

WWYC NEW MEMBERSHIP ORIENTATION

(November 21, 2016)

Please refer to our Official Bylaws and Standing Rules for detailed information

Welcome to the Walla Walla Yacht Club. We hope you will enjoy your time at the Club and join in the activities. When you join the Club you agree to follow the Bylaws and Standing Rules, which are separate from this orientation.

- ☐ A regular membership may be held by a single person or jointly with a spouse or domestic partner.
- ☐ A dual membership is an option for two regular memberships sharing one moorage. All fees are identical to regular membership, except for the moorage, which will be split between the dual memberships. Refer to the Bylaws for complete details.
- ☐ Membership is limited to your immediate family living at home through age 22.
- ☐ Children under 18 may not be at the Club without the adult members' supervision.

When you join:

Dues and Fees: (Based on a 25' boat)

Application Fee	50.00
Initiation Fee	300.00
Membership – ½ year	400.00
Moorage (first 20')	55.00
Each additional foot over 20' = \$5/foot	
5' x \$5.00	25.00

TOTAL DUE: \$780.00

Pay your balance no later than 10 days from acceptance. If not received, the invitation for membership will be extended to the next person waiting.

Work hours – 25 per year, not prorated, \$20/hour credit. These are **NOT PRORATED**. Each membership can choose to work all or part of the hours, or you may pay for the entire 25 hours.

Proof of \$300,000 liability insurance: When you join, you must provide a copy of your insurance declaration page. When the billings for January 1 are issued, return a copy of the declaration page in effect during January 1-February 28. This is mandatory, according to the bylaws, or your membership may be in jeopardy.

Dual Membership: A dual membership is an option for two regular memberships sharing one moorage. All fees are identical to regular membership, except for the moorage, which will be split between the dual memberships. Refer to the Bylaws for complete details.

Who do I contact? (See the newsletter or web site (www.wallawallayachtclub.com) for a current list of Officers and Board Members)

☐ **The Commodore:** **2016 - Greg Parker**

- ✓ The Commodore is responsible for all business done for WWYC. Any comments regarding the caretaker should be directed to him.

☐ **The Vice Commodore:** **2016 - Greg Jacobson**

- ✓ Moorage – The Vice Commodore assigns moorage. If you wish to change moorage, or intend to buy a larger boat, contact him to make arrangements. You will need to be on a waiting list. Arrange for moorage BEFORE you purchase a different boat.

□ **The Treasurer:**

2016 - Ken Kuhlmann

- ✓ Work Hours – When you join you will be assigned to a work crew. If you have questions contact your work crew leader. Phone numbers and emails are on the WWYC Membership List. If you have other questions not answered by the work crew leader, please contact the Commodore
- ✓ Gas and electricity will be billed at the same time as the July 1 and November 30 billings for dues. Final charges billed in November include gas and any miscellaneous money owed.
- ✓ Electricity usage is metered individually
- ✓ The Treasurer sends out all billings, charges for keys – for gas pumps keys and replacement club keys.
- ✓ The Treasurer references the work hour book to determine how many hours you have earned up to October 31; he uses these hours as the basis for the November billings.
- ✓ If you want a gas key, contact the Treasurer. There is a \$50 deposit.

□ **The Secretary**

2016 - Linda Yoes

- ✓ Membership information, applications, and clubhouse keys.
- ✓ Reservations for clubhouse or campground/RV sites
- ✓ Also for any general questions.

Note: The above officers are elected for one year terms. We have 6 board members who serve 2 year terms; each set of 3 are elected on alternating years to provide continuity.

Caretaker:

2016 – Ron Beach

The caretaker is responsible for yard maintenance, clubhouse cleaning after the weekends, and club security. He walks the docks twice daily. He will let you know directly if there is a problem with your boat or boathouse. He lives full time at the club, but he not required to be on duty on Saturday or Sunday. We pay him a salary and his housing and utilities are provided. You can call on the club phone, 509-547-4946

RUGER - the golden lab, belongs to the club and we pay any vet bills and buy his food.

Payment Dates: Note: The Bylaws allow pro-rating of membership dues only.

