



Cowes Yacht Club Handbook

Season 2023 – 2024

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CYC Club Handbook 2023 – 2024

Commodore's Welcome

Welcome to Cowes Yacht Club for Season 2023 - 2024!

At Cowes Yacht Club, we're dedicated to promoting sailing, boating, and various water activities. Our prime location on the north-facing beach in Cowes ensures easy launching for 'off the beach' boats, and our ramp allows the launching of member's powerboats, trailer yachts and other watercraft.

In this Club Handbook, both new and existing members can discover information about our activities, opportunities, where to find more detailed information and key contacts at the Club.

We urge all members to actively participate. Whether it's being involved in our sailing events, social events, volunteering at events working bees, by joining our committees or generally, your contribution is valued.

Safety and fulfillment are our priorities for your experience with us.

Welcome aboard and enjoy your journey with Cowes Yacht Club!

Tim Modra

Commodore, Cowes Yacht Club

Sailing

Expectation of members – commitment to doing duty

It is expected that Sailing Members who are capable should do a couple of sailing duties per season. Those who race more are expected to do more duties. This season the roster includes up to 6 duties for those who race a lot. Most people have been allocated 2 duties.

Roster

We are now using the DutyMan service to organise our sailing duties and will most likely use it for our social duties in the 2024/2025 season.

Most people will find it is not difficult to choose your own duties before the season, or to swap duties with another member if you cannot do the duty that you chose or were assigned.

Instructions for arranging duty swaps. <https://dutyman.biz/howdutyswappingworks.aspx>

Special Event: Discover Sailing Days

<https://www.cowesyachtclub.com/learn-to-sail/discover-sailing-day/>

These are on Thursday the 28th of December, and Wednesday the 10th of January. They are big days, and the Club needs assistance from any members who can help to make them happen. Contact: committee@cowesyachtclub.com

Special Event: CYC hosting Off The Beach Westernport Challenge 2024

<https://www.cowesyachtclub.com/sailing/western-port-challenge/>

Cowes Yacht Club is hosting the Off The Beach Westernport Challenge on Saturday the 13th of January 2024. This is a big event, and we would like assistance from any members who can help to make it happen. Contact: committee@cowesyachtclub.com

Special Event: Around French Island Catamaran Challenge 23 March 2024

<https://www.cowesyachtclub.com/AFI/>

This will be the third year of the event. Save the date: 23rd March 2024. More details will be available in early January 2024 on how you can be involved – everyone is welcome. Contact: committee@cowesyachtclub.com

Members sailing their own boats – safety declaration.

Each season you are required to complete a safety declaration before sailing at the Club. It is available at <https://www.cowesyachtclub.com/sailing/> in the “files available for download” section

Who needs a crew?

Volunteering to crew is a good way to gain sailing experience. Ask the Rear Commodore, Sailing Captain, a Committee Member or fellow sailors to get suggestions for approaching someone to ask about crewing.

Green Fleet

The Club runs an active Green Fleet group for younger/newer sailors with the assistance of parents. Event dates are included in the Club's Calendar. The support team includes a designated patrol boat Skipper.

Contact: admin@cowesyachtclub.com

Sail Training

The details of our training programs are on our website. Discount is available to Club members.

Use of Club boats

The Club has several boats that are used for sail training. When available, the Club boats are available to full members and booked via the website. The Club boats are only available when the Patrol Boat is on the water. The booking arrangements and rules about using the Club's boats are contained on the Club's website in the policy, "Use of the Club's Boats".

To Book: <https://www.cowesyachtclub.com/bookings/>



Social Activities

We encourage all new members to engage in our social activities. It is the best way to meet other members and enjoy the beautiful views over our north facing beach.

Volunteering in the kitchen is also the easiest way to meet other members and is a lot of fun. Most of the Club's fundraising comes from our social functions and bar takings, all of which are carried out by volunteers. All Senior Members are allocated to a social event each season and many junior members help too. If you are unable to volunteer on the day allocated, you are asked to arrange a swap with someone else and communicate this to the Skipper of the event.

It is important to understand that we are all volunteers at CYC, including Bar Staff.

To minimise sand and wet floors in the upstairs toilets and social areas, all sailors and beachgoers are asked to use the amenities provided downstairs. The outdoor showers and taps are the best places to remove sand before using the indoor facilities.

Members are welcome to use the Club's facilities and should always clean-up after themselves.

Some tips for using the Clubhouse and cleaning arrangements:

- Any plates, cutlery, utensils, cups or glasses from the kitchen area must be washed, dried and put away after use.
- Any benches you use in the kitchen and tables in the social areas should be wiped clean.
- All rubbish should be placed in the bins provided.
- Place any empty bottles or cans in the red tubs in the bar area.
- If you are the last to leave, the rubbish bins need to be emptied & bags placed in the appropriate rubbish bins downstairs near the men's toilets.
- Return any used bar glasses to the bar before leaving.

