

PADRE ISLAND YACHT CLUB



Hand Book

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The PIYC Hand Book

1 Document Purpose

To establish a handbook for the Executive Board to manage the affairs and property of the Club and various activities at the Club that are not specifically described in the Club's By-Laws.

2 General

2.1 Safety

Safety is paramount to PIYC. The Executive Board may impose safety regulations as necessary.

2.2 Disruptive or Illegal Activities

PIYC does not tolerate disruptive or illegal activities on Club property. Anyone who participates in any such activity will, at the discretion of the Executive Board, NOT be allowed to return to the Club.

2.3 Hurricane Plan

- a) The purpose of this plan is to establish the expectations and responsibilities of PIYC and the respective boat owners in the event that the PIYC anticipates a hurricane or a named storm.
- b) The objective is to preserve and protect the physical property of PIYC.
- c) This plan may be activated by the Commodore, Vice-Commodore or other designee.

2.3.1 Dock/Slips and Vessels

- a) The Vice Commodore/Docks committee shall develop and maintain a checklist of activities to perform when a Hurricane plan is put in effect.
- b) The Vice Commodore/Docks committee or designee will attempt to contact the dock lease members to notify them that this hurricane plan is in effect.
- c) The Docks committee shall secure and protect Club dock and slip property.
- d) Boat owners shall secure and protect their boat (s). Boat owners are primarily responsible for their vessels and for monitoring weather conditions. Boat owners assume all risk for boats left in their slips, whether or not a Hurricane Plan event has been declared.
- e) All members and visitors shall remove their boats from the courtesy dock. The courtesy dock should only be used for emergency purposes. PIYC, its officers and members are not responsible for boats left on the courtesy dock.

2.3.2 Facilities and Grounds

- a) The Vice Commodore/Facilities committee and the grounds committee shall develop and maintain a checklist of activities to perform when a Hurricane plan is put in effect.
- b) The Facilities committee shall perform activities to secure and protect Club facilities and property when a Hurricane plan is put in effect.
- c) The Grounds committee shall perform activities to secure and protect Club grounds and property when a Hurricane plan is put in effect.

2.4 Guests

2.4.1 Definition

- a) A Guest is a non-member who is sponsored and accompanied by a member. The member is responsible for the guest's actions. An exception to being accompanied by a member is when a guest is visiting for the first time as a prospective member.

2.4.2 Restrictions:

- a) Guests, who are immediate family (Mother, Father, siblings, children, grandchildren or domestic partner) of a member and are accompanied by the member, may attend club functions with their member sponsor with no limitations.
- b) Guests who reside temporarily or permanently in the local area, other than immediate family or house guests, may attend club functions a maximum of three times. After the third time, the guest must make a membership decision. Local area includes Nueces, Jim Wells, San Patricio, Kleberg, and Aransas counties.
- c) Guests who reside outside the local area, other than family, and are visiting (staying with) a PIYC member, may attend club functions with their member sponsor with no limitations during their stay.
- d) A former member who resigned in "good standing" is allowed to attend club functions for a maximum of two months per year.
- e) All exceptions must be approved by a majority of the Executive Board.

2.5 Ground Rules

- a) Speed limit on the Club property is 5 MPH.
- b) For Security purposes, member's vehicles should display on the rear of the vehicle a PIYC sticker.
- c) Private boats, motors, gas cans, sails, grills and other gear are not to be stored on or in the Club property.
- d) Boat trailers, boats on a trailer, travel trailers, motor homes or other privately owned equipment are not to be stored/left on Club property without the Vice Commodore's permission and then only for limited time periods.

2.6 Children younger than 18 years

- a) To promote safety, individuals younger than 18 years of age are not to be on the Club property without adult supervision.
- b) U. S. Coast Guard rules and regulations are to be followed when children are aboard any boat, as well as at all other times.

2.7 Pets

- a) PIYC its facilities, grounds and docks are for Members and their guests. PIYC is not an exercise area for pets. The following rules apply whether one is a member, guest, or visitor.
- b) All pets on the grounds or docks must be on a leash and attended by their owner or representative.