- **Billings January 1, due NLT February 28:** 1st half yearly moorage and the first half of the membership dues are due and payable in January and must be paid by February 28 or you risk losing your membership. After March 1 you will owe a \$100 reinstatement fee. You must turn in proof of \$300,000 liability at this time, also. Membership is revoked after April 1.
- **Billings for July 1, due NLT August 31:** 2nd half of the membership dues are due and payable in July and must be paid by August 31 or you risk losing your membership. After September 1 you will owe a \$100 reinstatement fee. Membership is revoked after October 1.
- **Payment of Other Billings:** These are due when billed and payment is considered late after 30 days (electricity and gas. Late fee of \$25 applies to the first overdue date (after first 30 days) and - to each subsequent billing, until paid.
- **Billing for November, due NLT November 30:** Members are billed for any unworked hours, gas, electricity and other outstanding expenses. Late fee of \$25 applies.
- **Resignation:** All money owed must be paid within 30 days. If not paid by end of 30 days, you will be turned over for collections. Work hours are not prorated. Also, if you do resign, we ask you to let us know officially with a letter of resignation so we can keep our records correct.

We have 3 major billing periods: (see next page for details)

- 1. Membership Year (calendar)**
- 2. Fiscal year (operating Budget)**
- 3. Work Hour Year**

How the 3 "years" work:		SHADED = required by WWYC bylaws											
	Membership Year (Calendar Year)	There is a WWYC Calendar in your Membership Notebook											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Board Meeting Dates Also -											
		Social Events A list of committees											
		Work Parties / Other Events The officers and board are elected on a calendar year basis.											
		Sailing Race Schedule											
	Fiscal Year (Operating Budget)	<u>1st billing period</u>						<u>2nd billing period</u>					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
				1						1-30			
				31						Final Billing			
		This allows the current board to prepare a 12-month budget from April 1 through March 31.											
During the fiscal year the membership is billed for dues, and moorage. At the 2nd billing period, there are billings for gas, electricity and workhours. This is the "income" part of our budget process.													
1st Billing Period: Annual dues and moorage fees.* 2nd Billing Period: Annual dues and moorage fees.**													
* If not paid by February 28, a \$100 reinstatement fee may. Membership may be terminated by April 1.													
** If not paid by August 31, a \$100 reinstatement fee may. Membership may be terminated by September 1.													
November billing: This is the end of the year "billing", which includes billings for work hours not earned, and any other charges applicable to the member's account. It is payable 30 days from the date of billing.													
All billings are due when billed. A \$25 late fee applies if not paid within 30 days. For each additional 30 days overdue, an additional \$25 will be added. (This does not apply to Annual dues & Moorage fees)													
	Work Hour Year										End	Begin	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	<<Oct	Nov>>	Dec
											1		
											31		
		These dates (Nov 1- Dec 31) are selected so that workhours can be earned and credited from November of the previous year and through Ocotober of the current year.											

SPECIFIC INFORMATION

Modifications to Boathouses or Docks:

☐ Any modifications require the approval of the board. (See the Standing Rules – for details, which must be followed.) Contact the Commodore or Vice Commodore for further information. If you plan to use hired labor, there is a list of specific requirements in the Standing Rules.

Tool Shed and Tools:

- ☐ Members are allowed the use of tools and equipment. If used, they must be returned to where they were stored cleaned up.
- ☐ We have a pressure washer for your use. There is also a welder. In the clubhouse there are “tool buckets” stored in the blue shed on the south side of the clubhouse..
- ☐ We have a “gator” for yard work. You are expected to use any club-owned equipment in a safe and responsible manner. It is to be used for only work-related projects.
- ☐ You will be responsible for the repair or replacement of any equipment that is damaged, lost, or destroyed if it is found that they were used in an improper, unsafe or negligent manner

Social Events: (see the WWYC social calendar in your notebook.)

- ☐ There are four General Membership Meetings per Year (March, June, September, and November).
- ☐ Hot Ruddered Bum Day, Halloween Party, and Christmas Party are annual events; others may be added, including cruises. See the club calendar.

Security Cameras:

- ☐ There are 4 security cameras at the club. More will be added in the future.
- ☐ Check your notebook or the web page for instructions for use.