Security steps if you are the last to leave the Clubrooms, please ensure:

- The bi-fold doors are closed & locked.
- All windows are closed & locked.
- All fans & lights are turned off.
- All doors are locked.

IMPORTANT NOTE:

Always double check that all doors upstairs & downstairs are locked, even if you didn't use them. Other members may have visited the club and assumed that because there was someone else there when they left that there is no need to lock up the doors they used.

Membership Matters

Financial

Joining – The Membership joining process includes a meeting with a Committee Member and an invoice once membership to the Club and membership category has been approved by the General Committee. Membership does not start until payment has been received. Membership categories and fees are posted on the Club's website. Membership commenced during a season may be eligible for pro-rata fees and adjustments for the first full financial year of membership.

Fees – Annual Membership Fees are invoiced at the start of the Club's financial year on the 1st May and are due by 31st July. A discount is offered for fees paid by 30th June. If fees are unpaid by 31st July membership may be suspended and FOB access deactivated. The Committee determines any special conditions that are applied for unpaid boat storage fees.

Contact – Please contact the Treasurer at treasurer@cowesyachtclub.com if you have any invoicing queries.

Member information

The Club is an incorporated association and is required to keep a list of members with important information such as contact details. CYC uses a secure online platform called Revsport that is supported by our Affiliated Association, Australian Sailing, as our member information record. All members are required to have an Australian Sailing number which also requires that a date of birth be provided.

The Club has a Committee member who is a designated Website and Data Manager. Only Committee members have administrator rights for CYC Revsport. Currently Revsport is rolling out two-step verification for administrators and intends to extend this to individual Club members in 2024.

Revsport allocates usernames and initial passwords. It has a forgotten password support option for users. Designated Committee members can also support members with issues using Revsport, including the Data Manager, Secretary and Rear Commodore.

Members have an individual responsibility to keep their information current in Revsport including contact details, boat details, insurance information and safety declarations, each season. To support the storage arrangements and organisation of yard, the Committee or the Rear Commodore must be approached in advance regarding intended changes of boat storage.

The best email to use for Revsport issues, changes to membership or boat change requests is: admin@cowesyachtclub.com

For further details, including membership categories and fee structure, please refer to our website at <https://www.cowesyachtclub.com/about/membership> and see the CYC Rules 2023 in the "files available for download" section.

Risk and Safety

Risk and Safety at our Club is everyone's business, not just the General Committee, and Risk and Safety Sub-Committee.

As a yacht club with a Clubhouse, Yard and an active racing, sailing and social programme, we must make sure we look after both ourselves and our facilities. We have several plans in place that enable the General Committee and Club Members to do all our activities in a safe and supportive way.

A range of safety instructions and the Incident Report Form are on the Club's website at:

<https://www.cowesyachtclub.com/sailing/race-duty-instructions/>

The Off-water Safety and Emergency Plan is displayed in the Clubhouse.

At the beginning of each season, all boat and other watercraft owners must complete the safety declaration contained in their individual section of Revsport.

On-water safety

We have an on-water safety and emergency plan, and we take turns in running our events. Australian Sailing offers some great on-line courses for volunteer club race officers which cover safety as well as skills.

If you are a sailor who competes in races, then you will need to complete a safety declaration at the beginning of every season and also have boat insurance that covers your boat for racing as well as general sailing. If you don't submit your safety declaration and provide evidence of insurance, you may not get a result when you race. As a member of CYC and Australian Sailing, you also get limited personal accident insurance through those memberships.

If you just like to get out and have a sail, or like cruising either around Westernport, or perhaps charter a boat in Queensland, or overseas, you should also consider doing one of the sea safety and survival courses offered by the Ocean Racing Club of Victoria. They teach not only what to do in an emergency, but also what safety equipment you should carry and how to use it. <https://www.orcv.org.au/training/sea-safety-and-survival-course-full>

Safety around the Club and Yard

We also have an off-water safety plan that helps us look after our Clubhouse and Yard and to run our social and training events.

Be careful when manoeuvring your boats or Club Boats in the Yard as there will always be other people about and don't be afraid to ask for help in launching a boat down the ramp or off the beach. Always look up when moving a yacht with its mast up to make sure there are no power lines or overhanging trees in the way.

Club patrol and larger boats launched off the ramp can only be launched using our tractor or the Club winch, and you need to do a familiarisation course on the tractor and winch before you will be allowed to use them. Our ramp can be slippery, even though it is regularly pressure-washed, so you need to be careful. We have an ongoing maintenance programme so if you see a marked-off area and bollards in place, don't venture on to the ramp.

