

**POLICY MANUAL**  
**SOUTHBAY CRUISING CLUB**

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## Policy Manual 1996

At the May '96 Board Meeting held at the Snapper Inn, a **suggestion** was made by Board of Governor **Bill Manger**. The suggestion was **that** a book, "Policy Book". **should be kept** where **in all** decisions regarding Club policy would be recorded for future reference. It was also decided **that keeping and updating** the book would be a **responsibility** of the Rear Commodore. A review of meeting minutes over the **past ten** years was then made by Corresponding Secretary, Joyce Gerard. **Pertinent information regarding policy** was extracted and presented to Commodore Pittman for review and approval for entry into the Policy Book. The review, approval and submission for entry into the Policy Book was done at the July '96 Board Meeting.

As a preface to the actual notations of Board Policy, I would like to include the Job Descriptions of **all** Board Members and Committee Chair People. As a base line and to eliminate confusion as to who does what, I feel adding this section to the Policy Book would be helpful especially when each new Board sits.

**In an attempt to give the book some organization, I have divided the entry's into three (3) sections. Those including policy regarding:**

**Cruising**

**Racing**

**General Membership Concern**

**To those who read and refer to or add to this book in the future, I wish you Good Luck and Happy Sailing.**



**Rich LaTorre  
Rear Commodore**

## RACING 1987

January 28, 1987:

The following motions were discussed and passed:

- CI.) Cruising class will be a non-spinnaker class.
- (2.) There will be five Co eight races scheduled in which the CrUising Class will be included as well as Race Week during Great River Week.
- (3.) The Measurement Committee will have the responsibility to spot check any participating vessel in a race to see that the vessel conforms to the requirements of a proper cruising sailboat.

October 25, 1989:

The rules governing the West Chance Race shall be those that were in effect prior to the adoption of the new Constitution and By-Laws.

February 7, 1990:

Motion introduced, discussed and passed that: Any Race Committee boat captain who is assigned committee boat and fails to appear after being notified in writing and again by telephone shall not be scored in any further Race for a period of one year from the date of the infraction unless the failure to appear is expunged by payment of a \$100.00 penalty to the General Fund.

March 31, 1993:

A proposal was made from Rt. Vxt La Chair that an open invitational race to all yachts, tubs on the South Shore. This race would be held on Saturday of Race Week. All racers would be invited to participate in the Blast afterward.

Ed Scheckel made a motion to allow the Regatta Committee to proceed with plans to have a race open to all South Shore Yacht Clubs. Motion passed by the Board.

## CRUISING 1990

August 27, 1990:

There was a discussion as to the cost incurred by & Rendezvous host boat at a rendezvous for food, etc. with regard to different programs that may have been put on at the rendezvous.

Although there was a motion or vote with regard to the above discussion. it was the general feeling that in the past, such costs have not been absorbed by the club.

August 20, 1990:

Merritt Warsaw asked for clarification and the creation of a process by which yacht clubs who do not accept direct payment for services provided a visiting yacht. It seems that the SBCC was being billed directly for expenses incurred by our club boats visiting and using other yacht club facilities. It was agreed that a "charge back system" was necessary and the SBCC member incurring a charge would re-pay the SBCC for any expenses. It was also agreed the SBCC mailing address on the membership card would have to be changed.

January 27, 1993:

Board voted on and approved the new top rendezvous award to be named after Shiela Daytz. The award to be given to the boat attending the most rendezvous during the season.

June 27, 1994:

Tom Gotard discussion regarding rendezvous credit. Motion made and passed to obtain rendezvous credit, boat and crew must be in attendance to receive credit.

## Cruising Trophy

June 25, 1995

Discussion regarding input from members about cruises. Present policy reviewed. Agreed that trophy is not the issue but recognition is. No hard rules to prevent splinter cruises. Host clubs have only one annual cruise. Consider returning to one annual cruise but not this year: Splinter cruises should be recognized in the Yearbook but not necessarily achieve the same status as the "Annual Cruise". Motion made and passed to consider this request and returning to one annual cruise.

January 24, 1996:

Criterion for recognition of other cruises **will** depend upon the **publication** of the itinerary **in the Masthead** no later than the edition **of the Masthead that** comes 'at least **ac months prior to** the cruise.

