

House & Grounds Rules

Preamble

The following rules, adopted by the Board of Directors on September 19th, 2024, have been formulated to assure maximum enjoyment of the club facilities by the greatest number of club members and supersede all previous House and Grounds Rules. For your convenience the rules are grouped in the following order:

- I. Administration
- II. Safety
- III. Conduct
- IV. Privileges
- V. Responsibilities
- VI. Use of Club for Private Events
- VII. Projects

I. Administration

A. Enforcement and Amendment of Rules by the Board of Directors

1. These rules, duly adopted and authorized by the Board of Directors of the Ventura Yacht Club, may not be set aside except by proper action of the Board of Directors.
2. The General Manager is authorized by the Board of Directors to enforce the House and Grounds Rules. Employees shall report all violations of the rules to the Manager on Duty. The General Manager may report to the Bridge and/or Board any member or guest who persists in violating the rules.
3. Violations of the House & Grounds Rules are a basis for disciplinary action in accordance with Article VII of the Bylaws.

B. Participation

1. The participation in activities by a member or guest on Club property or in events sponsored by the Club such as but not limited to yacht races, offshore cruises, or predicted log races constitutes the participant's agreement to assume all risks associated with such activities with inherent risk, as further defined by law.

C. Administration

1. Each year the Commodore, with the advice and consent of the Board of Directors, appoints a Property Management Committee consisting of at least one member of the Board of Directors and at least two members-at-large. The Commodore shall appoint the chairperson(s).
2. The Property Management Committee shall oversee the General Manager's administration and enforcement of the rules as set forth in these House and Grounds Rules.
3. The Property Management Committee shall supervise the General Manager in the management of all club assets, projects [ref: Section VII Projects], and the use of the club maintenance program. [Presently: LIMBLE].
4. The Committee shall inspect the Club Grounds at least once per quarter and enter any issues into the club maintenance program.
5. The Property Management Committee shall review the House & Grounds Rules and report their findings to the Board no later than 36 months from the date of adoption.

D. Dates

1. These HOUSE AND GROUNDS RULES were originally approved by the Board of Directors of the Ventura Yacht Club on September 13, 1978. Amendment dates include Oct. 19, 1994, Nov. 19, 2014, and Sept. 19, 2024

II. Safety

A. Rip-Rap

1. No member or their guests, including children, shall be allowed to access the rip-rap area of the Club except to make authorized repairs or temporarily retrieve personal effects.

B. Automatic External Defibrillator (AED)

1. The Automated External Defibrillator [AED] is located in an emergency cabinet behind the downstairs bar. A call to 911 is required. Remove the AED from the cabinet and follow the directions inside the AED case.
2. The Club shall arrange training for staff in CPR and the use of the AED.

C. Hazardous Materials Disposal

1. No hazardous material may be disposed of at VYC except for the following:

- a) Members may dispose of motor oil, used oil filters, used oil pads, and used oil containers in the approved hazardous material collection site in the south boat storage yard.
 - b) Items listed above may only be disposed of during office hours.
 - c) To dispose of items, request the key from the office and drain oil from your container into the oil collection drum. Place used oil filters upside down on top of the oil collection drum to drain. Place drained oil filters into the oil filter collection drum. Place used oil pads and used oil containers in the appropriate collection drum.
2. Under no circumstances may any hazardous material be left outside of the collection site.
- D. Animals at the Club
- 1. Dogs will be permitted on the Club grounds and docks but must be on a leash in the company of their owner at all times. Dogs, except for registered service dogs, will not be permitted in the upstairs portion of the clubhouse.
 - 2. Owners are responsible for cleaning up after their pets on Club property. Owners are responsible for repairing damage to Club property caused by their pets.
 - 3. Exotic pets, such as lions, bears, snakes, chimpanzees, or other exotic animals as defined by California code, are not allowed on Club property.

III. Conduct

A. Attire

- 1. Dress at Ventura Yacht Club is informal and casual and shall be in good taste. Shirts shall be worn in the clubhouse. Beach attire and bare feet are not permitted on the second floor of the clubhouse.

