

Elwood Sailing Club

Club By-Laws

March 3, 2020

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GLOSSARY

Associate Member	A person who is an Honorary, Crew, Junior, Affiliate, Social or temporary SailPass member of the Association (refer page 6)
ESC (or Club, or Association)	Elwood Sailing Club Incorporated
Flag Officer	A person holding the position of Commodore, Vice Commodore, or Rear Commodore
Guest	A guest of a Member or Associate Member
Member (or Full Member)	A person who is a Senior Member, Senior Member in a Family Membership, Senior Student or Life member of the Association (refer page 5)
Rules	Rules of the Elwood Sailing Club Incorporated. The key governance and process document for the Club. Derived from the Model Rules under the Associations Incorporation Reform Act 2012
Visitor	A visitor to the Club who is a current full member (not an associate member) from another Australian Sailing affiliated club

1. INTRODUCTION

By-laws are the internal rules of the Elwood Sailing Club.

In managing the business of the Club, and in the interests of the Club, the General Committee has the power to make, repeal and amend any by-laws, except those that the Rules or the Act require to be exercised by general meetings of the Members, or where the by-law is inconsistent with any legislation.

The General Committee may alter or amend these by-laws at any time.

Nothing in these by-laws shall prevent or limit any powers of the Flag Officers and the General Committee under the Rules of the Elwood Sailing Club.

The by-laws are binding on all members, guests and visitors.

SECTION 2: MEMBERSHIP

Club Vision and Purpose

ESC's vision is to be the off-the-beach sailing club of choice in the Bayside area. Our purpose is to provide competitive, family friendly sailing for all skill levels.

We seek to continually improve the skills of our members to sail, windsurf and SUP safely and enjoyably, while respecting the enjoyment of others.

We will continue to be fully engaged with our local community.

Code of Conduct

Membership of ESC is a privilege and carries with it a responsibility to uphold our reputation at every opportunity.

ESC members have a duty to ensure they cause no adverse impact on any other members, or the public as a result of their actions within the Club or to the wider environment surrounding the Club.

Examples of desired and prohibited behaviours are set out in the Club's Code of Conduct statement. A copy of the statement can be found on the Club's website.

All members are required to read and comply with the Club's Code of Conduct statement.

Membership Grades and Classes

ESC has two membership grades, Members (**"Members"** or **"Full Members"**) and Associate Members (**"Associate Members"**). Within each grade there are a number of different classes of membership.

Members (known as Full Members)

Full Members can participate in the range of on-water and social activities offered by the Club, with some limitations set out in these by-laws. There are four classes of Full Membership:

- *Senior* - the default membership class for those who want to participate in on-water activities. Senior members are afforded the full benefits and privileges of the Club
- *Family* - a family membership class for a Senior (full) member, their partner, and their children should they be eligible for Junior membership
- *Senior Student* - a discounted membership class for full time student over 21 and less than 26 years old (as of 1 July in the membership year)
- *Life* - a membership class awarded to members who have provided special service to ESC over many years, as approved by Members at a General Meeting of the Association

Associate Members

Associate Members can participate in a limited range of on-water and social activities. They cannot hold office or vote. Except for Honorary members, access to the clubhouse is limited to race days and social events. There are six classes of Associate Membership:

- *Crew* - a limited sailing membership class for people who only want to race as a crew member in someone else's boat
- *Junior* - a limited sailing membership class for persons under 18 or if a full time student under 21 years old (as of 1 July in the membership year)
- *SailPass* - a form of temporary day membership for non-members (primarily guests of Full Members) who wish to participate in on-water activities, including sailing, windsurfing and SUP boarding. Non-members can register for a maximum of 4 SailPasses per season
- *Social* - a limited membership class for those interested in participating in the social life of the club, but take no part in on-water activities
- *Affiliate* - a limited sailing membership class for current full members (not associate members) of an Australia Sailing affiliated club
- *Honorary* - an honorary membership class. Honorary Members are appointed by the Committee for no more than one year

Working with Children Check – Requirement for Sailing Members

ESC is committed to child safety.

It is the policy of ESC that all members who are expected, or volunteer, to participate in race management duties, or who volunteer for a role in other events where children may be present, or who nominate for General Committee or other positions within the club are required to have a current WWC card if not legally exempt.

All members are required to read the Club's '**Statement of Commitment to Child Safety**' and supporting guidelines. These documents can be found on the Club's website.

Membership Fees

Fees for each grade of membership shall be set by the General Committee prior to the commencement of the sailing season.

A schedule of current membership fees can be found on the ESC website.

Membership Privileges and Benefits

Membership privileges and benefits vary depending on the grade and class of membership held.