## **GENERAL MEMBERSHIP 1986**

**February 26, 1986**

A vote was not indicated of the following issue: Members who resign from the club and **then** request to **join** again, must go through the process as if **joining** for **the first** time.

**December 3, 1986:**

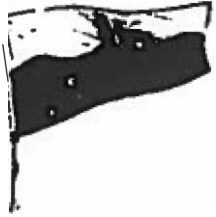
A motion was made and passed to terminate the membership and privileges of any member whose dues remain unpaid as of December 31, 1986. This in accordance with the By Laws (Chapter 2, Section 5).

**December 3, 1986:**

The following motion was passed as a result of correspondence received on the question. In a situation where married members become separated and still wish to maintain membership but separately, each shall pay the dues fee, be listed individually but not required to pay any additional initiation fee.

**September 30, 1987:**

On September 10, 1987, the Planning Committee submitted a memorandum of a meeting it held September 8, 1987, containing nine(9) recommendations. At the September 30, 1987 Board Meeting recommendations 5, 6 & 9 were voted on and approved by the Board. Attached is Planning Committee Memorandum dated September 10, 1987.



# South Bay Cruising

GREAT SOUTH SAY. "I.

Reply to: 3470 Homestead Avenue  
Wantagh, New York 21793

September 10, 1987 ,

Commodore Anton F. Davies  
23 Cuttec Court  
West Islip, New York 11795

L=: SBCC Planning Committee

)eac Andy:

I enclose copy of Memorandum of Planning Committee of Meeting of  
September 8, 1987.

I am sending a copy to all who attended the meeting, so that they  
might correct my Memorandum.

Sincerely,

DJZ/caa  
Encl.

SOUTH BAY CRUISING CLUB

MEMORANDUM  
OF PLANNING COMMITTEE  
MEETING OF SEPTEMBER 3, 1937

**Committee** DONALD J. ZIMMER, CHAIRMAN  
TOM PENN  
KEN KONDOR  
ANTON DAVIES  
JOHN CLASSEN  
TOM O'CONNELL

TO: COD124ODORE ANTON F. DAVIES

The Planning Committee has reviewed and reports herewith on several topics that had been assigned as well as topics initiated by the Planning Committee:

I. Should we have compulsory assignment of new members to a Committee for at least two (2) years?

The Planning Committee feels that the end desired by the above question could best be served by increasing the number serving on the Membership Committee and in particular to include board members in the Membership Committee. Prior to the Membership Committee accepting any new members, there should be held a meeting with the new members and at least two members of the Membership Committee (including at least one Board member).

It is also suggested that a Member of the Welcoming Committee be present for such meeting, which would be held at most, once each month.

At such meeting, the Membership Committee would obtain the background of the proposed member, examine a list of committees, which had been previously submitted with the membership application to the nominee and note those committees that the nominee had checked off as being areas that he would be possibly called upon to serve. The new member would be advised that it was expected that he would be called upon to serve on one of the committees and he would be designated for such service within the first year of membership unless he had previously volunteered to serve on a particular committee. The list that the nominee would check off as to preferences would be forwarded to the chairman of the particular committees checked off thereon.

The Planning Committee recommended the continuation of the

current practice that the boat be as specified in the By-Laws, namely a cruising auxiliary or cruising sailboat (By-Laws Chapter II Section 4), and, as such must have, (1) bunks, (2) head, (3) galley/. The refinement of question with regard to compliance with said requirement shall be determined by the Membership and Measurement Committees.

3. Should the matter of the Great River Blast or the function of the Entertainment Committee with regard to the Blast be changed, considering the number of people attending this affair?

-The Planning Committee recommends no change.

4. Should a new position be created under the title of Public Relations Chairman?

Recommendation of Planning Committee - no change.