Committees:

- ☐ Work Crew Leaders - Generally the board members - they will be in charge of different areas of responsibility for club maintenance & projects, as previously noted. New members are routinely assigned to Special Projects Crew. You may be called to work on other crews, or volunteer for other work requests. There is a page in your notebook listing the various crews and crew leaders. If you need to contact them, please use the membership phone list, also in your notebook.
- ☐ Social Committee Chairman – Coordinates social functions and helps to enlist other Club members to help with activities. RSVP for Events – The social chairman will email members to see if they will be at events – knowing the number of members and guests attending help the cooks plan the quantities.
- ☐ First Mates' Club – Fund raising for clubhouse improvements/needs outside of the regular club budget.. All funds from membership meeting dinners go into these savings.
- ☐ Newsletter – published every other month, generally on the 1st.
- ☐ Clubhouse Supplies – An assigned member purchases disposable supplies used in clubhouse. They are supposed to be used as “condiments” not “ingredients”. If you are doing a special recipe, bring your own ingredients. Ziplock, paper plates, napkins, and other similar supplies are for you to use, also. Plastic tablecloths and plastic silverware are reserved for club meetings. Coffee is also supplied.

Work Hours:

- ☐ A maximum of 25 hours can be earned in each year. There are no carry-overs and they cannot be prorated.
- ☐ It is the **member's responsibility** to fulfill this requirement by attending scheduled work parties or contacting your crew leader to make other arrangements. There is a page in the membership notebook.
- ☐ Work hour notebook: A crew leader must approve your work project before you start. After you complete your work hours, there is a page for you in this notebook. Note the day, time and # of hours. Your crew leader will then sign off for you – this must be done before the Treasurer can credit you for hours worked. Do not start any projects without approval, as work hours are delegated.
- ☐ Another club member cannot donate hours or work for you.
- ☐ The **work hour year** is from November 1st through October 31st of each calendar year, as previously noted. Work hours must be assigned no later than **October 15** and completed no later than **October 31**. Those hours that are not worked are billed November 1 and are due by November 30 or the late fee is applied. Should you resign from the Club, payment for hours not worked will be billed to you.

Keys & Gates:

- ☐ The two keys you receive will open the north and south doors of the clubhouse and the shower room door. They will also open the main gate padlock, and the padlock on the two ramps.
- ☐ The outside bathroom door is latched only from within, not with a key
- ☐ The shower room door opens with the common key.
- ☐ All bathroom doors are padlocked after the clubhouse is winterized.
- ☐ Replacement clubhouse keys are \$20 each. Contact the Secretary for the keys.
- ☐ A gas key can be obtained for \$50 deposit by contacting the Treasurer.

Gas Purchase and Electrical Use:

- ☐ Gas is available at 10% above our cost at the latest refilling of the gas tank. We buy high test gas without ethyl.
- ☐ The caretaker will pump the gas if you choose not to get a key. He is not available on weekends.
- ☐ If the caretaker isn't available, you may find another member with a key and pay him directly.

Guests:

- ☐ Your friends and family members are both considered as "guests" and are welcome – but **you must accompany them.** **They are not to be here without you!** If they arrive before you, they should notify the caretaker or another member present. Tell them to wait in the parking lot if they get to the club first. They should also sign in the guest book in the clubhouse.

Reservations: See the Standing Rules for information about reserving the clubhouse main room, the park for large events, and reservation for RV sites (weddings, retirements, etc.) Standing Rules give specific details (D. Reservation Rules. Contact the secretary to make reservations.

Moorage:

- ☐ Current members can request moorage changes by contacting the Secretary or Vice Commodore. In case of a dual membership, a current regular membership has a waiting period of 12 months from your joining date before you can apply for dual membership. See the bylaws.
- ☐ Current members have priority over new applications for changes in slip assignments.
- ☐ Former members returning to the club will have priority on the waiting list over new applications.
- ☐ The Board reserves the right to make moorage changes.
- ☐ Open Slips: If you plan on purchasing a larger boat, contact the Vice Commodore **before** bringing the boat to the Club to be certain space is available.
- ☐ Boat Houses: **(REVIEW the standing rules as they are very specific for requirements)**

Parking – Car, Boat Trailers, & RVs:

- ☐ Parking by the clubhouse is for loading and unloading only, or for handicap use.
- ☐ Cars should be parked in the upper lot, east side near tree line.
- ☐ When driving in the upper lot - be aware of sprinkler heads in the grassy areas.
- ☐ RV's can be used at the club but **may not be left unattended overnight.** **Saving spaces is not allowed for regular weekend use (special events only).**
- ☐ Dry storage on the upper lot - for boat trailers - is available as space is available.
- ☐ Boat trailers are parked in a line on the east side. Jet skis will be parked on the gravel, south side.
- ☐ Boat trailers must be identified with the owner's name. (see Standing Rules G.2.c) You can buy individual letters at many stores and just apply them to your trailer. The Vice Commodore will work with you on this. Please ID your trailer before you first bring it to the club.
- ☐ Contact the Caretaker regarding where to park if you have any questions.