MEMBERS RIGHTS	General Note	FULL MEMBERS					
		Senior (over 18)	Family			Senior Student (Full-time, under 25)	Life
			Senior (over 18)	Partner	Children Eligible for Junior		
Entitled to vote		Y	Y	Y	N	Y	Y
Become a committee member, attend General Meetings etc		Y	Y	Y	N	Y	Y
Boat, board storage	Note 1	Y	Y	Y	Note 2	Y	Y
Club Racing		Y	Y	Y	Y	Y	Y
Perform Race Duty	Note 3	Y	Y	Y	Y	Y	Y
Training participation		Y	Y	Y	Y	Y	Y
Use of Club SUPs and Windsurfers	Note 4	Y	Y	Y	Y	Y	Y
Use of Club Training Boats	Note 4,5	Y	Y	Y	Y	Y	Y
Use of Club test sail boats	Note 4,5	Y	Y	Y	Y	Y	Y
Key Fob	Note 7	Y	Y	Y	N	Y	Y
Club Room access 6:00am - 11:00pm except hire events		Y	Y	Y	Note 6	Y	Y
Ground Floor 24 hr Access every day		Y	Y	Y	Note 6	Y	Y
Club social events		Y	Y	Y	Y	Y	Y
Club Room hire discount		Y	Y	Y	Y	Y	Y

MEMBERS RIGHTS	General Note	ASSOCIATE MEMBERS					
		Honorary	Junior (Under 18 or under 21 with full time study)	Social (Over 18)	Affiliate (Full members of other AS clubs)	Crew	SailPass Temporary Day Membership
Entitled to vote		N	N	N	N	N	N
Become a committee member, attend General Meetings etc		N	N	N	N	N	N
Boat, board storage	Note 1	Y	Note 2	N	N	N	N
Club Racing		Y	Y	N	Y	Note 8	Y
Perform Race Duty	Note 3	Y	Y	Y	Y	Y	Y
Training participation		Y	Y	Y	Y	Y	Y
Use of Club SUPs and Windsurfers	Note 4	Y	Y	N	N	N	Y
Use of Club Training Boats	Note 4,5	Y	Y	Y	Y	Y	Y
Use of Club test sail boats	Note 4,5	Y	Y	N	N	N	Y
Key Fob	Note 7	Y	N	N	N	N	N
Club Room access 6:00am - 11:00pm except hire events		Y	Y	Y	Y	Y	Y
Ground Floor 24 hr Access every day		Y	Note 6	N	N	N	N
Club social events		Y	Y	Y	Y	Y	Y
Club Room hire discount		Y	N	N	N	N	N

MEMBERS RIGHTS	General Note	NON-MEMBERS	
		Guests of Members	Visitors (From other AS clubs)
Entitled to vote		N	N
Become a committee member, attend General Meetings etc		N	N
Boat, board storage	Note 1	N	N
Club Racing		N	Note 10
Perform Race Duty	Note 3	N	N
Training participation		N	N
Use of Club SUPs and Windsurfers	Note 4	N	N
Use of Club test sail boats	Note 4,5	N	N
Key Fob	Note 7	N	N
Club Room access 6:00am - 11:00pm except hire events		Note 9	Note 10
Ground Floor 24 hr Access every day		Note 9	Note 10
Club social events		Note 9	Y
Club Room hire discount		N	N

Notes:

- (1) Subject to ESC boat and board storage allocation system and payment of fee
- (2) Boat storage available for juniors at the discretion of the Committee
- (3) Members who race are required to do race duty. Non-sailing members may volunteer
- (4) Persons under 18 must be supervised by an adult Member when using club boats, SUPs and windsurfers
- (5) Club test sail boats and training boats can only be used on limited occasions
- (6) During licencing hours persons under 18, unless participating in racing and post race activities, are to be in the company of parent, step-parent, guardian or grandparent, or a person who is acting in place of a parent and could reasonably be expected to exercise responsible supervision of the younger person.
- (7) FOBs only issued to adult Members and Honorary Members. One FOB issued to senior member in Family Membership
- (8) As a crew member, not skipper
- (9) Guests must be signed in by a Member at all times except for pre-booked functions including pre- and post-race functions and ESC presentations
- (10) Affiliate Visitors from another AS club may race upon payment of the race fee for a maximum of 5 days in a season

For further details, please refer to 'Policies and Procedures – Membership', and 'Rules of the Elwood Sailing Club'. Both documents can be found on the ESC website

3. CLUBHOUSE, GROUNDS AND GENERAL REQUIREMENTS

Clubhouse Access

Full Members and Honorary Associate Members have access to the Clubhouse during the hours of 6:00am - 11:00pm, but not to the upstairs area (including the outside decks, the tower and the committee room) when the hall is hired out for any activity. A schedule of hall bookings is published in the Club's weekly newsletter.

Associate Members can enjoy the upstairs area of the clubhouse on ESC race days and during organised Club social events, or when accompanied by a Full Member.

Children must be accompanied by a responsible adult member at all times. Children should not be left unsupervised in the clubhouse. The Liquor Licence has specific requirements that relate to supervision of children: refer to Section 3.