5. Creating Activities that would generate renewed interest in Cruising?

Planning Committee may hold off on this question until statistics for the current year are made available; however, the Planning Committee did recommend that 1988 Great River Week be held in July between July 14th and July 16th, a date which it is believed would not conflict with the Around Long Island Regatta or the Stars and Stripes Regatta and that the annual cruise commence on August 6. The reasons for this recommendation include the fact that many of the people attending the cruise have young children in school and others find that their boat has not been fully equipped and tested by the first week of July. In addition, by having Great River Week in the second week of July, there would be an opportunity for the various members of the Club to fraternize and socialize among one another and the new members and have better rapport between all members of the Club during the sailing season rather than to only realize the benefits of Great River Week and the friendships created therein towards the end of the season. The Planning Committee suggests that this proposal be presented to the membership in the next issue of "The Masthead" and request comments from the membership within two weeks, which could be directed to Donald J. Zimmer (516) 785-5245 and a report back be made to the Board at the October Board meeting, so that the proposed dates for cruise and Great River Week (whatever they might be) would be published in the following newsletter. The Planning Committee recommends that the chairman of Great River Week for 1988, (presumably the Fleet Captain) consider a buffet at Snapper Inn, under the tent, rather than the mid-week Commodore's Dinner at the restaurant. The further recommendation is that the Committee for Great River Week < 1953 might consider a possible name change from the Commodore's Dinner to Mate's Light Out.

6. The Planning Committee recommends that the Club obtain a post office box in Babylon, New Yorks which is believed to be the geographical center of the Club members, so that there is a permanent mailing address for the Club.

7. The Planning Committee recommends the appointment of an Insurance Committee to study the insurance coverage of the Club in view of the changing conditions and market to make recommendations to the Board with regard to new coverage or the dropping of any existing policies.

8. The Planning Committee recommends a special class of membership for out-of-town members. David VanNostrand, Club Treasurer, reported that based on a membership of approximately 500 members, the club's membership yearbook and the newsletter for last year was \$26.00. Current dues charged to regular members is \$35.00

The Planning Committee does not recommend any change for the creation of any new class of membership.

9. Name of Entertainment Committee - The Planning Committee recommends that the name of the Entertainment Committee be changed to the Hospitality Committee as of January, 1988.

Respectfully submitted,  
BY:  
F LA/NINO COH HITTEE

CMa.I RNA II

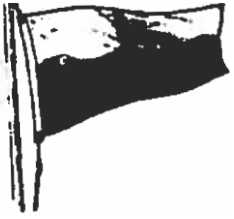
## Cruising Club position regarding the United States Coast Guard

February 24, 1988:

Commodore Don Zimmer passed a resolution stating the South Bay Cruising Club position regarding the United States Coast Guard, which at the time due to Federal budget cuts was facing serious cuts in funding and services it would be able to supply the local boating community.

Attached is DON`rs resolution approved by the Board on February 24, 1988.

C)



# South Bay Cruising Club

GREAT SOUTH BAY, N.Y.

P.O. BOX 555

BABYLON, N.Y. 11702

WHEREAS, The United States Coast Guard has proven itself to be a long time and valued friend to the public and all who use the waterways around Long Island, in war and peace, and

WHEREAS, The United States Coast Guard deters the flow of illegal drugs and substances into the communities of Long Island and the waters of the Great South Bay and of the northeast to prevent the use of illegal drugs throughout our country, and

WHEREAS, The United States Coast Guard assists the public using the Great South Bay and surrounding waters when in danger, whether the public is spending the morning on a charter fishing boat out of Captree or is a recreational or professional boater, and

WHEREAS, The United States Coast Guard further extends its valued help to the public through law enforcement, education, instruction and support of a Coast Guard Auxiliary which performs public service and promotes safety and law enforcement at minimal cost, and

WHEREAS, the members of the South Bay Cruising Club as well as all the people of Long Island and the United States are indebted to the United States Coast Guard;

IT IS RESOLVED that the 500 member families of the South Bay Cruising Club will do all in their collective and individual power to support the United States Coast Guard in its quest for sufficient funds to continue the functions and facilities that they have been necessarily and traditionally assigned. Our members are encouraged to lobby and foster activities such as a letter writing campaign to educate our local, state and federal officials as to the great value of the United States Coast Guard to each and every citizen of the United States.

Approved by the Board of Governors  
2/24/88

## Commodore Award 1990

February 28, 1990:

A discussion and motion was made for initiating the "Commodore's Award". It would be an award given to a member in recognition of his or her outstanding sailing achievements or example in service to the South Bay Cruising Club. The award would be a plaque and certificate issued by the Commodore and signed by all the Flag Officers.

