the club. For some race series, boat crews are asked to run the BBQ on race days. Looking after the BBQ, cleaning the shop counter and tables are associated duties when required. A Board Director is in charge of the shop and coordinates stock control and accounting activities.

Club Newsletter

The Club produces 10 monthly newsletters (an all volunteer effort) publishing information and stories about club races, members and activities. It is emailed to all members each month except January and July, which are the Newsletter Team's months off! The Newsletter can be viewed (in colour) on the Club's website. Members are encouraged to contribute stories of interest to the editor at newsletter@myc.org.au before the 10th of each month

4. CLUBHOUSE ACCESS, USAGE AND SECURITY

Race day Access

The Clubhouse is open each race day (Sundays) or each Friday evening for the Twilight Series. Access to members is freely available at those times.

Key Access and Security

It is an insurance requirement that the Clubhouse is locked at all times other than when a scheduled event is being held. Valuable equipment is kept at the Club and its security must be maintained at all times.

New Club members can obtain a key to access the facilities at the Clubhouse by completing the Key Access Form enclosed with this guidebook and sending that with a \$20 deposit to the Club Secretary. A key will be provided to you within 2 weeks - or it can be collected at the Club by arrangement. The members' key provides access to the Jetty, Oar Store and the bottom door providing access to the toilets and Main Deck upstairs. If you have a key you are free to access the Club at any time. However please note that security is important and it is a condition of issue that you do not lend your key to any other person.

PLEASE remember that if you have a key it is YOUR responsibility to lock the doors you open, or to make sure that other club member/s remaining after you leave know to lock the doors.

Don't prop doors open for others. If they are authorized to be there they will have their own key. Even though others use the Clubhouse you must check that those remaining behind know to lock up if you leave first.

Clubhouse Burglar Alarm

A back-to-base alarm is installed at the Clubhouse. It alarms the main hall, the top entrance foyer, the kitchen and the Club office. Members' keys do not access these areas and normal access cannot therefore trip the alarm. The security company will dispatch a guard (and charge a call out fee) if the alarm is tripped and a follow-up phone call to the Club's telephone is unanswered. If you inadvertently set off the intruder alarm, phone the security service using the telephone number at the alarm key pads.

Use of the Club Hall and Functions

Member's keys do not provide access to the Club's main hall as mentioned. This hall is a major source of Club revenue – regular hiring of this space for functions during the day and in the weekend evenings allows the Club to gain income to support its sailing activities. In addition the hall is used by community groups on several evenings each week and by a co-tenant, the Manly Diggers Swimming Club each Sunday. The Swimming Club has right-of-use of the hall on Sundays from 11:00am until 3:00 pm.

Members can hire the hall for a private function at reduced rates. Members hiring the hall, as with all hirers, will pay a deposit against damage of the facilities, and will also pay for after-event cleaning. Damage to the hall or other facilities may lead to a partial loss, or the non-return of the deposit monies.

Members need to be aware that they may not use the Club's Main Deck or the Hall when a hire function is in progress. Access to the Oar Store and jetty is unrestricted at any time.

Please note that 18th and 21st birthday parties cannot be held at the Club as parties in previous years have led to noise complaints by local residents. An agreement with the landlord, Manly Council, now precludes these events being held on Club premises. For more information check the MYC website or send an email to venuehire@myc.org.au

Disabled Parking

Two disabled parking spots are available outside the Club's main entrance on East Esplanade. An RTA parking label is required to use these spots. Please do not use the parking spots for any other purpose.

Diving School

A commercial diving School, Pro-Dive, has an arrangement with the Club to use our jetty as a drop-off and pick-up point for their students and their equipment. They use the jetty at regular times seven days a week.

They must be allowed access to the jetty-end and to the access road to the Clubhouse door. Parking at the Club end of the access road is thus not permitted.

Use of the Jetty and Pontoon

The Club jetty is a valuable facility for members. MYC members can use the jetty to drop-off and pick-up passengers by boat.

