

Hillarys Yacht Club (HYC)

Marina Facilities Section Operating Charter

Introduction

As minuted at a special pen holders meeting on Monday September 13 1993 and voted upon and unanimously approved by the management committee following the special meeting, that a new section then titled Pens & Moorings (P&M) be established with a committee to be headed up by a Rear Commodore who shall report to and be on the Management Committee.

Section Purpose

Initially the section to be formed to represent all long term lease pen holders at Management level as well as the adoption of safety and pen maintenance responsibilities. Over time the definition of all long term lease holders has been extended to mean all boat owners that either rent a pen on an annual basis or hold a long term pen lease. To ensure that both pen occupiers/boat owners and management adhere to the “Marina Facilities Section” by-laws.

Delegation

In the absence of the Rear Commodore his delegated nominee shall represent him at Management Meetings and other such events as appropriate.

Meetings

The committee shall comprise a number of HYC volunteer members, preferable but not essentially boat owners, who shall meet on a regular basis with such meetings being conducted as outlined in the HYC constitution, specifically, clauses 16 Meetings-General Provisions and 21 Section Committee Meetings, while an Annual General Meeting shall be convened in accordance with clause 7.2.3

Elections

The election of the Rear Commodore shall take place as described in the HYC constitution clause 7.2.4., while at the AGM of the section, a committee member shall be allocated as Jetty representative for each of the HYC jetties as well as, Rack Storage/hard standing, Dinghy Storage and House Committee. Also a section secretary and a compass article writer shall be appointed.

Duties and Responsibilities

1. To provide management with a list of maintenance and capital equipment requirements in regards HYC pens, piles and jetty structures within the HYC water lease area only, including but not limited to, electrical, fresh water, safety requirements etc.

Note As from March 2013 the dinghy ramp, concrete and limestone retaining walls and footings now come under the jurisdiction of the “Marina Facilities Section” and like wise (with the exception of the hard standing work area) the Hillarys boat Lifters (HBL) However, this does not preclude passing on any recommendations as appropriate.

2. To undertake minor maintenance works as required when directed to do so by the Rear Commodore.

3. To ensure all vessels prior to or within thirty (30) days of entering a HYC pen, whether rented or leased, are inspected so as to comply with the “Marina Facilities Section” by-laws and to conduct inspections in accordance with such by-laws. Non complying vessels shall receive a “Work Order” that will remain in force until such time as the vessel complies and then “A Marina Compliance Certificate” will be issued.

Note; none complying pen fittings do not prevent the issuing of “A Marina Compliance Certificate” but where necessary are subject to a separate “work Order”

4. To carry out the five (5) year annual vessel inspections to ensure the vessel continues to comply with the “Marina Facilities Section” by-laws. Non complying vessels shall receive a “Work Order” that will remain in force until such time as the vessel complies and then “A Marina Compliance Certificate” will be issued.

5. Undertake regular jetty walks to ensure that all vessels continue to observe “Marina Facilities Section” by-laws with regard ropes, shackles, weights & chains, eyebolts and any other item that warrants maintenance attention and where necessary the issuing of “Work orders”.

6. To maintain a listing of all long term maintenance issues and to follow up as appropriate to ensure such maintenance is carried out.

7. To provide an annual report to the Management Committee on the activities of the section over the previous HYC calendar year.

8. To review all written requests from pen occupiers (leased and rental) whether a pen modification or a complaint and take what ever action as necessary, that is, approve or forward to the management committee for their consideration and recommended action.

9. Record the proceedings by way of minutes of all “Marina Facilities Section” meetings and provide a copy to all committee members as promptly as possible after the meeting, ensuring a copy is forwarded to both the Management Committee and the General Manager.

10. Provide training on a continuing basis to all the section committee members on the implementation of the “Marina Facilities Section” by-laws so that uniformity in dealing with members enquires and vessel inspections are maintained.

11. From time to time review and update the “Marina Facilities Section” by-laws and to ensure this charter document is kept current according to the requirements as dictated by changing conditions and events.

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