Safety in the Club and at social events

The Clubhouse has plenty of safety signage and fire extinguishers in the event of fire. Please familiarise yourself with the emergency exits from the Club if we ever need to evacuate the Club in a hurry.

When you are rostered on to be part of a social event, please follow any requests of the event Skipper and if you are running an event, we have a manual and signage in the kitchen to help you do it well.

Also remember that part of being in a club is looking after yourself and other club members. We have a membership protection policy that states the obvious about looking after others, particularly our younger and older members.

Finally, we are always looking for extra members of our Risk and Safety Sub-Committee. If you have a skill in this area, or just an interest, please consider getting involved.

Club Power Boats and Equipment

CYC POWER BOATS, CK11 (6.1 BAR CRUSHER) CK12 (4.8 ZODIAC), CK9 and CK10 (RUBBER INFLATABLES).

CYC Power Boats are ONLY to be operated by CYC members who have a current Victorian Power Boat Licence. New members are encouraged to present their licence to the Rear Commodore so details can be recorded and entered on the register of skippers.

CK11 Training courses (intended for both licenced skippers and non-licenced boat crews) are run as required each season and advertised via the Sailing Calendar or via CYC Whats App. New members are encouraged to attend this course. On completion of this course the licenced member will be given access to the KEY BOX via their CYC FOB. This box contains keys to the CYC Power Boats and tractor.

If a member feels he or she requires further training in the use of any CYC Power Boats, please contact the Rear Commodore or Patrol Boat Captain.

An instruction manual for the use of CK11 is kept on-board the boat. This document covers all aspects of operating the vessel including familiarity with the boat, launching, recovery, anchoring, mark laying, radio etc.

Non licenced **Junior** members (min.12 years old), **MAY** be approved to operate a CYC inflatable for training purposes. **IF** approved, they **MUST** be accompanied by a fully trained and licenced CYC Senior Member, the supervising Member must be over the age of 18.

Any problems with any of the CYC Power boats should be reported to the Rear Commodore or the Patrol Boat Captain. admin@cowesyachtclub.com

CYC ELECTRIC POWER WINCH

Only fully trained Senior members can operate this winch.

Remember, the Ramp is located on a public beach and NOT CYC property. As such pedestrians have right of way. Pedestrians are alerted to the use of the winch by procedures. Warning bollards located near the main gate to the ramp should be in place when the winch is in use and put back in the yard afterwards.

New members intending to use the winch should contact a Committee Member to arrange personal training on correct use of the winch.

Prior to use, the operator **MUST** ensure it is safe to do so. This includes using the PA system to advise the public “boat coming down the ramp” or “boat coming up the ramp”. The boat/watercraft involved in launching **MUST** have a Senior CYC Member accompany it and preceding it as it is progressing down the ramp.

When recovering a boat or empty trailer, the same rules apply with the spotter leading the boat up the ramp.

As always **SAFETY FIRST**.

CYC TRACTOR

Only fully trained CYC Senior Members are permitted to use the tractor for moving or launching a boat.

If a new Senior Member requires the use of the tractor to launch their boat, he or she should contact a Committee Member to arrange personal training on correct use of same. When training is completed, the member will be allocated access to the key via the members FOB.

Remember **SAFETY FIRST**.

CYC FUEL PUMP.

Only Senior Members are permitted to use the CYC fuel pump.

The fuel pump is available for use in Members boats that are permanently stored within the CYC yard. This pump is NOT available for use in private vehicles.

New members requiring the use of the fuel pump should contact a Committee Member for training in the correct procedures related to this equipment.

Fuel issued via the fuel pump will be charged via invoice from the Treasurer at a per litre rate as set by the Committee. The details of fuel used must be recorded in the appropriate book in the winch room.

An emergency fuel pump “shut-off” switch is located at the left side entrance to CK11 parking bay. A FIRE EXTINGUISHER is located inside this panel and on the outside of the winch room.

Remember **SAFETY FIRST**.

Club and Yard Facilities

All members are involved in keeping the Club's facilities and equipment in proper working order. Working bees target the bigger jobs and rely on your participation to be successful. Please contact the Committee on ways you could help if you missed a working bee.

In general, boat and watercraft owners are expected to mow under their own boat, keep all parts of the boat clear of the fence and report any maintenance issues to the Committee.

REMINDER: Ensure all gates are locked when you leave.

Liquor Licences

The Liquor Licences held are in the name of Cowes Yacht Club Inc. and are displayed at the bar.

Current issue - Erosion in front of the Club

The situation is being monitored by BCSC. The Committee would appreciate if members could try to reduce causing the swashing down of the dunes in front of the Club.