B. Abusive Language

- 1. Loud, offensive, cursing, or abusive language is not permitted on the club premises.
- 2. Verbal abuse of the staff is never permitted.

C. Harassment

- 1. Harassment, sexual or otherwise, of anyone, including Club staff and fellow members will not be permitted. Sexual harassment includes, but is not limited to, unwelcome sexual advances, verbal, or physical conduct of a sexual or similarly offensive nature, offensive comments, jokes, innuendoes, and other sexually oriented statements. Harassment of any type based on religion,

creed, ethnicity, race, or sexual orientation is similarly not permitted under any circumstances. Club members are expected to use good judgment and avoid even the appearance of inappropriate behavior or other impropriety in their relationships with employees and fellow members.

D. Smoking and E-Cigarettes

1. Ventura Yacht Club values the health of its members and is a clean-air facility.
2. Except on private boats, smoking, vaping, or use of similar devices are only permitted in the south boat storage yard.
3. All boats owned by the club are designated as smoke-free areas.
4. The General Manager may specify additional smoking areas at specific events.

E. Members

1. Members shall be considerate to others and not engage in unruly or potentially unsafe practices.
2. Members shall comply with Port District Rules and Regulations.

F. Children at the Club

1. Children 12 years old and under must be accompanied by a member or parent when on the Club premises.
2. Children taking part in Junior activities must be under the guidance of a member of the Juniors Committee or sailing instructor.
3. Members or parents supervising children shall ensure they do not disrupt activities or other members at the club.

G. Club Employees

1. Club employees are directly responsible to the General Manager.
2. No member may reprimand an employee.
3. Members may report in writing any discourtesy or inattention to duty on the part of any employee to the General Manager and/or the Commodore.
4. Club employees, under the direction of the General Manager, are authorized by the Board of Directors to enforce the House and Grounds Rules pertaining to the use of the bar and dining facilities and shall report all violations of the rules to the Manager on Duty. The General Manager may report to the Bridge and/or Board any member or guest who persists in violating the rules.
5. Tipping of Club paid employees is permissible.

IV. Privileges

A. Club Privileges

1. All adult Members in good standing shall enjoy full Club privileges as defined in the Bylaws. Privileges of Junior Members in good standing are defined in the Bylaws.
2. The following persons may enter and enjoy the clubhouse unaccompanied by a Club Member:
 - a) Members of the immediate family living in the same household of a regular, non-resident, convertible, or trial member.
 - b) Visiting members of recognized yacht clubs who have identified themselves and have registered in the guest book.
 - c) Skippers and Corinthian crew members participating in invitational yachting events of the Club who have registered in the guest book.

B. Clubhouse Open Hours

1. The clubhouse will be open to all members at such times as may be determined by the Board of Directors. Hours are posted outside the main entrance of the clubhouse.

C. Purchases

1. Members in good standing may charge any purchase to their accounts in accordance with the Bylaws.
2. Personal checks, cash, credit, or debit cards may be used to purchase food, beverages, clothing, or to pay race fees by members or non-members at the time of purchase.

D. Display of Pictures of Yachts owned by members

1. Members may have a photograph of a yacht(s) that they currently own displayed at VYC. Since space is limited only pictures of yachts currently owned by members will be displayed.
2. To have a picture displayed, the member must submit an 8x10 photograph, unframed, to the office for framing and display.
3. The member's account will be billed for the cost of framing.
4. The office will return pictures of yachts that are no longer owned by a member and also to a person who is no longer a member.

E. Use of Club Bulletin Board

1. The purpose of the Club Bulletin Board is to inform the membership of club-related, noncommercial information.
2. Nothing may be displayed on the Club Bulletin Board unless approved by the General Manager and posted by VYC Office personnel.

F. Roster

1. The Club Roster is solely for the use of Club members. Sharing copies of the Roster in any form or otherwise disclosing information from the Roster to an outside entity is prohibited and will be considered grounds for disciplinary action.