All guests need to be signed-in by their host member before accessing the clubhouse on all occasions except for pre-booked functions. Pre-booked functions include non-member and member booked functions, ESC presentations, and racing including the pre-race, and post-race functions. The visitor's book is located in the foyer.

Visitors who are members of another Australian Sailing affiliated club are welcome at the clubhouse during race days and to attend organised social events. .

Change Room Access / Reception Area

Members and guests are asked to access the change rooms via the boatshed door. Walking through the reception area in your wetsuits or wet clothes is not permitted.

Guest Limitation

Adult members, excluding temporary SailPass members, may introduce guests to the Club to enjoy club facilities. A member introducing a guest needs to ensure their guest signs the visitor's book in the foyer, other than for pre-booked functions as described in 'Clubhouse Access'.

Eligible members may sign-in up to a maximum of 6 guests on any one day without the prior approval of the Club Manager. This restriction also applies to a Family membership group.

No person shall be introduced as a guest to the clubhouse and its environs more than 5 times in a membership year with the exception of the immediate family of a Full Member.

A member who introduces a guest remains responsible for the conduct of that guest while the guest remains on Club premises, for any damage to Club property by the guest and may be subject to disciplinary action for any misconduct or inappropriate behaviour by that guest. The member must remain on the premises with their guests.

To participate in on-water activities, most guests will require a SailPass (refer Section 5).

Restricted Areas

The Club has a number of areas where access is restricted for safety, security and/or regulatory reasons. The restricted areas are:

- Bar (behind the bar and adjoining storage room)
- Fuel storage cage
- Boat shed workshop and storeroom
- Training shed
- IT locker (adjoining the Committee Room)

Entry to these areas is restricted to authorised personnel only. Members must not enter these areas unless authorised to do so by the Club Manager.

Committee Room

The Committee Room is reserved for use by the General Committee and its sub-Committees. When not in use, the room may also be used by Club management and race management personnel.

Electronic Key / FOB Access

Full Members and Honorary Associate Members are issued with an electronic key / FOB to access clubhouse facilities.

Each FOB has a unique number. When a FOB is used, entry information is recorded by the Club's security system.

Members must not lend or give their FOBs to other members (other than their family partner member), guests or visitors. Members are encouraged to carry their FOBs with them at all times on non-race days, including when out on the water.

If you lose your FOB, you must promptly advise the Club Manager.

Security Obligations - Doors and Gates

Each member has an obligation to fellow members to close any doors or gates they open. Security of the Club is the responsibility of all members.

The roller doors to the boatshed are a major security risk for the Club and must be closed if a member is not in attendance. Before leaving the boatshed area, whether to go to the club room area or the change rooms, or to leave the club premises including to go sailing, check that another member is in attendance and remind them of the need to lock-up when they leave. If no other member is in attendance, make sure both roller doors are closed. Do not leave the doors open for members in the change rooms, out on the water, or upstairs waiting for their boats/equipment to dry.

The gate to the outside storage yard must be closed and locked when unattended. If you are the last to leave the upstairs area, please check to make sure the doors to the outside decks are closed and bolted.

BBQs, Kitchen and Hall Area

Subject to the clubhouse access rules for different membership grades (refer Section 2), members are encouraged to use the Club's BBQs, upstairs hall and kitchen (when not staffed):

- *BBQs* - Please clean the BBQs and close the lids after use. Cleaning equipment can be found under the outside sink. Please do not squirt the BBQs with the deck hose
- *Kitchen* - Tea and coffee is provided free to members, guests and visitors. Milk can often be found in the unlocked canteen fridge (check the use-by date). Please clean up as you go, wash your dishes and return clean crockery to the cupboard
- *Hall* - To reduce the preparation time for hall hires, the floor area is usually kept free of tables and chairs. If you take any chairs or tables from the storeroom, please return them when you have finished

Use of Communal Changing Rooms and Showers (Child Safety)

To reduce risk and vulnerability, best practice is that adults do not change or shower in communal changing rooms at the same time as children under the age of 17. This generally is not practical at Elwood Sailing Club and the following guidelines therefore apply:

- Children should be accompanied by an adult carer when using the changing rooms with adults. If this is not possible the club must have consent from parents or guardian that their child/children can share the changing room with adults without supervision
- Children not supervised by an adult carer are encouraged to shower at home and only change at the club
- Children under the age of 8 must be supervised at all times by an adult carer or by 2 members of the training staff
- If children are uncomfortable changing or showering at the club no pressure should be put on them to do so. Instead it is suggested they change and shower at home.
- Males are not permitted in the female changing rooms and females are not permitted in the male changing rooms regardless of age
- The use of mobile phones or cameras is strictly prohibited in the changing rooms

Gatherings at the Club

Large gatherings at the Club are managed to protect the right of all members to socialise and enjoy our clubhouse facilities.

