



Geographe Bay Yacht Club Incorporated – BY-LAWS

Approved by the Committee August 2023

1. Mission Statement & Values

Our Vision

“To be Western Australia’s premier yacht club, delivering great sailing experiences, encouraging the joy of sailing, open to everyone, on the best sheltered bays in WA.”

Our Mission Statement

We will provide value to all members through a great experience at our Club with our focus being on enjoying the experience of sailing.

We will achieve this by listening and responding to our members, by providing excellent facilities, providing sailing opportunities, training and managing the Club soundly and professionally.

Our success will be measured by the pride our members take in the Club and the standing the Club enjoys in the yachting and local community.

Our Purpose

Our Club will:

- Passionately promote and encourage sailing as an active, healthy sport and great recreational past-time.
- Focus on being family friendly, inclusive and providing a welcoming and social environment.
- Introduce newcomers to the fun of sailing.
- Expand and develop everyone’s skills; and
- Provide a safe environment on and off the water.
- Encourage Sail Training participants
- Develop young Sail Training Instructors

Values and Principles

Inclusive and Accessible– we will actively encourage participation, irrespective of age, ability or experience to share in the many benefits of sailing at our Club

Value Volunteering – we will encourage and recognise the contribution our members make as volunteers and encourage the ‘next generation’ of volunteers to take an active part in the Club.

Show Respect and be Team Focused– we will respect our fellow members and treat others how we want to be treated. We will encourage a team focus approach over individuals.

Encourage Skills and Improvement – we will encourage our sailors to aspire to continually improve, no matter their level or expertise. Healthy risk taking to challenge ourselves and our skills.

Safety First – we will promote the safest possible environment for all participants and members, whether on the water or on land.



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2. CONDUCT OF MEMBERS

Geographe Bay Yacht Club endorses the following code of conduct for members, Committee, coaches, officials, volunteers, invited guests, parents/guardians (of child participants), service providers and spectators, particularly those responsible for activities involving members under the age of 18 years.

As members, Committee, coaches, officials, volunteers, invited guests, parents/guardians (of child participants), service providers and spectators you should meet the following standard of conduct:

- *Respect the rights, dignity and worth of others.*
- *Be fair, considerate and honest in all dealing with others.*
- *Refrain from any form of discrimination, harassment, bullying or abuse of others.*
- *Be professional in, and accept responsibility for, your actions.*
- *Commit to providing quality service.*
- *Be aware of Australian Sailing's standards, rules, regulations and policies.*
- *Encourage and reward good sportsmanship*
- *Refrain from any conduct that may bring the Club into disrepute.*
- *Do not use your involvement with the Club to promote your own beliefs, conducts or practices where these are inconsistent with those of the Club.*
- *Provide a safe environment for the conduct of the activities of the Club.*
- *Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.*
- *Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.*
- *Be a positive role model.*
- *Refrain from excessive use of alcohol and/or acting in a way that may become a public nuisance or may create a public disturbance.*

Committee Code of Conduct

Committee/officers/employees/contractors shall:

Agree to abide by this Code of Conduct.

- *Be considerate, respectful and honest in all dealing with others.*
- *Be professional in their actions, language, presentation, manners and punctuality in order to reflect high standards.*
- *Maintain confidentiality in regards to sensitive and/or commercial information.*
- *Resolve conflicts fairly and promptly through established procedures.*
- *Maintain a safe environment for others.*
- *Be a positive role model for others.*

Coach and Instructors Code of Conduct

Coaches and instructors educate participants in the fundamental techniques, skills and tactics of



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sailing and boating. Accredited coaches and instructors are vital to quality sailing and boating development.

Coaches and Instructors shall:

Agree to abide by this Code of Conduct.

- *Become accredited and keep that accreditation up to date.*
- *Encourage enjoyment of sailing and boating. Participation should be for pleasure and winning is only part of the fun.*
- *Encourage and reward good sportsmanship*
- *Cater for varying levels of ability so that all participants have a 'fair go' in both practice and competition.*
- *Provide equal encouragement to males and females to participate, acquire skills and develop confidence.*
- *Make opportunities available for exceptionally talented participants to develop their full potential.*
- *Prepare and conduct sessions based on sound coaching principles.*
- *Set realistic standards and objectives for juniors.*
- *Provide safe conditions.*
- *Insist that the required protective clothing is fitted and worn appropriately.*
- *Educate participants and, in the case of juniors, the parents on health and safety in sailing or boating.*
- *Abide by the World Anti-Doping Code and the Australian Sailing Anti-Doping Policy.*
- *Ensure that the consequences of inappropriate conduct are clearly understood by participants, and in the case of juniors, the parents.*
- *Keep up to date with sailing and boating coaching development.*
- *Operate within the rules and spirit of the sport and teach participants to do the same.*
- *Never belittle a participant for making a mistake or not coming first.*
- *Provide a good role model of sporting conduct and respect the rights, dignity and worth of every participant regardless of their age, gender, ability, cultural background or religion.*

Sailing or Boating Participant Code of Conduct

Participants are expected to comply with the Basic Principles outlined in the Racing Rules of Sailing.