G. Club Email Distribution Lists

1. The Club email distribution lists are the sole property of the Club and shall only be used for Club business. All use of the Club email distribution lists is subject to Bridge, Board or General Manager approval.

H. *The Forecast*

1. Articles in *The Forecast* shall report on Club activities and Club business. *The Forecast* is the sole property of the Club.
2. Members may submit articles of general interest for publication to *The Forecast* Editor.
3. Paid advertisements may be published if approved in advance by the General Manager.
4. The Commodore, with the advice and consent of the Board of Directors, shall appoint the Editor of *The Forecast* who shall exercise editorial control of all content.

I. Sunday Munchies

1. Sunday Munchies are available to Members and their immediate family. Large groups of non-members may be subject to a charge. The General Manager has the discretion to impose this charge.

J. Free Table

1. Giveaway items may be left on the picnic table closest to the elevator, designated as the "Free Table". Items remaining on the "Free Table" shall be discarded weekly.
2. Hazardous or toxic materials and e-waste are not permitted on the Free Table.

V. Responsibilities

A. Housekeeping

1. Members are encouraged to clean up after themselves, except during scheduled meal service. It is not acceptable to leave cookware, dishes, glasses, food, beverage containers, etc. on Club grounds.
2. Littering on the yard and docks is forbidden.

3. Members are expected to keep the bathroom facilities clean. Do not flush paper towels, sanitary napkins, or any other bulky materials down the toilets.
 4. The Club will not be responsible for personal gear left unattended on Club property.
 5. Only staff and contracted service personnel may adjust the water heater or furnace thermostats.
- B. Care of Club Facilities
1. Members shall report to the manager on duty, any individuals defacing, damaging, misusing, or removing any property belonging to Ventura Yacht Club.
 2. Members will be held responsible for damage to or misuse of Club property resulting from negligence or deliberate action on the part of themselves, their families, or their guests. Offending members are expected to reimburse the Club.
 3. Items in need of repair or replacement shall be reported either by entering them into LIMBLE (the club maintenance program) or by notifying Club management.
- C. Use of Club for Private Business
1. The club address or facilities shall not be used for private business purposes except as provided in Section VI.
- D. Responsibilities of Members who bring Guests to the Club
1. Members are responsible for informing their guests of the rules of the Club.
 2. Members must register their guests in the guest book if they purchase from the bar.
 3. Guests may be brought to the Club at any time, but they may remain on the premises only so long as the member is present except as delineated in section IV. "Privileges" A2. Please explain to your guests that they must leave the Club when you leave.
 4. A member may bring up to 12 guests at one time except as provided below.
 - a) A member may bring thirteen to twenty-five guests to regularly scheduled food service with a 48-hour advance reservation to the office. The Member is responsible for reservation costs. The 24-hour reservation cancellation rule applies.
 - b) Social events are defined as special, seasonal, or formal celebrations as determined by the Social Committee or Board of Directors. Reservations are required and the

member is responsible for reservation costs under the guidelines set by the Social Committee. Note: Opening Day and Change of Command are not Social Committee events.

5. No member shall knowingly bring as a guest any person who has been expelled from the Club or any person who has applied for membership in the Club and has been refused.

E. Purchase of Liquor at the Bar

1. Serving liquor to minors
 - a) Persons under the age of 21 years may not purchase or consume alcoholic beverages on the Club premises.
 - b) Members may not purchase alcoholic beverages to be consumed by persons who are under age 21.
2. Intoxicated persons
 - a) Intoxicated persons will not be served by Club employees.
 - b) Members may not purchase drinks for consumption by persons who are intoxicated. The decision of the bartender regarding an individual's degree of intoxication will automatically be upheld by the Board of Directors.
3. Carrying beverages from the club
 - a) No alcoholic beverages that have been purchased from the club are to be carried from the Club premises at any time either opened or unopened, or in bottles, cans, glasses, or any other containers.