Nominations for the award shall be initiated by the Commodore or other members of the Board of Governors, and be brought before a committee consisting of the three Flag Officers and one of the Governors. The Committee shall vote to grant or deny this award. This award is not necessarily an annual award.

Motion voted on and passed by the Board February 28, 1990.

April 25, 1990:

It was moved and passed that anyone who makes a reservation and fails to appear will be billed. A reservation is a commitment.

March 26, 1991:

It was moved and accepted that Ted Zimmerman have his future dues waived as Founding Father of the Club and voted "Grand Honorary Member".

April 24, 1991:

As the "Adopt a Highway"-Program was catching on throughout the area on local highways - it was proposed that the SBCC adopt Connetquot River from the mouth of the River to the Arboretum to keep it clean. A motion for Nike Smith to pursue this was approved.

June 24, 1991:

Mike Smith, reporting for the Planning Committee pro-

posed that a certificate prepared and issued by the Membership be presented to members in good standing with over 25 years in the Club. Andy-Peters formulated the concept into a motion. Motion was passed.

## **Commodore, Vice Commodore and Treasurer be allowed to sign singly on the account.**

July 29,

Corporate resolutions for Chemical signature cards needed. It was therefore resolved that the Commodore, Vice Commodore and Treasurer be allowed to sign singly on the account.

December 7, 1993:

The exact date of passage on the following is not reflected in the minutes. However, the following motion was made on the above date.

- CI) In selecting a new committee, the advice of the current chairperson should be solicited.
- (2) When applicable, it is desirable that the new chairperson have at least 2`years experience by having served constructively on the committee.
- C3) The Board should be advised as to the name of the candidate chairperson and be given the opportunity to comment on this candidate after the Board has had a suitable amount of time for reflection.

January 26, 1994:

Commodore Petroske in an effort to improve communication within the Club would like to invite members to attend Board Meetings and be permitted to make comments or ask questions during the first 15 minutes of the meeting. Motion made and passed - 25 for, 3 against.

April 27, 1994;

D. Max inquired about her sail number (# I on trawler, Doxie) not being included in the Yearbook listing. Discussion followed and it was agreed that if a power-boat has sail capability it is entitled to a sail number.

February 22, 1995

Motion made by M. Kohl that the initiation fee currently set forth shall apply to new members only and to members who resigned in good standing. For members who did not

February 22, 1995 (cont):

resign in good standing, who simply failed to pay their dues, the initiation fee would be equal to one year's current dues. Motion passed - 14 in favor and 3 opposed.

May 20, 1996:

1.) Motion made and passed to have "Policy Book" established and Maintained for the purpose of recording policies passed by the Board. The Policy Book shall be maintained by each duly elected Rear Commodore.

2.) Motion made and passed that:

A member shall not be considered to be in "good standing" if dues shall not have been paid within ninety days of date due (Jan. 1).

## **Notification of a member death and officer attendance at wake**

September 22, 1997

Motion made and passed that the Commodore should be notified of the passing of any member. All Flag officers would be expected to attend wake/funeral if possible.

Policy Manual Update  
South Bay Cruising Club  
July 28, 2014

## **Retiring of Sail Numbers**

Rich Mourino asked the following questions regarding sail numbers in an e-man dated March 28, 2012:

**"When a sail number is issued to a member does it become that member's sail number for life even if they no longer own a boat? If the member resigns or is no longer a member of the club is the number available for someone else?"**

A sail number is issued to a member for as long as they own the boat with that sail number, or until such time that they are no longer a member in good standing in the SBCC. Once a sail number no longer meets the above criteria, then it becomes available for any new or existing member. Sail numbers 1 through 10 will not be issued to any members.

This issue also arose when Bob Van Tassel was Commodore. Donia Max requested that her sail no. 1 not be issued to any other boat. Dottie doesn't own a boat any longer with that sail number so Bob met with her and explained that her sail number would not be retired.

Past Policy: At the Board of Governors Meeting on February 27, 1997, Mrs. Perry, the widow of Jack Perry, requested the retiring of his sail number. The Board declined the request as there is no policy towards such requests.