Participants shall:

- *Agree to abide by this Code of Conduct.*
- *Be tolerant of other users of the waterways and surrounding environs.*
- *Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.*
- *Work equally hard for yourself and/or your crew.*
- *Encourage and reward good sportsmanship*
- *Refrain from any form of harassment, bullying or abuse of other participants and crew members.*
- *Refrain from verbally abusing or sledging of other participants and/or deliberately distracting or provoking an opponent.*
- *Abide by the Australian Sailing Anti-Doping Policy.*
- *Cooperate with your fellow participants, without them there would be no competition.*



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Officials and Volunteers Code of Conduct

Officials and Volunteers shall:

- *Agree to abide by this Code of Conduct.*
- *Place the safety and welfare of the participants above all else.*
- *Value the individual in sport.*
- *Accept responsibility for their actions.*
- *Be impartial, consistent and objective.*
- *Encourage and reward good sportsmanship*
- *Avoid anything which may lead to conflicts of interest.*
- *Promote respect and courtesy and be open to discussion and interaction.*
- *Encourage inclusivity and access to all areas of officiating.*
- *Seek continual self-improvement through study, performance appraisal and regular updating of competencies.*
- *Be a positive role model in conduct and personal appearance.*

Spectator Code of Conduct

Spectators should:

- *Applaud good performance and efforts from all participants and teams. Congratulate all participants on their performance regardless of the event's outcome.*
- *Respect the decisions of officials and teach young people to do the same.*
- *Never ridicule or belittle a participant for making a mistake. Positive comments are motivational.*
- *Show respect for your team's opponents. Without them there would be no event.*
- *Encourage participants to follow the rules and respect the officials' decisions.*
- *Encourage and reward good sportsmanship*
- *Reject the use of violence, harassment or abuse in any form (i.e. do not use foul language, sledge or harass sailors, coaches, officials, volunteers or other spectators).*
- *Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.*

Code of Conduct

All persons entering the Club premises, in doing so, agree to comply with the Club's Code of Conduct. Persons in breach of the Club's Code of Conduct may be asked to leave the site and/or be subject to the Club's disciplinary procedures.

3. The Clubs aim is to make Geographe Bay Yacht Club a "second home" for all members
 4. The entire clubhouse buildings are designated as a "smoke free area"
 5. Members may invite a maximum of Five (5) visitors at any one time
- Visitors may not purchase or consume liquor unless in the company of a financial member.



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1. DRESS MINIMUM STANDARDS

- 1.1 Shirt, shorts and footwear
- 1.2 Footwear must be worn at all times in the Club House
- 1.3 Wet bathers or wet sailing gear must not be worn in the Club House
- 1.4 Hats/Caps not to be worn in the club house.

2. HOUSE AND GROUNDS

- 2.1 Liquor Act - The Committee and all members shall observe and comply with the provisions of the Liquor Control Act 1988 which apply to the Club's activities. The Club shall keep an up-to-date register of members in respect of each class of membership. This register must be continually available for inspection at the club premises.
- 2.2 Hours of Operation - The Committee shall set the hours of opening and closing the various facilities in the Club Licensed Premises and notices of such times shall be posted on the Club Calendar.
- 2.3 Functions - The Committee may prescribe what functions may be held within the Club Licensed Premises and when and where they shall take place. The Committee may make all necessary arrangements, including the determination of charges and any other matters.
- 2.4 Ringing the Bell - Ringing the bell on race days requires that person to purchase two jugs of beer or one bottle of wine (whichever is preferred), to be distributed amongst members and guests.
- 2.5 Consumption of Food and Liquor - Members, guests or visitors are not permitted to consume food or liquor on the Club Licensed Premises other than food or liquor purchased from the Club.
- 2.6 Keys – Keys may be issued to Senior Members & Life Members upon receipt of Key deposit and application to the Committee. Keys may be issued to other Members, affiliate members & Parents upon approval by the committee and receipt of key deposit. All recipients of Keys must be recorded on the key register and returned upon relinquishing their membership. Replacement of Keys will only be made following written application to the CEO and payment of a charge determined by the Committee. A Key is issued to a member to enable admission to the Club of that member only and their vehicle only. A Key shall not be used to admit any other vehicle and shall not be loaned to another person. Infringement of this By-law may entail the withdrawal of the member's gate card.