- c) Unattended tethered pets are not allowed on the grounds or docks.
- d) Pet owners and/or their representative are responsible for cleaning up any mess the pet may make on the grounds or docks.
- e) No pets are allowed on the upper deck or in the air conditioned areas of the club house except those assisting the handicapped.
- f) Owners are responsible for maintaining their pets in such manner that the pets will not create a disturbance to other members.

2.8 Expense Reimbursements:

2.8.1 Expense Approvals

- a) Any expenditure less than \$250.00 for items or services beyond the normal operations of the club, must be approved by the board member responsible for the budget that the expenditure is to be charged against prior to making the expenditure.
- b) Any expenditure greater than \$250.00 for items or services must be approved by the board prior to making the expenditure. Exclusions to this are the lease payment, insurance, utilities, and operational food and beverage expenditures.

2.8.2 Reimbursement requests/submission

Club members who request reimbursement for Club related expenses must submit to the Treasurer;

- a) a signed and dated itemized list of the expenses showing;
 - the purpose, date and amount of each purchase/expense
 - the name of the board member approving the purchase.
- b) the original receipt or invoice for that expense.

3 Membership

3.1 Purpose:

- a) The Rear Commodore shall serve or appoint the Chairperson of the Membership committee and is responsible to ensure activities relating to membership development and applications according to the provisions in the By-Laws.

3.2 Requests for Information:

- a) The Rear Commodore will handle requests for information about membership and provide a membership application form. Club information and application for membership forms can also be found on the small desk in the club house and on the Padre Island Yacht Club web site:
www.piyyc.org

3.3 Applications for Membership:

- a) The Rear Commodore collects all applications and submits them to the Executive Board at the next monthly meeting.
- b) The Rear Commodore will maintain a record of all applications and pass on this information to the next Rear Commodore.
- c) Applications for membership will be submitted to the Executive Board in writing on the standard application form. Applications must be complete and must include payment of all appropriate fees. In the event that the Board rejects a completed application for membership, all fees will be refunded to the applicant.

Membership Types, Description and dues structure:

Membership Type	Description
Family/Individual (full time resident)	Regular memberships for local residents and those who frequently visit the area. Family membership is required for applicants requesting a boat slip.
Winter Texan	For those who reside in the Local Area for only part of the year on a seasonal basis (maximum of 9 months per year).
Non-Resident (or cruiser)	For non-residents of Nueces, Jim Wells, San Patricio, Kleberg, and Aransas counties who occasionally visit (Maximum of 90 days per year). For Family/Individual Members while they are cruising. Cruising is defined as; While the Member is a resident of the Local Area, they will be in the Local area for less than 90 days in a year. It is required that when they return to dwell in the local area they will reestablish their Family/Individual Membership.

- d) PIYC does not discriminate against any applicants for reasons of race, color, religion, gender or national origin.

3.4 Assessments

- a) Fees at time of application are the initiation fee plus one quarter's membership dues plus applicable taxes
- b) Currently the initiation fee for all classes of membership is \$200.00 plus \$16.50 tax and is not refundable when membership is terminated.
- c) Membership dues are \$100.00 per quarter plus \$8.25 tax and are invoiced quarterly for full time Family/Individual members.
- d) Winter Texan membership dues are invoiced for the 1st and 2nd and 4th quarters.
- e) Non Resident or cruising members are invoiced the 1st quarter of the year.

3.5 Failure to pay dues

- a) A Member's account becomes delinquent if the Member's account has not been paid prior to the close of business on the thirtieth (30th) day of the month for which the dues are due.
- b) A Notice of Delinquency shall be sent to the Member on or about the thirtieth (30th) day from which the account is invoiced.
- c) If the delinquent account has not been paid in full by the ninetieth (90th) day from the invoice date, termination of the nonpaying membership without further action may occur. Termination shall be deemed "in bad standing."

3.6 Lifetime Members

- a) This is a very special category of membership. It is to honor EXCEPTIONAL service over an extended period of time to the club. It is rarely awarded.
- b) A recommendation to award a lifetime membership must be submitted in writing to the Executive Board. The recommendation can not be a self-recommendation. Along with the recommendation, letters of support from current members must also be submitted (minimum of five). The recommendation and support letters must provide specific information/data describing the exceptional service(s) provided, the length that/those service were provided and the benefit the club and its members received and will receive from this service.
- c) An award of Lifetime membership must be approved by a majority vote of the Executive Board.