F. Computer and Electronic Resources

1. This rule covers the appropriate use of all electronic information resources including computers, networks, and the information contained therein, and applies to Ventura Yacht Club members and employees. All users of the Club's network and computer resources are responsible for the proper use and protection of information resources and for respecting the rights and privacy of others.
2. Use of the club's information resources must comply with club policies, legal obligations, and all federal and state laws.
3. Users are prohibited from using Club assets to send, view, or download fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law, club policy, or contribute to a hostile work environment.

- a) Copyrights and Licenses – Users must not violate copyright law or licenses to copyrighted materials. Disclosing the Club's information resources is a violation of this policy.
 - b) Personal Use – Club information resources shall not be used by members or employees for activities unrelated to Club functions.
 - c) Commercial Use – Except as approved by the General Manager, Club information resources shall not be used for commercial purposes, including advertisements, solicitations, promotions, or other commercial messages.
 - d) Club Internet Access – The Club provides access to the Internet via Wi-Fi services for member use, but does not warrant any level of service, or continuity of access.
4. Users shall not attempt to gain unauthorized access to information resources or enable unauthorized access. This is a violation of the club's policy and may also violate applicable law.
 5. A user found to have violated this policy will be subject to appropriate disciplinary action and possible referral to Law Enforcement.
 6. Member use of Club computer assets is prohibited except as approved by the General Manager.
 7. Employees may not download or install software without approval from the General Manager.
 8. The Club shall backup all vital data utilizing cloud-based backup services daily, and test the integrity of the backup at least once a quarter.
 9. All passwords must be changed periodically using generally accepted practices.
 10. Anti-malware software shall be installed on all computers and be kept up-to-date.
 11. Remote access to Club networks including online services is authorized with justification and approved by the General Manager and must be reauthorized annually and shall use proper security and best practices to ensure system integrity.
 12. The club laptop and printer, normally located in the audio-visual cabinet in the dining room, may be used by club members. Use of this equipment is limited to official club functions only. Personal use is prohibited.

13. Violations shall be reported to the General Manager at manager@venturayachtclub.org who shall be responsible for interpreting, monitoring, and enforcing these Rules.

G. Vehicle Parking

1. Vehicles entering the Club gates, including autos, trucks, bicycles, and motorcycles shall be parked in an orderly manner in the appropriate spaces provided. Vehicles must be parked to avoid obstructing the parking lot, hoist, or walkways.
2. The Club grounds may not be used for repairing or washing vehicles.
3. Reserved parking spaces shall not be obstructed unless approved by the General Manager.
4. Charging of electric vehicles on club grounds is prohibited.
5. The Club is not responsible for loss, damage, or theft of vehicles or contents while parked on Club property.
6. Except for assigned dry storage spaces, boat trailers, with or without boats, shall not be parked in the parking lot without advance permission of the General Manager.
7. Vehicles that do not completely fit within a parking space are considered "Oversized Vehicles" and may only be parked in the lot with prior approval of the General Manager
8. The General Manager may restrict parking to "members only" if at any time the office determines that the parking lot may reach full capacity.
9. For visitor-intensive events such as Ventura Cup, J-Fest, and Juniors Regattas, the Event Chair or responsible person shall submit to the Board of Directors, for their approval, a plan to manage parking issues. The plan shall be submitted no less than 30 days before the event and shall indicate the history of any parking issues, expected parking issues, and methods/techniques to mitigate the impact of visitor parking on the membership.
10. Members leaving their cars in the VYC parking lot continuously for more than 3 days shall make every effort to park along the West Wall and notify the VYC office.
11. The Club parking lot shall not be used for long-term vehicle storage [excess of 30 days] except as approved by the Board of Directors.
12. Licensed drivers with Liveaboard status are restricted to one parking spot each in the club parking lot.