3. RAFFLES

- 3.1 Canvassing for donations, raffles or subscriptions is prohibited on Club premises unless permission has been granted by the Management Committee, Commodore or Duty Officer.



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4. ADVERTISING

- 7.1 No notices, written or printed shall be laid on the tables or displayed upon the Club notice board or anywhere in or about the Club premises without permission of the Management Committee or authorized person representing the Management Committee. Authorised notices and must be handed to the Bar Manager to be dated and signed. A maximum of twelve (12) weeks only is allowed for each advertisement.

5. NEW SAILORS AND VISITORS

- 5.1 After New sailors/visitors have enjoyed the benefits of the Club on three (3) occasions they are expected to join the Club and pay the necessary fees in the category of their involvement.
- 5.2 All Sailors must adhere to RRS rule 46 – register to sail with SailPass.
- 5.3 New Sailors are considered 'New' if they were not a member of GBYC in the previous season.

9. DAMAGE

- 9.1 Any member who willingly destroys, damages, or loses Club property shall pay the full replacement cost in restitution.
- 9.2 **No Removal of Club Property**
- 9.3 A member shall not take any Club property from the Club Premises for any reason, unless expressly and specifically authorised by the CEO.
- 9.4 **Other Member's Property**
Members shall not remove, damage or otherwise interfere with the property of another member.

10. LIABILITY

- 10.1 The Club, its officers and Committee shall not be liable to any member or associate or guest of the Club or to any person suing the Club premises or property, under or by virtue of the Rules thereof, for or by reason of any Act, neglect, default or negligence of any officer, servant, employee or agent of the Club. All such persons as aforesaid using the Club premises or any property of the Club or making use of any of the conveniences or facilities provided by the Club shall be deemed to do so at their own risk. Members are totally responsible for all personal property including boats and equipment stored at the Club.

11. PARKING

- 11.1 Vehicles must park in the designated parking area only. Access roads must be kept clear.
- 11.2 A fine of \$50 may be imposed where vehicles are left in unauthorised areas, or in parking bays designated for Club Officials where the vehicle is not owned or operated by the designated Club Official.
- 11.3 No vehicles are permitted on the rigging areas and/or lawns without permission.



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12. BOAT LAUNCHING AND RETRIEVAL

- 12.1 Person not involved with launching and retrieval of boats must keep clear of launching ramp
- 12.2 Swimming and casual sailing is prohibited near the finish line and launching ramp while yachts are finishing a race.
- 12.3 The line of vision between the control tower and the finishing mark shall be kept clear.

13. TRAILERS AND CRADLES

- 13.1 All trailers, launching dollies and cradles should be left at least 5 metres from the water's edge and ramp area for the convenience of others and the general public.
- 13.2 No trailers are to be left on the ramp at any time
- 13.3 Trailer chain to be attached to tractor prior to launching and retrieving.
- 13.4 Launching of Non-sailing related water craft on GBYC ramp shall not conflict with the launching of club racing sailing boats and support boats

14. CLUB RETRIEVAL VEHICLES

- 14.1 All new members to have training for retrieval vehicle operation prior to using for the first time.
The use of tractor is by approval of a committee member only
- 14.2 Members and visitors who use the Club retrieval vehicles do so at their own risk and must observe all the prescribed safety and operational requirements.

15. STORAGE

Annual Storage rental charges shall be assessed by the Committee. Any overall level of increase is subject to the approval of an Annual General Meeting or a Special General Meeting. Annual Storage Rentals are for the period 1st September to 31st August

- 15.1 Subject to availability limited storage may be available to all senior and junior sailing members.
- 15.2 Boats shall be stored only in the approved storage sheds, compounds, or moorings.
- 15.3 The Club will not be responsible for the adequacy of an allocated storage area or liable for loss or damage to boats or gear.
- 15.4 All boats in storage must be registered under the name of a Senior financial member
- 15.5 All boats and boat trailers in storage must be clearly identified as follows:
 - 15.5.1 Boats shall have placed externally on the transom or on both sides of the hull near the transom in legible letters and figures of minimum height of 50mm:
 - Name of boat



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- Registered sail number
- Name of Club abbreviated “GBYC”
- Department of Transport registration number (where applicable)
- Current GBYC boat storage sticker.