3.7 Membership Reactivation

A former member in "good standing" may be reinstated to active membership, after completing a new application form, paying the next quarter's dues and being approved by a majority vote of the members present at any regular meeting of the Executive Board. A former member in "bad standing" may be reinstated to active membership, after completing a new application form, paying their arrears, paying the initiation fee, paying the next quarter's dues and being approved by every member present at any regular meeting of the Executive Board.

3.8 Membership Package

New and renewing members will be provided a membership card for the current year. New members will be provided a copy of the By-Laws & Policies of the Club, two PIYC decals, a PIYC Burgee, a PIYC name badge, the most recently updated membership Directory, and a Dockline which contains a schedule of events for the current month.

3.9 Communications:

- a) It is the responsibility of the Director of Information to maintain ongoing communication with the membership through publishing the Monthly Docklines newsletter.
- b) The Rear Commodore will maintain a record off all communications to and from members and will pass on this information to the next Rear Commodore

4 Clubhouse

4.1 General Use of the Clubhouse

- a) The clubhouse is for PIYC Members and guests.
- b) Scheduled Member activities are listed in the Club monthly newsletter (Docklines). In addition MEMBERS may use the clubhouse for special occasions/parties. During those scheduled activities or times the club house is used, members should use discretion and common sense in using the clubhouse or its facilities for other purposes.
- c) Smoking is not allowed in the clubhouse (either upper or lower areas) at PIYC. Smoking is allowed on the outside upper deck and other outdoor areas.
- d) The Clubhouse will be locked by the last person leaving it.
- e) Checklists are provided in the forms section for assistance when closing up:
- f) Report any equipment malfunctions or club house maintenance needs to the Vice Commodore.

4.2 Use of kitchen

- a) The Club kitchen may be used by any member on a shared basis.
- b) Thoroughly clean up after using the area
- c) Do not leave unused food in the refrigerator for someone else to clean up.
- d) Report any equipment malfunctions or clubhouse maintenance needs to the Vice Commodore.

4.3 Use of Clubhouse for Parties

- a) Club members may use the club for special events (e.g. retirement party, birthday, wedding reception, anniversary, etc). Fundraisers or commercial ventures are NOT allowed.
- b) The member who sponsors the event/special occasion/party is the one responsible for cleaning up after the event. Cleanup must be finished by 7:00 AM the following morning.
- c) A special event is one that:
 1. Is planned in advance
 2. The expected number of attendees is ten or more
- d) The club exists solely for use of the members and their guests. Therefore all club members and their invited guests may use the club whenever they want and may not be excluded from using the club during a special event.
- e) The following are guidelines that define the conditions under which club facilities are available for these special events. These guidelines are to be followed unless a majority of the officers and directors decide to modify them for a particular special event.
- f) Club Usage/Damage Fee: A \$200.00 Refundable Club Damage Fee and a \$50.00 Usage fee shall be paid at time of booking on the master calendar.