If you are planning a gathering of more than 20 people at the Club (e.g. a BYO function for members sailing a particular class of boat, or a preplanned multi-family BBQ), you are required to contact the Club Manager to check the availability of the hall and to discuss arrangements. Once confirmed, your gathering will be added to the list of forthcoming events in the Club's newsletter.

It is important to note that gatherings do not have exclusive use of the clubhouse. As such, the organiser(s) of a gathering need to ensure that other members who wish to access the clubhouse are able to do so and are made to feel welcomed.

Private Hall Hire

The upstairs hall at the Club is an ideal venue to host private events such as extended family gatherings and birthday parties.

A discounted booking hall fee is available for members. Please contact the Club Manager for the current rates.

Removal of Rubbish and Recyclables

Members using clubhouse facilities on non-race days shall place any rubbish and recyclables they generate in the outside wheelie bins. Leaving food scraps in the canteen bins overnight encourages rodents and is a health risk.

Audiovisual Equipment

The Club's Audiovisual Equipment is not available for general use by Members. Please do not touch the operating panel or other controls.

Should you wish to use the audiovisual equipment for Club meetings or race briefings, please contact the Club Manager.

Heaters, Lights and Fans

Airconditioning in the upstairs hall area need to be used sparingly. The hall is a big space and takes a lot of energy and time to heat up or cool down. Please turn the A/C off when you leave.

If you are the last to leave the clubhouse or an area of the clubhouse (e.g. boatshed or change rooms), please turn off the ceiling lights and exhaust fans.

Car Parking

Members shall not park illegally in an unauthorised or reserved car park. Except for the 4 parking bays reserved only for the Flag Officers and the Club Manager, the entire area around the clubhouse is a no parking zone, and vehicles may be fined by the Council.

Members are encouraged to secure an annual car park permit for the council car park next to the Club. The application form for a 'foreshore club permit' can be downloaded from the City of Port Phillip website and will need to be stamped and signed by the Club Manager before it is submitted to council. Once acquired, the permit can be used to access a number of other City of Port Phillip foreshore car parks.

Bicycle Parking

Members may park their bicycles in the boatshed during the day and evening, but not overnight. Members are requested not to park their bicycles elsewhere in the clubhouse.

Bicycles parked in the boatshed shall be kept away from stored boats, lockers, access ways and doors.

Liquor License Compliance & BYO

Compliance with the requirements of the Liquor Licence is required by all users and the Club in order to maintain the Licence which supports social activities and vital hire events.

- The ESC licensed area is the entire upstairs area of the clubhouse
- ESC license hours are 1pm-midnight Monday to Saturday, and 1pm to 11pm on Sunday

The Liquor Licence requirements for persons under the age of 18 include:

- Liquor must not be supplied to a person under the age of 18 years.
- Persons under the age of 18 years are permitted on the licenced premises other than in the company of a responsible adult in relation to preparation for and participation in sporting activities only. This approval does not include social activities but does include presentation functions. This approval applies during the trading hours specified (Sunday 1:00 pm- 11:00 pm, any other day 1:00 pm-midnight) but no later than 10 pm on any day.

The Liquor Licence defines a responsible adult as a person who is over 18 years and who is:

- 'The younger person's parent, step-parent, guardian or grandparent
- The younger person's spouse
- A person who is acting in place of a parent and who could reasonably be expected to exercise responsible supervision of the younger person.'

At booked evening where alcohol will be consumed, excluding the ESC pre and post-race functions and presentations, all persons under 18 years must be accompanied by a responsible adult who will be their guardian for the event. The guardian is required to complete the club's Register of Guardians of Persons Under 18.

Members are not permitted to consume alcohol on the premises outside of club liquor licensing hours.

Members may bring and consume their own alcohol during ESC licensed hours, but only when the bar is closed.

Alcohol, either supplied by the Club or BYO, can only be consumed upstairs in the licensed area. The consumption of alcohol in the boatshed, clubhouse forecourt and rigging areas is strictly prohibited.

Alcohol supplied by the Club shall not be removed from the upstairs licensed area.

Responsible Consumption of Alcohol

ESC supports the responsible consumption of alcohol and takes seriously any inappropriate or at risk behaviour that results from excessive drinking.

Whilst engaging in Club activities, members and guests:

- Will accept responsibility for their own behaviour, take a responsible approach and use good judgement when alcohol is available

- Will encourage and assist others to use good judgement when alcohol is available.
- Will not officiate on-water Club events after drinking alcohol (zero blood alcohol concentration)
- Will not launch, operate or crew a Club powerboat after drinking alcohol (zero blood alcohol concentration)
- Will not use Club windsurfers, SUPs, boats and other Club equipment after drinking alcohol (zero blood alcohol concentration)
- Will not compete in Club events if affected by alcohol (0.5 blood alcohol concentration)

If a person becomes intoxicated they must not be served or offered more alcohol. Members socialising with the intoxicated person should consider and offer safe transport options (eg taxi) and, if considered necessary, ask bar staff to assist the person down the stairs on their departure from the Club. Drunk or intoxicated people are not allowed to remain on the club premises after appropriate safe transport options have been offered.