RV Camp Area:

- ☐ There are 12 camp sites with full hook-ups. For special events up to 5 sites may be reserved.
- ☐ You cannot take your RV down early to save spaces. First come, first serve.
- ☐ Tent camping is allowed on the lawn area.
- ☐ Please use the shower at the clubhouse rather than putting it through the system. The club pays to have the holding tanks pumped out. This will reduce costs.

Internet Usage:

- ☐ WWYC members who access the internet through the club's hot spot accept full responsibility for their personal, family, and guest use.
- ☐ There is no password for the internet.

Pets:

- ☐ Pets must be under the physical control of the owner at all times. Physical control is defined as on a leash, in the arms of the owner, in the owner's boat or boat house, or at heel. Pets are not to be allowed to roam freely on the grounds or the docks.
- ☐ Owners of pets are responsible for the actions of their pets, including cleaning up after them. Pet waste shall be disposed of in the main dumpster.
- ☐ Pets are not allowed in the clubhouse.

WWYC Web Page: www.wallawallayachtclub.com

- ☐ Passwords for the membership portion of the web page and access are intended for the (exclusive) use of the membership. (member/buster)
- ☐ Under the member's only area, you will find membership lists and other information that is specific to club use.
- ☐ Newsletters, financial statements, and meeting minutes are also posted on the web site. You will also find bylaws and standing rules, the calendar, work crew list, and a variety of other information for you.
- ☐ Reciprocal privileges with other clubs are accessed by a link on the main page
- ☐ Security cameras: you will find log on procedures here.

Docks:

- ☐ Please keep the walkway clear at all times.
- ☐ We provide BBQs on the dock by the clubhouse.
- ☐ Use of private BBQs by your boat or boathouse is not allowed due to fire danger.
- ☐ Dock boxes are allowed but should not be in the way of passage and be of reasonable size.
- ☐ There are dock carts for use, stored on land by the "Dock Corral". These are for temporary use and should be returned as soon as you are finished using them. If they get dirty, please wash them out.
- ☐ Boats must be tied securely including the use of spring lines. Polypropylene lines rot quickly and may not be used.
- ☐ All paints and varnishes must be in a secure can and stored either in your dock box, boat or boathouse = out of sight.

Pumpout Dock: This dock is for use by boats – and boathouse owners who have portable toilets. There is an adapter at the pump out dock for you to use. **DO NOT, in any case, use the bathrooms at the clubhouse!!** Also, when you are at the pump out dock, limit your time to ½ hour or less. The dock is **not to be used** as a temporary tie up for access the campground or RV's.

Clubhouse:

- ☐ The clubhouse is for all to use so we ask that all members be courteous, share the space, and clean up after yourselves.
 - ✓ Members may not stay overnight in the clubhouse as it is a group area.
 - ✓ Be considerate of others – both in space – and noise! This includes sharing cooking space in the kitchen and the main club areas.
- ☐ **In the Main Club Room:**
 - ✓ Ice Machine: Water is available behind the ice machine with a spigot. Plastic bags should be there for you to use to carry ice to your boat. Be sure you leave some ice in there for others, if you are filling coolers or for your boat. Use the scoop inside the machine to get ice. Be sure to replace it INSIDE the machine.
 - Bunn Coffee maker: Instructions on the top – very specific. You can get cold water from the kitchen or the ice maker. The coffee pot should be full of water when you start. It takes about 20 minutes to heat up. This is a "push pot" – so water you add pushes out the hot water then heats the cold water. Coffee is beside the Bunn coffee maker. Use one full scoop. Coffee cups and filters are in the cabinet below. There is a small trash can on the right side for disposal.
 - Tables in clubhouse main room may be re-arranged but please straighten before you go.
 - ✓ TV area: Please feel free to use – and be sure the remotes are left in plain sight. There are both VHS and DVD movies. It's o.k. to take one to your boat, if you return it the next morning.
 - ✓ There are lots of games in the clubhouse, in the 2-door brown cabinet. Please put them away when done.
 - ✓ Bulletin Boards: The bulletin board near the round table is for posted club information (dock plans, calendar, work crews, etc.). The bulletin board on the south side is for member's use.