15.5.2 Boat trailers shall also be marked with:

- Name of boat
- Name of Club abbreviated to GBYC
- Licence plate or Number
- Name and contact details of owner
- GBYC Membership number

15.5.6 Storage priority is provided to boats that are raced regularly. If a boat is not sailed at least once a month, the management may request to relocate the vessel to another area or terminate the right to storage if others need that storage. After notice has been served, management may authorize the removal of the offending boat to an unprotected area of the Club grounds.

15.5.7 The Management Committee shall regularly review storage area available to various yacht classes.

15.5.8 The Club storage officer shall maintain a plan of all shed storage and compounds and a record of the yachts & Trailers occupying those areas.

16. MOORING

16.1 Financial sailing members may apply in writing to the Management Committee for approval to place a mooring and buoy within the Clubs mooring area.

16.2 The mooring buoy shall be positioned only at an approved location and shall be to the minimum standard specified by the Management Committee. The placing of a private mooring in its allocated position and subsequent servicing and care is entirely the responsibility of the member to whom the site has been allocated.

16.3 Provided twenty-eight (28) days written notice is given the Management Committee may require a mooring to be lifted and moved temporarily or permanently for any reason.

17. CLASS CATEGORY

17.1 Yachts will race either as individual classes or Mixed as determined by the Sailing Committee

17.1.1 The Sailing Committee will declare class categories and the grouping classes where required.

17.1.2 A yacht type is a class which in its best ten (10) club races in any season averages three (3) or more registered starters may apply to the Sailing Committee for racing as a class for the following season.



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- 17.1.3 Championship and consistency trophies may not be awarded for classes where consistent or average numbers fall below Three (3)

18. CLASS RESPONSIBILITIES

- 18.1 Classes - shall be bound by the Club Rules and Management Committee policy. Autonomy is permitted to the extent of organization and promotion of Class activity.
- 18.2 Classes - may form a Committee, make rules and levy fees from class members subject to approval from Management Committee.
- 18.3 Classes - shall be responsible for the following functions within the Club:
 - 18.3.1 A Class captain who shall be responsible for overall co-ordination of Class activity.
 - 18.3.2 Provide Delegates to the Sailing Committee, Social Committee, Rescue/Support Services Committee, Auxiliary Committee, Training Committee, Facilities Committee and Regatta Committee.
 - 18.3.3 Provide Protest Panel representative
 - 18.3.4 Contributions to the newsletter and Club magazine
 - 18.3.5 Assistance, when needed for operation of canteen and bar
 - 18.3.6 Assistance, when needed for operation of control tower and rescue boats including launch and retrieval
 - 18.3.7 Assistance with Class boat storage
 - 18.3.8 Assistance with Club works projects and busy bees.
 - 18.3.9 All duties as per Duty Class as nominated in the sailing Calender.

19. ORGANSATION OF CLUB RACING

- 19.1 GBYC will offer the following sailing events during any season.
 - 19.1.1 A Calender of events for all classes to participate
 - 19.1.2 Other sailing events as approved by the Sailing Committee
- 19.2 The Club will publish a fixture book containing the program sailing instructions, rosters, and House By-laws. Any amendments will be notified in newsletters or on the club notice board.
- 19.3 Invitation Races
 - 19.3.1 An invitation race involves yachts not registered at G.B.Y.C. formally invited to participate in club racing.
 - 19.3.2 The Sailing Committee shall nominate when invitation races do or do not count towards the club consistency competition.
 - 19.3.3 Invitation races shall not be programmed concurrently with club championship heats
- 19.4 Special Events



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- 19.4.1 Classes and associations may apply to the club for approval of events additional to normal Club racing, Eg: Class state championship heats.
- 19.4.2 Special events require prior approval from the club Management Committee and are subject to the club by-laws applicable to special events.
- 19.5 The Race Committee
 - 19.5.1 On a sailing day the PRO, advised by the Sailing Committee, shall be responsible for deciding whether racing will proceed, be postponed, cancelled, or abandoned.
The Race Committee shall consist of:
 - The Rear Commodore for sailing
 - Principal Race Officer
 - Class Captains
 - The race starter and/or the line judge
 - Handicap Officer
 - Others as nominated by the Committee
- 19.6 Duties and responsibilities
 - 19.6.1 The duties and responsibilities of key roles within the club are outlined in the Roles and Responsibilities Annexure.
 - 19.6.2 Changes to role responsibilities shall be made and approved by the Management Committee to meet the needs of the Club as required and does not require AGM approval or a Special Meeting.