Safe Transport to and from Club Events and BYO Gatherings

Alcohol is a major factor in road deaths in Victoria. Each year about one quarter of drivers killed in road crashes in Victoria had a blood alcohol concentration over the legal limit.

As part of ESCs duty of care obligation, we encourage members to plan safe transport home from Club activities and events. Our bar staff are available to assist any member or guest make alternative transport arrangements to get home if intoxicated or at risk of exceeding the legal limit.

Members who bring their own alcohol to the Club shall be mindful of the need to make, or assist others to make, alternative transport arrangements to get home safely.

Smoking

ESC recognises that passive smoking is hazardous to health and non-smoking members have the right to be protected for exposure to tobacco smoke.

Members, guests and visitors shall not smoke inside or around the Club, including on the upstairs deck and the two grassed rigging areas.

The Club has two designated smoking areas: the trailer parking lot (under the pine trees to the south of the clubhouse); and near the gate to the outside storage yard.

Illegal Drugs

The possession, use or supply of any illegal drugs at the Club's premises, or at a function/event organised by the Club is strictly prohibited.

Dogs

Dogs are permitted at the Club on weekdays, but must not be taken upstairs or left unattended. Members shall not bring their dogs to the Club on weekends. Dogs must be under effective control at all times.

Trained guide/assistance dogs are exempt from this by-law.

Troubleshooting, Maintenance and Repairs - Clubhouse

Members should report all clubhouse maintenance and repair issues to the Club Manager.

Members shall not troubleshoot faults or undertake maintenance / repair work on the clubhouse or contained equipment without the express permission of the Club Manager or Vice Commodore.

Members are prohibited from undertaking any maintenance or repair work to the clubhouse that requires them to work at heights of >1.5m off the ground without fall protection safeguards (eg, a scaffold with safety rails fitted). Under no circumstance should a member or an employee of the Club climb a ladder to change a light bulb in the hall.

4. BOATSHED AND OUTSIDE STORAGE YARD

Allocation of Boat Storage Spots

Boat storage is available for Full Members on an annual basis with boat storage preference given under the following priorities;

1. Sponsored Classes - a class of boat regularly racing at ESC with an average racing fleet of 10 boats or 10 members, or a class of boat designated by the General Committee that has the capability to grow to average fleet of 10 boats or 10 members
2. Potential Sponsored Classes – a class of boat with more than 3 boats regularly sailing at ESC, or a boat designated by the General Committee that has the capability to grow to 9 boats
3. Growing Class – a class of boat with 2 boats regularly sailing at ESC
4. Sole boat

A list of Sponsored, Potentially Sponsored and Growing class boats can be found on the Club's website.

After boat storage applications have been received and the available space required/available per class decided by General Committee in consultation with the Storage Officer, boat storage racks will be allocated to qualifying Full Members based on a storage points system, ratified by the Storage Officer annually, as follows:

- 1 point – Attending a race day in the last 3 seasons, either as helm or crew
- 2 points – Doing rostered duty on a race day in the last 3 seasons
- minus 5 points – Not attending for duty when rostered
- minus 5 points – Breaching storage by-laws after receiving a formal warning from the Storage Officer

Storage points will be calculated using information stamped on the race card. On a race day, Race Cards should be placed in the entry box before the yacht leaves the beach, after which the Tower Officer will collect all Race Cards from the box and stamp the date on the card. If the member performs duty that day, the Race Card should be left on the duty sign-on book in the Tower where the date and "Duty" will be stamped underneath by the Tower Officer.

Junior Member boat storage is also available and will be granted at the discretion of the General Committee. Junior boat storage will be ongoing provided the junior sails & races regularly, and storage priority will be based on the storage points system.

To apply for boat storage at ESC please download the Storage Agreement form from the Club's website.

Allocation of Board Storage Spots

Board storage for SUPs and Windsurfers is available for Full Members.

After board storage applications have been received and the mix of SUP and Windsurfer spots determined by General Committee, board storage lockers and racks will be allocated to qualifying members based on:

- Prior seasons board usage
- Prior seasons storage allocation
- Member's participation in Club and association events

To apply for board storage at ESC please download the Storage Agreement form from the Club's website.

Boatshed and Outside Storage Yard Requirements

The Storage Officer will allocate storage spots for boats, masts and boards. Members shall only store their equipment in the storage spaces allocated to them.

The temporary or permanent use of another members storage space or an unallocated storage space is strictly prohibited without the prior written approval of the Storage Officer.

Boats must not be left on the floor without the prior approval of the Storage Officer.