## **Contribution to Charitable Sailing Organizations When an SBCC Member Passes**

A request was made to put in the Masthead the passing of Bob Garven. The Commodore requested to be informed of any passing of members. Motion was made and passed re: a \$100 donation to the Maritime Museum in memory of Bob. Board of Governors Meeting - August 25, 1997

More recently, within the past five years, the Board of Governors passed a motion to donate \$25 to the Bay Shore YMCA Sailing Program whenever a SBCC member passed. This cannot be confirmed in any copy of the minutes, but the Commodore, Vice Commodore and Rear Commodore recall this being acted on. Since the Bay Shore YMCA no longer has a sailing program, we would like to establish a policy, approved by the Board of Governors, to make a \$25 donation to an organization that promotes and/or sailing on the Great South Bay. Some suggestions are, but not limited

to, Wet Pants Sailing Association, the Maritime Museum or the Coast Guard Foundation (to support family programs for Coast Guard members).

At the October 28, 2013 Board of Governors Meeting, the Board agreed that going forward the Club should donate one fixed amount each year, in the name of all members who pass away during the previous year, to a sailing foundation run out of Sayville Yacht Club that focuses on special needs children and their families.

## **Associate Membership**

The Board of Governors authorized the formation of a Vision Team, which met on September 20, 2012 and formulated a recommendation which was presented to the Board at the September 24, 2012 as follows:

Attendees: Roger Daisley, Joe & DJ Greco, Sue Montana, Ed Pshedesky, Mark Romaine

Mission: The Board requested the Vision Team to review and clarify the description of Associates and the qualifications to become an Associate.

Finding: We reviewed the SBCC By-Laws and found the wording to be accurate; however, we all interpret it more broadly than some others seem to. The By-Laws state in Chapter XIX Courtesies Extended - Associates "In order to encourage the companionship of our crew who race and cruise with us but do not own qualifying cruising sailboats of their own" which we interpret to mean that an Associate may or may not own a power boat or a non-qualifying sailboat.

The Vision Team agreed that our Associates are a great addition to the SBCC as:

- We actually make a small amount of money from their dues (out of income of \$67.50 per Associate, we spend approx. \$33./member incrementally on yearbooks, mailings, etc.)
- They add value to the Club
- **Many Associates are potential full members**

We don't see why it benefits the Club to exclude people. Each Associate is sponsored by two members; therefore, they would still be reviewed and approved by the Board. Associates cannot vote, become Board members, Chair Committees, nor do they have any other Membership privileges.

We have some very active Associates who are great assets to our Club but do not fit the stricter interpretation of Associates:

- Jean & Jerry Howell, who host a wheel supply rendezvous every year, attend many rendezvous and cruises, and have towed some sellers off of sand bars
- Jesse Eilbeck, who shucks clams for the Blast

- ' Lisa Donatelli who sings in the band
- ' Michael Simon, who provides Race Committee beats, and even hosted the BLAST one year at his home

Recommendations: The By-Laws should remain as they are. However, the Club should utilize the broadest interpretation of the definition to allow any sponsored interested party who does not own a qualifying cruising sailboat into the Club to be presented to the Board for approval as an Associate.

This was not formally voted on by the Board of Governors, but this will be the new Policy of the SBCC going forward.

### **Notice of the Death of a Family Member**

At the October 28, 2013 Board of Governors Meeting, it was voted and approved that the Board is authorized to notify the membership by e-mail of the death of a members spouse, child, or parent, but only if the member or an authorized designee of the member requests that the Board make such a notification.

The following policy was further refined and adopted to announce the passing of members through use of e-mail and The Masthead. Immediate family members, defined as parents, children and step-children, may have their passing broadcast to the general membership with the permission of the members. The Fleet Chaplain or other member shall contact the family to determine whether or not they wish to have the notice broadcast to the general membership. If the family desires to have the membership notified, then an announcement with details will be sent to the Mailing Committee who will then send the e-mail to the general membership.

### **Distribution of GSBYRA Yearbooks**

It was decided at the April 28, 2014 meeting that GSBYRA yearbooks will be included with new member packets.

### **Budget Change**

At the May 27, 2014 meeting, the Board of Governors voted to change the budget line 'Donations' to 'GSBYRA Scholarship Fund.'