The jetty is not a public wharf and access is restricted to members and approved users.

No jetty user is permitted to leave their boat tied-up and unattended at the jetty-end. The jetty-end is solely for pick-up and drop-off. If your passengers are not on the jetty when you arrive in your boat you should stand-off until they arrive, or you may tie up at the Club's stand-off mooring buoys on the south side of the jetty (see below). At no time are boats allowed to tie up to the northern side of the jetty, as this is prohibited by our lease, and blocks access to our neighbours premises.

Club members with small boats may also use the pontoon to drop-off and pick-up passengers. Caution is required as the depth of water at low tide may be as low as 1.2 metres. The pontoon is also an essential Club facility that allows disabled sailors, through the Sailability organisation, to sail both during the week and on the weekend. As with the jetty-end, vessels must **NOT** be left unattended whilst tied to the pontoon. The pontoon has **NOT** been designed to secure larger boats.

Members need to be aware that the regular wash and surge from the Manly Ferries and Fast ferries can be very damaging, and hence the boats left unattended at the jetty-end or pontoon may damage these facilities. The wash height can be over 750 mm.

Club Moorings

The Club has two mooring arrangements available to members.

There are several permanent and substantial Club moorings available for temporary hire in the Manly Cove area. If you want to hire one of these moorings contact the Director in charge of Moorings – the contact number is in the Club Handbook.

There are also several light-duty standing-off buoys on the south side of the Club jetty between the jetty-end and the pontoon. Club members may tie their boats to these buoys and then to the southern side of the jetty, and may then leave their boats. An overnight stay is permitted in fine weather in consultation with the Club Captain, or the Director in charge of Moorings.

The Club is not responsible for the care and safety of members' boats tied to the jetty. Boats must NOT be secured between the hold off buoys and the pontoon.

Boat Storage

The Club has storage capacity for a limited number of members' dinghies or skiffs on a yearly rental basis. A Boat Storage Application Form available from the office must be filled out and returned with the required funds prior to storage. Storage spaces will be allocated by the Club Captain. Storage is at the owner's risk.

Club Power Boats

The Club owns a small outboard-powered boat called Robbie R. This boat can only be operated by Waterways licensed drivers who have completed a MYC induction course. This vessel is the Club's mark-laying boat on race days and is also used as a coaching boat for junior sailing.

It is not available for casual or recreational use by Club members. The use of Robbie R is strictly for Race Committee authorized purposes.

5. THE CLUB SPIRIT AND VOLUNTEERING

MYC is founded on its volunteering heritage. The Club is based on and continues only because of the spirit of co-operation that exists between its members, especially those who manage its activities and operations.

All Directors of the Board, the Club Secretary, sailing and racing officers and Sailability assistants are volunteers. The Club's annual Handbook details the names, responsibilities and contact numbers of the Directors and other officials in the Club.

The Club is obliged to maintain the Clubhouse and jetty under its lease with Manly Council. It does this by asking for Club members to volunteer their efforts on working bees (usually on Saturday mornings) to provide labour for maintenance activities. The Club relies on your efforts to keep its facilities in proper working condition.

Regular maintenance is always on the agenda. This includes general repairs, maintenance and painting to the Clubhouse. Major jobs are sometimes contracted out – bearing in mind the prudent use of the Club’s funds across its range of essential activities.

Finally, the Club can only function because of the volunteer contributions of its Board members. All members are asked to consider nominating for Board and indeed other official positions, all of which allow the Club to keep operating. Undertaking a Board position is a supreme opportunity to express your interest in the Club’s future and to be able to guide the Club over the period of your membership.

The club is yours – why not be an active and contributing member?

Disclaimer

This Guidebook is for information purposes only and does not supersede any instructions printed in the annual Club Handbook. The information contained in the guidebook is not binding on the Manly Yacht Club or its Board, and the Board reserves the right to change its operations and the content of the Guidebook at any time and without prior notice.