Members shall not climb on the storage racks.

Members may store no more than one windsurfer or SUP on top of their boat. This must not interfere with the storage space of other members. Trolleys shall be stored under or on their boats. Sailing equipment should be stored in a tidy manner and, where necessary, secured to prevent it falling off the boat. For safety reasons, trolleys and other equipment must not be left on the floor.

All boats stored in the boatshed shall have public liability insurance cover of no less than \$10 million (refer Section 7, and Sailing Instructions).

In the event of a breach of any storage by-law, the Storage Officer may issue a written warning and rectification notice to the offending member. If the member fails to promptly rectify the breach, or incurs a subsequent breach in the same season, the Storage Officer may impose a 5 point storage penalty at his or her sole discretion.

Abandoned Boats and Equipment

With the approval of the General Committee, the Club may retain, exchange, sell or dispose of any boat, equipment or personal effects ("goods") which in the view of the General Committee have been abandoned, provided:

- The Club has written to the last known owner of the goods at his or her last known email address and place of abode, or if the person is deceased to his or her personal representative, advising of the Club's intention to retain, exchange, sell or dispose of the goods within 3 months; and

- The Club has telephoned the last known owner of the goods at his or her last known number and, if possible, has left a message advising of the Club's intention to retain, exchange, sell or dispose of the goods within 3 months.

Storage of Club RIBs

Club rescue RIBs are stored on their trailers in the boatshed.

Members shall take care when moving the RIBs to access stored boats. Any damage caused by moving the RIBs (either to the RIBs or to private boats) must be immediately reported to the Storage Officer.

If the RIBs are moved outside the boatshed, they shall not be left unattended. If a member pushes a RIB outside on non-race days to access their boat, they shall return it to the boatshed before leaving the immediate area (e.g. to get changed or to go sailing).

Parked RIBs must never limit or block the emergency exit door to the Managers Office.

Wash-down Area / Hose

After using a wash-down hose, members shall either: 1) hand the hose to another member waiting to wash their equipment, or 2) turn the tap off at the wall and coil up the hose.

5. ON-WATER ACTIVITIES

SailPass

A SailPass is a quick and easy way for non-members (primarily guests of Full Members) to secure a temporary ESC membership, thereby allowing them to participate in on-water activities.

At ESC, non-members can apply for a maximum of 4 SailPass memberships per season. A SailPass can be obtained via the SailPass button on the Club's website.

A SailPass is primarily for the safety and welfare of guests. The registration process ensures the Club has adequate information to provide the correct response if an emergency was to occur. SailPass also satisfies a number of compliance requirements for the Club, including Australian Sailing Racing Rules and insurance requirements.

All guests using Club facilities and/or equipment for racing or non-racing on-water activities (eg social sailing, SUP boarding or windsurfing) must complete a SailPass before going out on the water. Guests crewing on a member's boat competing in an ESC Club race must complete a SailPass before going out on the water.

Sailing visitors who wish to race and are current full members of another Australian Sailing affiliated club do not need a SailPass, but must sign-on/off on race sheets.

Compliance with Boating Regulations

The Australian Maritime Safety Authority (AMSA) is Australia's national agency responsible for maritime safety.

Transport Safety Victoria (TSV) is the State regulator responsible for safe marine and marine recreation activities in Victoria. Marine Safety Victoria (MSV) is a sub-branch of TSV. The *Marine Safety Act 2010 (Vic)* and *Marine Safety Regulations 2012 (Vic)* provide for safe marine operations in Victoria.

Section 25A of the Marine Safety Act imposes a duty on employers and self-employed persons ("duty holders") who manage boating activity events to, so as far as is reasonably practicable, ensure the safety of participants in an event or persons effected by the event. To help duty holders comply with the Act, a Code of Practice for Yacht Clubs has been developed and approved by the responsible Minister. The Code identifies good practice that should be followed to provide assurance that safety risks are being managed effectively. A copy of the Code can be found on the Club's website.

Members shall make themselves familiar with the ***Victorian Recreational Boating Safety Handbook*** (published by TSV). The handbook contains guidance and safety information for recreational boaters, sailors and SUP boarders. Topics covered, include:

- Lifejacket requirements
- Emergency procedures
- Trip planning

A copy of the handbook can be found on the Club's website.

Compliance with Sailing Rules and Regulations

Australian Sailing is the national sporting organisation for sailing and manages safety rules and regulations, which all sailors competing in club races must be aware of and follow, including:

- ***Australian Sailing Racing Rules of Sailing***
- ***Special Regulations Part 2 for Off the Beach (OTB) Boats***

Copies of these documents can be found on the Club's website.

Special Regulations Part 2 for OTB Boats set a uniform minimum equipment, behavioural and qualification standards for OTB boats whilst racing, proceeding to and from the race course and while training. These regulations are also directly applicable to social sailing.