- g) **Cleaning:** It is the responsibility of the member/sponsor to clean/arrange for cleaning of the Club prior to 7:00 AM the next day. If cleaning is not proper and/or damage is evident, the sponsoring member will be invoiced for the cost of additional cleaning or repairs over \$200.00.
- h) **Application for Club Use:** The Application for club use may be obtained from the Club Secretary and returned along with the deposit to the Secretary prior to the Board meeting. The Board will approve/disapprove the club use and the secretary will notify the member requesting the club use.
- i) **Scheduling:** Special event usage of the club must be scheduled in advance with the Rear Commodore/ Secretary and Vice Commodore. In the case of conflicts with sanctioned club events, these sanctioned events have priority. Special events must be recorded on the calendar maintained by the club Secretary. The Executive Board approves all clubhouse use requests.
- j) **Sponsor/Guest Book:** A club member must sponsor all special events. The club member must be present during the event, and the club member is responsible for the club facilities including use of the wheelhouse, kitchen, and cleanup. The responsible club member must ensure that all guests sign the guest book. If the sponsoring club member cannot ensure control of the wheelhouse and kitchen, it is the responsibility of the sponsoring member to find other volunteer club members to serve as helpers at the event.
- k) **Beverages/Service:** Members having special events at the club are required to supply their own food, beverages, and other supplies. Wheelhouse beverages and supplies are not to be used for special events.
- l) **Food:** Food is the responsibility of the club member sponsoring the special event. The club kitchen facilities and BBQs may be used, but the responsible club member must ensure that all equipment is left clean and in good working order.
- m) **Decorations:** Special event users may provide their own decorations provided no damage is done during installation and removal. Glitter is not allowed at any time due to cleanup problems
- n) **Event Duration/Time:** Hours of club use must be clearly stated on the club use application form. Note normal usage is between the hours from 6:00 AM to 10:00 PM with a max duration of six hours and nothing after 10:00 PM.
- o) **Behavior:** Consideration of our neighbors is of prime concern. During any special event, the behavior of the participants and members shall not offend our neighbors, the Corpus Christi boating community or other participants at the event.

4.4 Use of Outdoor Grills

- a) Outdoor grills are available for use by Club members, and visiting boaters. PIYC expects that whoever uses a grill will ensure that it is properly cleaned after usage.
- b) For safety reasons, No portable grills will be used in the Clubhouse.
- c) Lighted grills are not to be left unattended.

5 Docks

The Vice Commodore or his designee the “Dock Master” is responsible for insuring that all requests for Dock usage and lease applications are processed in accordance with this plan. The Dock Master typically runs the dock operation and is the point of contact for dock business.

5.1 General Rules

- a) Hazardous materials (fuel, lubricants and other substances including batteries) may not be discharged into the water or the trash receptacles.
- b) No raw sewage, garbage, junk, waste, oil or any other substance whatsoever which might pollute or damage the aesthetics or the water quality shall be deposited or permitted to be deposited in the waters of the marina area.
- c) Do not remove, alter or add anything to the Docks without the approval of the Dock Master.
- d) The docks may NOT be used for commercial ventures – See updated application
- e) If a boat should sink in the Marina or adjacent waters, the owner agrees to refloat or remove the boat immediately or be billed for the expense of the removal.
- f) No dinghies are allowed to be left on the docks or on the grass land next to the docks.
- g) No water hoses are allowed to be left lying on the Dock. They must be hung up appropriately.
- h) Boats must be tied with lines that are appropriate for the size of the boat. Recommended minimum: ½ inch. Additional mooring and chafing gear must be applied during a threat of a Named Storm.
- i) Boats must have all lines and halyards secured away from the mast to minimize noise.
- j) Owners must routinely check their boats to assure that the boat is properly tied and no lines have frayed. Docks, deck, rigging, boat exteriors and hulls must be kept in a neat and orderly appearance.
- k) Do not use city water to run air conditioning or refrigeration units.
- l) Dock boxes may not exceed 2' x 4' by 3' tall, must be the same color, and must be securely attached to its designated space.

5.1.1 Transient/Guest Docks and Slips

- a) Where possible, transients, guests, and members not renting a slip should use the Guest docks and Slips.
- b) When using the Guest Dock, ensure that adequate room is left for docking other vessels (e.g. when safely on the guest dock, move your boat to one end or the other).
- c) Guest Dockage 30 days max., subject to approval of the Dock Master.
- d) Fees:
 1. No charge first night for visiting Yacht Club members.
 2. Visiting/Transient boats: \$10.00/day + \$4.00 per 30 amp outlet.
 3. Members: 2 consecutive days free then \$5.00/day + \$4.00/30 amp outlet

5.2 Palapa

The Palapa is part of the Club facilities and is for the use of all members and their guests and visiting boatmen.

- a) The Docks Master is responsible for the upkeep of the Palapa.
- b) The user shall thoroughly clean the grill after every use.
- c) Lighted grills are not to be left unattended.
- d) Charcoal and ashes to be disposed of are to be thoroughly quenched before being deposited in our dumpster. Do not dispose used charcoal in the palapa “trashcan”.
- e) If you use the table to work on boat equipment, ensure the table is covered before use.
- f) Thoroughly clean the area. You may be the next one to use it.
- g) Ensure the sink and water faucet is turned off, before leaving.
- h) Ensure the Palapa overhead light is turned off before leaving.