19 PROTESTS

- 19.6.8.19 The Protest Committee Chairperson shall be responsible for the efficient operation of the club Protest system.
- 19.6.8.20 Each class shall provide a delegate to the protest committee
- 19.6.8.21 The Protest Committee Chairperson shall roster a committee of three (3) as the duty Protest Committee for each programmed day of sailing
- 19.6.8.22 Whenever possible, protests will be heard on the day of occurrence, otherwise at the convenience of the protest committee.

20 TRAINING

- 20.1 GBYC shall adopt the Australian Sailing Scheme and pathway which will be adapted to suit Geographe Bay Yacht Club Classes
- 20.6 Administration of the Club Sail Training Centre shall be vested in the appointed principal and the training committee and maintain the Australian Sailing Standards and guidelines to operate as a Discover Sailing Centre



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- 20.7 Each Class of the Club may provide an assistant to advise the principal of training needs in that class for each season and where appropriate provide practical assistance during training sessions.
- 20.8 The Club shall own and maintain training yachts as decided by the Management Committee and it shall be the responsibility of the training committee to ensure these are adequately maintained.

21 SPECIAL EVENTS & REGATTAS

- 12.1 Any sailing event conducted from the Club but arranged by some other recognized sailing organization shall be regarded as a special event.
- 21.2 Special events shall require application in writing from the organizer, who shall provide the following details:
 - 21.2.1 A general description of the event
 - 21.2.2 A programme outline including dates and times;
 - 21.2.3 Details of club facilities required;
 - 21.2.4 Names of officials involved;
 - 21.2.5 Approval shall be in writing from a decision of the Management Committee and may include any conditions or requirements.
- 21.3 The following conditions shall normally apply:
 - 21.3.1 A fee or levy per yacht or race may be required to cover club expenses.
 - 21.3.2 Where approvals or permits are required before a special event can proceed it shall be the responsibility of the organizer to obtain these.
 - 21.3.3 All personnel shall be supplied by the organizer with the use of G.B.Y.C personnel open to negotiation.
 - 21.3.4 All expenses (license fees, cleaning costs etc) shall be met by the organizer.
 - 21.3.6 Club members shall have normal access to the club facilities during the event unless exclusive rights are granted by the Management Committee.
- 21.4 Club facilities may be made available under the following conditions:
 - 21.4.1 Rigging areas and grounds. To be kept clean and tidy with bins emptied daily.
 - 21.4.2 Arrangements to be made for postponing lawn watering and cutting.
 - 21.4.3 Camping may be made available subject to Shire Council approval.
 - 21.4.4 Club hall to be booked in advance for special functions and appropriate fees paid as per current Venue hire agreement.
 - 21.4.5 Club bar: All profits will be kept by the Club. (stock requirements should be advised in advance)
Kitchen facilities are exclusive to the current caterer. Event catering requirements are to be negotiated with the Caterer and the club. Alternative catering may be allowed upon approval by the management committee.

23 VENUE HIRE

- 22.1 The House Committee may plan/organise events and or lease designated areas of the Club during the sailing season, but must adhere to the following conditions:



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- a. Approval from the Rear Commodore of Sailing & Rear Commodore of Juniors (or the Commodore may approve in their absence) must be obtained prior to the approval of any event or venue booking application during the season.
 - b. Club racing fixtures, Regattas and all associated sailing activities (such as briefings, rigging, boat launching, presentations, camping etc) are not to be affected.
 - c. Access to Club facilities such as toilets, showers, bar, boat shed, boat ramp, storage compound, rigging area shall be maintained for relevant sailing members and social members.
 - d. Associated Clubs and their activities within GBYC grounds (ie Fishing Club and Outriggers) are not to be affected.
 - e. Club's permanent Caterers are to be consulted prior to approval of any event or venue booking.
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- 22.2 The letting of the Clubs premises will be conditional on the purchase of all beverages (both alcoholic and non-alcoholic) being made from the Club by arrangement with the bar manager.
 - 22.3 The bar must only be staffed by the Clubs bar manager or the Clubs authorized barperson(s).
 - 22.4 The hirer is responsible for leaving the Club premises in a clean and tidy condition at the completion of their hired time. A fee is charged to do the final cleaning in addition to the hire fee.

24 DOGS

- 23.1 Dogs must be kept on a leash whilst on Club premises, and are not permitted in any Club building