As set out in the Special Regulations Part 2, the safety of a boat and her crew is the sole and inescapable responsibility of the person in charge who must do their best to ensure that the boat is structurally sound, thoroughly seaworthy and manned by a crew who are physically fit to face expected conditions.

ESC requires all members who sail on OTB boats (either in a race or socially) to be familiar with the Special Regulations Part 2.

To help members comply with the Special Regulations Part 2, ESC officers will conduct audits on OTB boats sailing out of the Club. These audits will generally take place at the start of the season, but may also be conducted on an ad-hoc basis during the season. A copy of the boat audit checklist and skipper's declaration form can be found on the Club's website.

Use of Club Stand-up Paddle Boards (SUPs)

The Club owns a number of SUPs.

Full Members and their SailPass registered guests may use the Club SUPs, with some limitations:

- Children must be supervised by an adult member when using club SUPs
- ESC strongly encourages SUP boarders to paddle with a buddy and/or have a friend spot from the beach
- Club SUPs must not be taken out if the wind is blowing offshore, or blowing more than 12 knots (22km/hr) in any direction
- Users of Club SUP boards shall keep within 200m of the shore, or within 400m if wearing an approved PFD
- Club SUP boards shall not be taken/paddled beyond the Brighton marina or Point Ormond (ie. must stay within sight of the ESC control tower)
- Leg ropes / leashes must be securely attached to the rider's ankle when on the water

- Boards should only be placed down on grass, sand or water. Please be careful when taking boards in and out of the locker as relatively small knocks can cause significant damage to the boards.

Use of Club Windsurfers

The Club owns a number of beginner windsurfers – high volume boards with small rigs.

When not being used for training purposes, Full Members and their SailPass registered guests may use these boards, with some limitations:

- Children must be supervised by an adult member when using club windsurfers
- ESC strongly encourages all windsurfers to sail with a buddy and/or have a friend spot from the beach
- The Club windsurfers must not be taken out if the wind is blowing offshore, or blowing more than 15 knots (28km/hr) in any direction
- An approved PFD must be worn at all times when using a Club windsurfer

Use of Club Test Sail Boats

The Club owns a number of sailboats for members and potential members to test sail and potentially buy. These boats are typically from an ESC Sponsored Class or Potentially Sponsored Class (e.g. Sabre, Laser, Paper Tiger or National E).

An ESC class representative manages each of the club boats according to a set of usage guidelines, including:

- Use subject to experience level of the test sailor, weather conditions and sea state
- Maximum of 3 test sails per Member or prospective member
- If not racing, test sails must be supervised by the class representative with a rescue boat and crew on standby and ready to assist if required. When racing, rescue boat crews to monitor
- Children must be supervised by an adult member when using club SUPs
- Guests must secure SailPass before taking out a Club boat

A Full Member, following the approval of the General Committee, may purchase a club boat.

Use of Club Training Boats

The Club owns a number of Pacer training boats which may be made available for a Member to use. The Training Boats are managed by the Training Officer who manages the use of the boats according to a set of usage guidelines, including:

- The boat is not being used as part of a formal ESC training course,
- The boat will be sailed at ESC (controlled activity, rescue boat supported), and
- The boat will be used to introduce a person to sailing, or to further develop the sailing skills of someone who is new to the sport or has not raced before.
- Children must be supervised by an adult member when using club SUPs

- Use subject to experience level of the sailors, weather conditions and sea state
- Maximum of 3 test sails per Member
- If not racing the sail must be supervised by the Training Officer or delegate, with a rescue boat and crew on standby and ready to assist if required. When racing rescue boat crews to monitor.
- A member may organise formal training by an approved trainer at ESC. Safety requirements to be defined and implemented by the Trainer.

Any Full Member wishing to race a Training Pacer must first secure the approval of both the Commodore and Training Officer.

Use of Club Powerboats

ESC rescue boats (RIBs and hard-sides) are essential assets of the Club. The boats can only be used for Club activities with the approval of the Rear Commodore.

Only ESC authorised operators may launch and take out a rescue boat. This applies at all times, even in the case of an emergency.

Names of authorised rescue boat skippers are recorded in a list kept in the Control Tower.

For further details, please refer ESC ***On-Water Procedures and Safety Manual***.

Troubleshooting, Maintenance and Repairs – Club Powerboats

Members should report all powerboat maintenance and repair issues to the Club Manager or Rear Commodore.

Members shall not troubleshoot faults or undertake maintenance / repair work on the Club's powerboats without the express permission of the Club Manager or Rear Commodore.

SECTION 6: RISK MANAGEMENT AND INCIDENT REPORTING

Risk Management Plan

The activities undertaken by ESC naturally incur risks and the Club is very mindful of the need to understand, manage and mitigate these risks with a view to providing a safer sporting and social environment and experience for sailing and other members and well as members of the community at large.