5.3 Leased Slips

- a) Leased Slips are for family status members in good standing.
- b) Sub-letting of the slip by the lessee is not permitted.
- c) Slip renter may let another club member use his/her slip one day at a time. However, use may not exceed 30 days.

5.3.1 Process to lease a slip

- a) Check with the Dock Master for the availability of slips and slip size.
- b) Obtain and complete a PIYC Marina Docking Lease Agreement (see 5.4 page xx). Attach copy of Boat Insurance information showing the minimum Liability coverage as indicated on the lease agreement.
- c) Send the request to the Dock Master.
- d) If approved, the Dock Master will assign a slip and inform the Lessee as to availability.
- e) If a wait list exists, the Dock Master will add the Lessee Name to the wait list in a first come first served order.
- f) If disapproved, the Dock Master will inform the Lessee in writing with the reason for the disapproval.
- g) The Dock Master retains the right to revoke a lease agreement if any information on the lease agreement is not true or if unstated intended use is contrary to club rules or terms of agreement.

5.3.2 Slip rental contract.

- a) Before any slip, berth, moorage or craft storage of any sort is assigned to any person, a slip rental contract must be executed by the slip applicant and the Padre Island Yacht Club via the dock representative, typically the Dock Master. See 5.4 “Padre Island Yacht Club Marina Docking Lease Agreement”, page 5-18.

5.3.3 Slip waiting list.

A slip waiting list for Members is maintained by the Dock Master on a first-come first-served basis, and is posted along with the slip inventory on the Club house bulletin board. One must be a full family member to be placed on the waiting list.

5.3.4 Unoccupied slips.

If a lessee is not going to occupy his or her assigned slip with a boat for a period of more than ninety (90) consecutive days, the lessee may agree to allow PIYC to sublet the slip on a month-to-month basis. If the lessee agrees to allow PIYC to sublet, PIYC shall decrease the monthly rent to the assigned lessee by 1/2 and forgo the electricity charge while the slip is sublet. The sublet lessee needs to be a PIYC member and will pay PIYC \$80.00 per month plus electricity (\$5.00 minimum + usage). PIYC shall make the lessee's assigned slip available upon receipt of a 30 day notice stating the need to return to the slip. At this time the sublet lessee has 30 days to vacate the slip and when vacated pay the appropriate prorated rental and electricity fees. As of the day the sublet lessee leaves the slip, the lessee reverts back to the full slip and electricity rate.

5.3.5 Dock/Gear boxes

No Dock boxes shall be erected or maintained except by written permission of the Vice Commodore and then only in accordance with the following regulations

- a) Dock boxes may not exceed 2' x 4' by 3' tall, need not be the same color, and must be securely attached to its designated space.
- b) All dock boxes shall be kept and maintained in a good state of repair and well-painted at all times.

5.3.6 Prohibition against living aboard water craft

- a) No water craft whatsoever which is being used by the persons aboard as a dwelling unit shall be permitted to moor, tie up or anchor at PIYC except transient visitors with approval from the Dock Master.
- b) As used in this section:
 1. Dwelling means any water craft which is being used as a permanent abode or residence in which a person or persons have the intention of remaining.
 2. Transient craft means a vessel that does not occupy a boat slip at PIYC by virtue of any contractual agreement with PIYC or other authorized entity.
 3. Transient slip means any boat slip occupied by a transient craft.
- c) A regular slip tenant may stay aboard his/her craft while the craft is tied up, moored or anchored within the marina at the approved assigned slip provided:
 1. The total stay aboard days shall not exceed a total of fifteen (15) days during any calendar month.
 2. The regular slip tenant complies with all other rules and regulations of PIYC during the temporary stay aboard.
- d) The transient craft's owners, crews or guests may stay aboard the craft for a period of up to thirty (30) consecutive days provided,
 1. Approval has been obtained from the Dock Master.
 2. The transient craft's owners, crews, and guests comply with all other rules and regulations of PIYC during their stay.