VI. Use of Club for Private Events

- A. There are three types of Private Events
 1. Member hosted – when the member is the primary contact and responsible party for all aspects of the event.
 2. Member sponsored – when the member’s referred non-member is the primary contact for all aspects of the event. Club management is responsible for facilitating the event.
 3. Club sponsored – when Club management is responsible and facilitates all aspects of the event.
- B. Requirements for Hosting or Sponsoring a Private Event
 1. Select an available date with the VYC office.
 2. Complete and submit an Event Application for approval to the VYC office.
 - a) Mid-week events [Monday-Thursday] may be approved by the General Manager.
 - b) Weekend events [Friday-Sunday] will be presented by the General Manager at the next Board of Directors meeting for approval as a consent item.
 - c) Fees and charges are in accordance with the current fee schedule and are due upon application approval.
 - d) For the convenience of our Members, the upstairs dining room is not available for private events on Friday evenings or Sundays.
 3. Decorations shall be hung from existing hooks and eye bolts (**NO** nails, tacks, screws, staples, tape on painted surfaces, etc.) and shall be removed from the Club within 24 hours, leaving the clubhouse in the same or better condition.
 4. Event accessories such as tents, Jolly Jumpers, etc., must be approved in advance by the General Manager and removed from the Club within 24 hours of the event.
 5. Ensure that guests comply with all regulatory requirements, VYC Rules, and terms of the Event Application.
 6. The bar may be available if and only if all provisions of the Club’s ABC License and Catering Permits (Type 58) are in full force and effect.
- C. Club Staffing
 1. Club staffing and catering are optional for member-hosted events and required for member-sponsored and club-sponsored events.
 2. Member Hosts may provide their own food and beverage service supplied, prepared, and served by the member or their guests. No

charge may be made for the food and beverage and no gratuity may be accepted for the service. Outside caterers are not allowed to be hired to work on the Club's premises.

3. When club staffing and catering are not provided the following applies:
 - a) All cooking, serving utensils, crockery, linens, etc. are supplied by the event host.
 - b) The upstairs kitchen is not available for use. The event host may only use the downstairs bar, stove, microwave, and barbeque.
 - c) The host member shall be personally present and is responsible for all facets of the event including, but not limited to, opening, and closing the clubhouse, cleaning up after the event, leaving the clubhouse in the same or better condition, and ensuring that guests comply with all regulatory requirements.
 - d) If the club bar is open, alcoholic beverages served at the event must be purchased from the Club.
4. Nothing in this section shall prohibit the Board of Directors from:
 - a) granting a blanket approval for individual or a scheduled series of instructional or educational meetings held by recognized boating safety organizations such as the U.S. Coast Guard, USCG Auxiliary, United States Power Squadron, or any organization which, in the judgment of the Board, is of equal stature and purpose
 - b) waiving any or all deposits and fees for use of the Club facilities for such uses.

VII. Projects

- A. To avoid duplication of work and to maintain our facilities to an acceptable standard desired by the Membership, all projects undertaken by the Membership and Property Management Committee will be registered with the General Manager before planning or commencing any work.
- B. The General Manager will ensure that all projects, any service contracts, and all vendors comply with the material standards required by the Club. The General Manager will document the project by recording the following information: *date, name of project, project description, and member responsible for coordinating the project.*
- C. Ventura Yacht Club exists in a marine environment. To prevent equipment failure and unsightly incidents, it is necessary to maintain our facilities to a higher standard.

- D. Only Marine Grade materials shall be used. Particular attention should be paid to the following:
1. All projects shall meet or exceed California Building Code requirements.
 2. Fasteners and other equipment should be made of stainless steel or other non-corrosive material.
 3. Although the project may be only “temporary”, all hooks, screws and other items used to affix anything to our buildings and facilities must be made of stainless steel or other non-corrosive material.
 4. Paint of a very high grade [consideration should be given to the use of two-part systems] should be used on all exterior surfaces.
- E. The General Manager is responsible for establishing procedures and enforcing these rules and shall seek guidance from the Property Management Committee when requiring clarification.
- F. Deviation from the above rules and standards must be approved by the Property Management Committee.