## **SBCC FaceBook Page 2014**

At the June 30, 2014 meeting, the Board of Governors voted to affirm that the SBCC FaceBook page be for SBCC Members and Associates only.

## **SBCC Policies and Procedures –Budgeting and Reimbursement for Club Sponsored Events 2015**

- The dynamics of the Club are ever changing and therefore policies are expected to evolve to insure that they meet the members' needs, uphold the Club's traditions and reputation, and encourage innovation.
- The Board of Governors shall decide from time to time in the budget process what is the most appropriate policy in regard to Club-sponsored events and reimbursement for member expenses, including Club-provided alcoholic beverages.
- During the budget planning process, committee chairpersons requesting funds should provide supporting details of the expenses they expect to incur. After the budget is approved by the board, the chairpersons shall be responsible for managing their budgets and approving reimbursements consistent with Club policy.
- Any member seeking reimbursement shall apply to the appropriate committee chairperson, who shall decide, within that committee's budget, if reimbursement is approved. If approved, the member seeking reimbursement shall submit paid receipts, which shall be provided to the Treasurer for disbursement of funds.
- There are times after the budget is finalized that an unplanned opportunity occurs for which funds have not been appropriated. The opportunity must be presented prior to the event for the Commodore's and the board's approval with supporting documentation as to the nature of the opportunity and details of the expenses to be incurred. This should include expenses for advertising, food and beverages, and trophies and awards. The board will then decide if this opportunity best meets the needs of its members.
- It has been standard practice that expenses incurred by members for regular rendezvous and regular weekly regatta races are not

reimbursable. However, reimbursement of expenses for Cruise and Regatta activities, including Club-provided alcoholic beverages, approved as part of the budget, and including invitational race after-parties hosted by the Club and rendezvous held jointly with other clubs, shall be reimbursable at the discretion of the committee chairperson.

- At the five major Club parties, the Club may supply beer and wine for members and their guests.

# **SBCC Cruise & Rendezvous Program**

From yearbook 2017

## **Cruises**

Early in the year, the Fleet Captain and the Cruise Committee put out an inquiry to the membership for opinions to work out tentative cruise itineraries. Plans for extended two-week and three-week cruises off the bay are asked to be submitted to the membership. A One-Week Cruise Around the Bay has traditionally been held the week after the annual event called "The Blast."

When a member(s) submits a plan for a cruise, that person(s) will act as Cruise Captain. The Cruise Captain will submit a draft itinerary of dates, ports of call, and activities to be published in the Masthead. A meeting date will be announced to present the cruise itinerary to the membership, usually in March. A final itinerary with dates, times, tides and activities will be given out to members who plan to sail on a cruise of their choice.

During a cruise, the itinerary may have to be adjusted due to weather. The Cruise Captain's responsibility is to keep the fleet informed of daily plans and/or changes that may occur. It is also the responsibility of the captains participating on a cruise to advise the Cruise Captain if they plan to leave the cruise and go their own way.

## **The SBCC Rendezvous**

The designated host boat should hoist the large burgee supplied by the Fleet Captain. Rendezvous usually begin around 1630 hours and last for about 2 hours. All hands are invited to attend. It is customary in the SBCC to bring your own drinks and to contribute to the snacks. Boat names should be on your bowls or platters and taken back to your boat. Pets should be left on their owner's boat. It is the duty of the host boat's captain to take a list of the boats that attend the rendezvous and stay the night until 6 AM the next morning. That list should be given to the Fleet Captain as soon as possible by e-mail.

Rendezvous are not normally cancelled due to inclement weather, but may be cancelled in the event that severe weather is forecast. It is up to the host and the Fleet Captain to make the decision. In the event the host captain is unable to attend their scheduled rendezvous, it is expected that the host captain will obtain a substitute host boat and captain for the event, and then notify the Fleet Captain. The designated location of the rendezvous is not to be altered without conferring first with the Fleet Captain.

## **Raft-Up Procedure**

It has been tradition that no invitation is necessary to join a raft-up at a SBCC rendezvous, weather permitting, but please ask the host boat for permission to raft-up for the duration of the rendezvous. After the rendezvous, you should leave the raft and anchor nearby. While attending the rendezvous, please treat other boats as you would your own.