Donations and Sponsors

- If a Member spots a grant or opportunity, please pass the details on to the Committee. The Committee has an ex-officio member, Dave Arnold (DA) who seeks Grants for the Club. He is happy to discuss the plans for 2024.
- The focus in 2024 will be stage 3 ramp repairs and starting a Pacer renewal program.

The details of our current "Buy A Plank" fundraiser is on the CYC website as well as the details of our major donors and sponsors.

Q and A Section:

- As a member – when can I come to the Club?

The Club is available to all members at any time. Please read the Social section about cleaning and behaviour protocols.

- Can I bring a friend to the Club?

All guests to the Club must sign the Visitor's Register inside the main area upstairs. Guests who sail can purchase a Sail Pass via the website or the Bar.

- When is the bar open?

The Bar is open on race days and for Club events.

- Can I sail club boats at any time?

When available, the Club boats are booked via the website. The Club boats are only available when the Patrol Boat is on the water.

- Can I sail my own boat at any time?

You can sail your own boat at times when there are no Patrol Boats on the water or no other members around. It is safer to choose times when the Club's patrol boats are in the water.

If you do sail when no Patrol Boats are out, you should fill in the Casual Sailing register book, which is in the little alcove next to the garage door at the North-East corner of the Yacht Club building. It is also a very good idea if someone knows where you are sailing and knows when you expect to get back. Preferably they could keep an eye on where you are from the Yacht Club.

- Do I have to have insurance for my boat if I don't race?

It is a club requirement that any boat stored in the yard or sailed from the club is insured. Members participating in racing events must also declare this to their insurer. This is for the protection of members and other race participants. Members are asked to update and keep their insurance details current in their individual area of Revsport.

- Are moorings for anyone to use?

The CYC leases one mooring in front of the Club from Parks Victoria the remaining moorings are for private use only. CYC uses the mooring for events including races, training and Discover Sailing Centre days. Email the Committee or ask a Committee member if you need information about the use of the Club's mooring.

- I have some concerns about Officer Of the Day duty – who can help?

You can ask the Rear Commodore at rearcommodore@cowesyachtclub.com or email admin@cowesyachtclub.com

On the day of a race, there will normally be some more experienced Club members you can ask for advice. Don't be afraid to ask, being an Officer of the Day is not that difficult.

The CYC website has instructions for OOD duties

<https://www.cowesyachtclub.com/sailing/race-duty-instructions/>

- I want to go fishing - can I use a Club powerboat?

No. The Club's power boats are used for water safety.

- I want to learn how to sail, should I buy a boat first?

You don't need to buy a boat first. The best way to learn to sail is to sign up for one of the Sailing courses run by the Yacht Club in early January. You can also crew for a Club member.

- I am a social member and want to sail with full members. Is that allowed?

Social members who sail in Club events are required to purchase a Sail Pass. A Sail Pass is a form of temporary membership for one day and is required under the Club's Rules.

- How do I dispose of out-of-date flares?

Disposing of out-of-date flares is an individual's responsibility. Take any unwanted flares to your local Police Station.



Cowes Yacht Club Committee Season 2023 – 2024

Tim Modra	Commodore
Michael Hart	Rear (and Deputy) Commodore
Karen Telford and Jenni Burrell	Vice-Commodores
David Peck	Treasurer
Lyn Milner	Secretary and Public Officer
Katie Holroyd	Sailing Captain, Data and Website Manager
Doug Telford	Patrol Boat Captain
Gordon Burrell	General Committee member, Security Coordinator, Membership Officer, Bar Manager and Nominee for Liquor Licence
Ian Hart	General Committee Member, working bee organiser

Ex-officio members:

Vanessa Twigg	Immediate Past Commodore and Risk and Safety Coordinator
Brad Trewin	Sailing School Principal and Discover Sailing Centre Coordinator
David Arnold	Sponsorship, Grants and Fundraising Coordinator

Sub-committees

The Club has Sub-committees for: Sailing, Social activities, Membership, Risk and Safety, Ramp refurbishment, Special Events

Committee members and non-Committee members are involved in the Club's Sub-committees. Contact the Committee if you would like to be involved.

Contact details

Full committee: committee@cowesyachtclub.com

Administration group (Commodore, Rear Commodore, Vice-Commodores, Treasurer, Secretary, Sailing Captain, Data and Website Manager, Security Coordinator, Membership Officer): admin@cowesyachtclub.com

Sailing: rearcommodore@cowesyachtclub.com

Social events: vicecommodore@cowesyachtclub.com

Treasurer: treasurer@cowesyachtclub.com

Secretary: secretary@cowesyachtclub.com

Commodore: commodore@cowesyachtclub.com

CYC Landline: 03 5952 2330 (Will divert to a Committee member)

Prepared by the Cowes Yacht Club Committee
December 2023