- e) The violation of any applicable provision of this prohibition by the transient craft's owners, crews, or guests during a permitted period may subject the transient craft permit to immediate revocation by the Dock Master
- f) No person or persons shall be permitted to use the land areas of PIYC or any other land area of the marina as a dwelling place for any length of time, whether the person or persons be in a vehicle, tent, or any improvised shelter or without shelter.
 - 1. As defined herein, an overnight stay shall constitute using the land area as a dwelling place.
 - 2. An exception to this rule is during youth or adult training camps or regattas held by PIYC

5.4 PADRE ISLAND YACHT CLUB MARINA DOCKING LEASE AGREEMENT

Date of Request:	Type of Boat: Sail ____ Power ____
Lessee (Owner) Name:	Name of Boat:
Home Address:	Make of Boat:
Home Phone Number:	Length: _____ Beam: _____ Draft: _____
Mobile Phone Number:	Hull Color:
Business Phone number:	Documentation Number:
FAX:	Documentation Home Port:
Other:	State Registration Number:

Before a slip can be leased, and as stated in the Terms of Agreement and brought forward here for clarity,

- a) The owner's vessel shall be currently registered and/or documented, marked and maintained as required by Local, State and Federal regulations.
- b) The owner/lessee shall have his vessel insured by liability insurance of not less than \$100,000.00 and will be held responsible for damage caused to other vessels in the PIYC Marina or to the structures thereof.

The following will accompany this application:

- c) A copy of the current insurance binder (proof of liability insurance) of not less than \$100,000.00 in the owner's name.
- d) A copy of the vessel's current registration or federal documentation in the owner's name.

Terms of Agreement:

- a) The Dock Master assigns slips and can reassign slips as necessary to accommodate a fit between boat size and slip size.
- b) Leased Slips are for family status members in good standing.
- c) Length of Lease: 6 months and then month by month.
- d) Security/Energy Deposit - \$120.00
- e) Security/Energy deposit is refundable at end of lease, if current.
- f) Lease Rate is \$95.00 per month plus \$ 5.00 per month minimum charge for electricity and water.
- g) Monthly Invoice is \$100.00 plus cost of electricity used above minimum.
- h) Lease payment is due upon receipt of the dock invoice every month. Delinquent on 30th day of the month.

- i) A Member/slip tenant's account becomes delinquent if the account has not been paid prior to the close of business on the thirtieth day of the month for which the dues is due. An "arrears" note will be added to subsequent statements.
- j) If the delinquent account has not been paid in full by the sixtieth day from the date of delinquency, termination of the nonpaying Members slip rental contract and Membership without further action shall occur. Notice of termination will be mailed with the third delinquent billing. Termination shall be deemed "in bad standing."
- k) A tenant's refusal or failure to pay shall cause cancellation of the tenant's slip rental contract.
- l) In the event of an abandoned vessel, PIYC has the right to seek legal counsel for disposition of vessel.
- m) Liability: All boats must have a minimum of \$100,000.00 Liability coverage to protect the docks and other boats in the marina. The Liability coverage is to be in force at all times during the lease.
- n) The owner's vessel shall be currently registered and/or documented, marked and maintained as required by Local, State and Federal regulations.
- o) A copy of a Current Insurance Binder, a copy of the vessel's registration or federal documentation in the owner's name, and a check for the Security/Energy Deposit and the first month's rent, electricity, in the amount of \$205.00, must accompany the signed Lease Agreement.
- p) Padre Island Yacht Club does not accept any responsibility for the loss and/or damage to or on any tenants' boats while docked in the Padre Island Yacht Club Marina.
- q) The slip tenant may cancel the slip rental contract provided notice is given in writing to the Vice Commodore at least thirty (30) days prior to the date he intends to vacate his assigned slip.
- r) The slip rental deposit may be forfeited when the tenant fails to give the Vice Commodore at least thirty (30) days notice of his intention to vacate his assigned slip and/or when any part of his slip rental becomes delinquent.
- s) No water craft whatsoever which is being used by the persons aboard as a dwelling unit shall be permitted to moor, tie up or anchor at PIYC except transient visitors with approval from the Dock Master.
- t) As used in this section:
 - 1. Dwelling means any water craft which is being used as a permanent abode or residence in which a person or persons have the intention of remaining.
 - 2. Transient craft means a vessel that does not occupy a boat slip at PIYC by virtue of any contractual agreement with PIYC or other authorized entity.
 - 3. Transient slip means any boat slip occupied by a transient craft.
- u) A regular slip tenant may stay aboard his/her craft while the craft is tied up, moored or anchored within the marina at the approved assigned slip provided:
 - 1. The total stay aboard days shall not exceed a total of fifteen (15) days during any calendar month.
 - 2. Further provided the regular slip tenant complies with all other rules and regulations of PIYC during the temporary stay aboard.
- v) Use of a water craft other than a transient craft for more than fifteen (15) days during any calendar month as a dwelling is prohibited.