Risk Management is the process of systematically eliminating or minimising the adverse impact of all activities which may lead to injury or loss of life, dangerous situations or loss of physical and intellectual property. This requires a framework within which risk exposure can be measured, monitored and controlled.

The Club's Risk Management Plan sets out our approach and processes for risk management. Most importantly, the Plan lists key risks and associated controls across four separate areas of activity – on-water activities, pre and post on-water activities, clubhouse environment, and finance and club sustainability.

Members are strongly encouraged to read the Club's ***Risk Management Plan***. A copy can be found on the Club's website (under the 'documents' tab).

Risk Registers

The top safety risks for the Club are summarised on two risk registers:

- ***Key Risks - On-water Activities***
- ***Key Risks - Clubhouse Activities***

It is important for Members to be familiar with these documents and the key safety risks at the Club. Copies can be found on the website (under the 'documents' tab). Copies of the risk registers are also posted on notice boards around the Club.

Incident Reporting

Reporting of hazards and incidents is a critical part of the Club's safety and risk management framework. Reporting helps ensure prompt action is taken to minimise the risk of injury or ill-health, or the recurrence of an incident.

Members, employees, guest and visitors are required to promptly report hazards and incidents to the Club Manager, a Flag Officer or General Committee member. As soon as practicable, an initial report should be completed and submitted to the Club Manager using one of the following forms:

- ***Injury report***
- ***Near miss report***
- ***Property and environmental damage report***
- ***Hazard report***

These forms can be downloaded from the Club's website (under 'documents' tab), or can be made available by the Club Manager.

SECTION 7: GENERAL

Insurance and Indemnity

At all times when a boat is on Club premises and/or involved in Club activities, its owner or skipper shall insure against:

- Loss or damage of any kind to other persons or other privately owned property or Club owned property caused by the use of the privately owned property
- Any legal liability whatsoever for damage to property or personal injury to any person whomsoever caused by the use by the member or any person of the privately owned property for an amount not less than ten million dollars (\$10,000,000)

Prior to entering a boat onto Club premises or participating in Club events, the Club may request the owner / operator of the boat to show proof of insurance.

Each member and guest utilising Club facilities and/or participating in Club events shall indemnify and keep indemnified at all times the Club, its servants, agents and officers acting in good faith against or in respect to all claims, actions, suits or demands whatsoever and howsoever arising by virtue of the use of Club facilities, or participation in Club events including but not limited to injury or loss to him/herself, his/her boat, injury or loss to any person on such boat or boarding or alighting there from and injury, loss or damage to any person arising in any way.

Authority to Spend Club Funds or Otherwise Commit the Club

Rules for the expenditure of Club funds, sale of Club assets and signing of Club contracts are set out in the Club Rules. No one can spend ESC funds or otherwise commit the Club without the prior approval of the General Committee or a general meeting of the Association.

ATTACHMENT 1 – Index of Club Documents

Strategy and Leadership	<ul style="list-style-type: none">• Strategy on a Page – ‘We are ESC’• Plan on a Page – ‘Our Plan for the Future’• Leadership Team, Roles and Accountabilities
Rules of Association, By-laws and Policies	<ul style="list-style-type: none">• Rules of the Elwood Sailing Club Incorporated• Club By-laws• Code of Conduct• Membership Policy• Statement of Commitment to Child Safety<ul style="list-style-type: none">– Guidelines for Interacting with Children– Guidelines for Use of Communal Change Rooms
Plans and Procedures	<ul style="list-style-type: none">• Race Management Procedures and Safety Manual• Training Operations and Safety Manual• Risk Management Plan<ul style="list-style-type: none">– Risk Register for On-Water Activities– Risk Register for Clubhouse Activities• Clubhouse Emergency Response Plan
Sailing Rules, Instructions and NOR	<ul style="list-style-type: none">• AS Racing Rules of Sailing• AS Special Regulations Part 2 – Off-the-Beach Boats• Notice of Race• Sailing Instructions
Race Management Checklists	<ul style="list-style-type: none">• Rescue Boat Safety Equipment Checklist• On-Water Emergency Response 1-Pager• Equipment Audit and Skipper Declaration (OTB Boats)
Forms	<ul style="list-style-type: none">• Hazard Report• Incident Report – Injury• Incident Report – Near Miss• Incident Report – Damage to Environment & Property• New Membership Application• General Committee Nomination• Boat/Board Storage
Schedules	<ul style="list-style-type: none">• Sponsored Classes• Membership and Storage Fees
Authorised Operators	<ul style="list-style-type: none">• Rescue Boats and Hard-sides – Authorised Operators
Restricted Documents	<ul style="list-style-type: none">• Register of Members• Register of Boats
Other	<ul style="list-style-type: none">• Code of Practice for Yacht Clubs (Marine Safety Act)• Victorian Recreation Boating Safety Handbook• Basic Sailboat Racing Rules• AS Race Signals Guide