□ **In the Kitchen:**

- ✓ Be sure to dry your dishes ASAP and put them back into the cupboards or shelves.
- ✓ Water in the kitchen sink is filtered – for the cold water faucet only.
- ✓ Refrigerators are shared. Mark your items with your name. Be sure to take your items before you go home. There are 2 refrigerators outside - for storing beer, etc. Don't store drinks inside, please.
- ✓ First aid supplies are on the top, right shelf under the counter, next to the double door. Ibuprofen, aspirin, Benadryl, tums, etc. is above the sink in a box, lower shelf, left side. (child proof)
- ✓ Garbage cans are provided for use while in the kitchen. Carry all other garbage from your boat or boathouse to the dumpster on the hill.
- ✓ Dirty dish towels - place them in the basket in the small closet. The caretaker will wash these weekly.
- ✓ Supplies: These are to be used as condiments – NOT ingredients (if you bake, bring your own supplies)
 - The paper supplies in the brown cupboard are for membership meetings only. Plastic silverware is also reserved for meetings.
 - Napkins, paper plates, and other supplies under the counter are for member's use.
 - Supplies which the club buys: The club buys basic items --- spices, ketchup, mustard, soft butter, some salad dressings, etc. If you see we are running out of something, mark it on the list on the refrigerator. (The buyer's name and phone number to call will be in the kitchen on the refrigerators.) The bulletin board by the phone has the membership list + other emergency phone numbers.
 - Items that are in the kitchen (pans, utensils, etc.) are to remain in the kitchen.

□ **Phone, Intercom, and VHF Use:**

- ✓ Calls to the Tri Cities are within our calling area and are at no charge. There is a charge to call Walla Walla.
- ✓ Do NOT call "info" – there is a charge to club for this.
- ✓ Use the intercom to contact the caretaker if the call is for him. He will call to the clubhouse if the phone call is for a club member. Intercom Lock – be sure this is not selected it leaves the lines open.
- ✓ There is a VHF radio in the kitchen that is for safety use. Please keep it on Channel 16. Many boats in the Club also monitor Channel 68. If you need to call into the club, call for "Caretaker" rather than WWYC.
- ✓ Cell phone coverage may be difficult. Walk to the end of a finger if you want to try for better reception.

□ **Outside of the clubhouse:**

- ✓ Refrigerators inside the clubhouse are not for pop/beer storage. There are 2 outside refrigerator for beverage storage.
- ✓ If you take the outside chairs off the front deck, return them to the front deck when you are done.
- ✓ BBQ – for all to use.
 - ✓ Clean after each use. AND - turn off the propane at the tank after each use.
 - ✓ If the tank runs out, a spare filled tank can be found in the area of the BBQ's.
 - ✓ If you are running low, go into the clubhouse and call the designated member who will refill on his next trip to the clubhouse. See the clubhouse calendar for who is responsible for propane refills. It is also posted on a bulletin board. Anticipate future needs!!!
 - ✓ There will be no "emergency trips" for refills.
- ✓ Please crush and save aluminum cans. There is a container by the outside refrigerators for this use. Also a blue garbage can is in the main clubroom.

□ **Shower Room:**

- ✓ Please wipe down the shower doors and use the squeegee after you are done.
- ✓ Please put the shower room rug over shower stall to dry when you are finished.
- ✓ Do not leave your personal belongings in the shower room.
- ✓ The door has an outside lock, but there is also a lock on the inside too.

□ **Water:**

- ✓ Water: the cold water in the kitchen is filtered. There is also a spigot on the ice machine that provides good filtered water.
- ✓ Most people bring water from home to store in boat water tanks.
- ✓ All other water lines, including on the docks, have a high salt content due to a water softener. We have a commercial size water softener in a shed on the upper lot.
- ✓ The water lines on the docks also have the water with the softener in it.