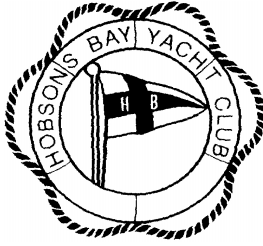


# Hobson's Bay Yacht Club Inc

A0013638V  
 Est. 1888  
 268 Nelson Place, Williamstown, Victoria 3016  
 ABN 66 882 273 754  
 Phone: (03) 9397 6111 Facsimile: (03) 9397 1045  
 www.hbyc.asn.au manager@hbyc.asn.au

<b>Policy Title</b>	<b>Marina Pen and Hard Stand Cradle Allocation Policy.</b>	
<b>Policy No.</b>		<b>Date : 26<sup>th</sup> March 2009</b>
<b>Summary</b>	<p>The following policy complies with the existing HBYC Constitution &amp; Rules, (March 2005) and the By-Laws (October 2006).</p> <p>In the past, the offering of pens or cradles has been managed by the Sailing Committee after consideration of a number of factors such as pen water depth, vessel specifications and also the length of time of the existing pen waiting period. These factors will continue to be a limiting factor in pen allocations in the foreseeable future.</p> <p>Previous practices have also resulted in, once boats are offered and have accepted positions, there is a very little turnover of available spaces, irrespective of the members' participation level in the Club.</p> <p>It is not the intention of this policy to act as Pen or Hardstand Cradle Police, but rather an attempt to ensure the maximizing of the usage of our Club's limited resources to members who require the use of that resource.</p> <p>The method of auditing the member's activity will be based on trust and members completing the Activity Statement prior to pen and hardstand cradle lease payments.</p> <p>In recognition of members wishing to be allocated marina pen or hard stand cradle spaces and the <b>Club's Vision 2020 Strategic Plan</b> objectives to promote active participation of the Club's membership, the Club has decided to formulate a <b>"Policy of Marina Pen and Hard Stand Cradle Allocation"</b>.</p> <p>This policy reflects the following;</p> <ul style="list-style-type: none"> <li>● To be managed within the existing Club Constitution &amp; Rules and By-Laws.</li> <li>● Pens and Cradles will be allocated for a 12 month term of occupancy.</li> <li>● Consideration of water depth and vessel specifications will continue to be a limiting factor on vessel pen allocation.</li> <li>● Will be included into the Club Policy Manual and be reviewed from time to time, to maintain visible and transparent management.</li> <li>● To streamline the administrative effort in allocation and monitoring of Pens and Hardstand Cradles use.</li> <li>● Is based on the Club wishing to promote active participation of members at all levels and gives preference to active member's access to our limited resources, whilst still recognising that all members are respected valuable members.</li> <li>● Recognises that the Marina Pen and Hardstand Cradle allocations can be withdrawn under certain circumstances as specified in the HBYC By-Laws.</li> <li>● Bi-annual auditing of pen and cradle holders activities will be undertaken to maintain fair allocation of spaces available.</li> </ul>	



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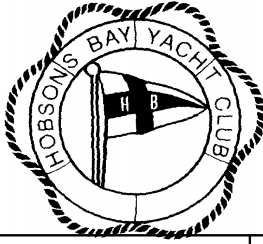
## Policy Detail

1. The policy will be managed via a point scoring allocation system covering a full range of Club based activities.
2. Points have been allocated to these activities and a minimum level of 15 points will be required to qualify for the Marina Pen and Hardstand Cradle allocations and continued occupancy by members.
3. The points will be based on a member self-assessment at each application for a pen or cradle application and reviewed by the Club Manager and the Sailing Committee.
4. Failure to maintain the points score requirement on a semester audit (6 months), (Minimum 10 points in the first semester of the year) will result in penalty actions being implemented. (Specified below in **Item 3. Assessment.**)
5. Members may make a written submission to the Club Manager and the Sailing Committee for consideration of extenuating circumstances, if they so wish.
6. The Club Manager may request a member, who has not achieved the minimum points under the penalty system, to provide an explanation as to their circumstances leading to this position.

### 1. Item Classification

### Points

- **Race Participation**
  - Series or Event entries and participation in HBYC racing **5 points**
  - Regularly crew on other members boats **5 points**
  - Representation of HBYC in other Club events **5 points**
  - Race Management Volunteering activities **5 points**
- **Club Cruising.**
  - Cruising in own vessel **5 points**
  - Crewing with other owners vessels **5 points**
  - Representing of HBYC in other Club events **5 points**
  - Participation in HBYC Cruising Club activities **5 points**
- **Committee Membership.**
  - General Committee **5 points**
  - Standing Sub-Committees **5 points**
  - Working Groups **5 points**
- **Junior Sailing**
  - Assistance of Junior sailing activities/training **5 points**
- **Working Bees**
  - Attend 1 working bee per annum **5 points**
  - Organized volunteering activities **5 points**
- **Officer Of The Day Duties**
  - Perform OOD duties on rostered days  
or arranged and completed on substitute days **5 points**
- **Social Events**
  - Participated in Season Open Day Sail Past **5 points**
  - Attend at least one organized social event per annum **5 points**



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	<p><b>2. Special Circumstances.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Requests may be made for points compensation by members on written application to the Sailing Committee. ie. overseas travel, absentness and like issues.</li> <li><input type="checkbox"/> Matters of Privacy will be considered by the Club Manager on an individual basis to maintain strictest confidence for members.</li> </ul> <p><b>3. Assessment.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The existing member's Self Assessments Activity Statement will be utilized and combined with other known information, which will be audited every semester (6 months) of the occupancy term by the Club Manager and the Sailing Committee to establish the member's level of Club activity.</li> <li><input type="checkbox"/> Review of various existing Club records of activity and a peer knowledge review by the Sailing Committee and Club Manager.</li> <li><input type="checkbox"/> No evidence of Club involvement (minimum of 10 points) after the first semester of the occupancy term, will result in Club consultation with the member.</li> <li><input type="checkbox"/> No qualification of the points score after the second semester (12 months) will result in the possible withdrawal of the Pen or Hardstand lease offer and the member will be asked to remove their vessel within 14 days of the annual lease ending.</li> <li><input type="checkbox"/> No action by the member within the time period specified will result in the vessel being placed on a swing mooring in compliance with the Club Constitution and By-Laws.</li> </ul>
<p><b>Implementation Program.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Draft Policy is to be advertised to members for feed back comments prior to and until the end of February 2009.</li> <li><input type="checkbox"/> The points scoring and audit system to be implemented from the beginning of the first Marina Pen or Hardstand Cradle occupancy term offer of 2009.</li> </ul>
<p><b>Approvals.</b></p>	<p>Ratified by the General Committee Minutes</p> <p>Dated: 26<sup>th</sup> March 2009</p> <p>Signed by Honorary Secretary:</p> <p>Dated:</p>

Thursday, September 17, 2009