- w) PIYC may at any time cancel the slip rental contract when the tenant fails to comply with the provisions of the slip rental contract.
- x) Sub-letting of the slip by the lessee is not permitted.
- y) Slip renter may let another club member use his/her slip one day at a time. However, use may not exceed 30 days.

I have read and agree to comply with all the PIYC Rules of the Dock and the conditions of the PIYC Marina Docking Lease Agreement.

Lessee: _____

Date: _____

Vice Commodore: _____

Date: _____

Slip Number _____

5.4.1 Padre Island Yacht Club Marina Rules of the Dock

The Vice Commodore or his/her representative assigns slips and can reassign slips as necessary to accommodate a fit between boat size and slip size.

- a) Slips are for family status members in good standing.
- b) Hazardous materials (fuel, lubricants and other substances including batteries) may not be discharged into the water or the trash receptacles.
- c) No raw sewage, garbage, junk, waste, oil or any other substance whatsoever which might pollute or damage the aesthetics or the water quality shall be deposited or permitted to be deposited in the waters of the marina area.
- d) Do not remove, alter or add anything to the Docks without the approval of the Vice Commodore.
- e) The docks may NOT be used for commercial ventures.
- f) Sub-letting of the slip is not permitted.
- g) Slip renter may let another club member use his/her slip one day at a time. However, use may not exceed 30 days.
- h) If a boat should sink in the Marina or adjacent waters, the owner agrees to refloat or remove the boat within 30 days or be billed for the expense of the removal.
- i) No dinghies are allowed to be left on the docks or on the grass land next to the docks.
- j) No water hoses are allowed to be left lying on the Dock. They must be hung up appropriately.
- k) Boats must be tied with lines that are appropriate for the size of the boat. Recommended minimum: ½ inch. Additional mooring and chafing gear must be applied during a threat of a Named Storm.
- l) Boats must have all lines and halyards secured away from the mast to minimize noise.
- m) Owners must routinely check their boats to assure that the boat is properly tied and no lines have frayed. Docks, deck, rigging, boat exteriors and hulls must be kept in a neat and orderly appearance.
- n) Do not use city water to run air conditioning or refrigeration units.
- o) Dock boxes may not exceed 2' x 4' by 3' tall, must be the same color, and must be securely attached to its designated space.
- p) Guest Dockage 30 days max., subject to approval of Dock master. Fees: Visiting boats, \$10.00/day + \$4.00/ 30 amp outlet. Members, 2 free days then \$5.00/ day + \$4.00/30 amp outlet.

Date: _____

Lessee: _____

6 SOCIAL

The Purpose of our Social Plan is to promote social activities. These various and sundry activities strengthen the common bond between members. Club members are presented with a social opportunity, either held on a stand-alone basis or in conjunction with a cruise, regatta, or landed function, at a rate of about once per month.

6.1 Social Events

Social Events are many and varied at PIYC and can be the responsibility of the any member of the Executive Board or their committees. Listed below are examples of many of the social events at PIYC.

6.1.1 Annual

The following events are traditionally held once a year.

- Installation Banquet
- Valentines Party
- Saint Patrick Day Party
- Spring Clean-up and Fall Clean-up
- Spring Fling
- Mothers Day
- Fathers Day
- July 4th
- Annual Party
- Halloween Party
- New Member's Pot Luck
- Chili Cook Off
- Thanksgiving Dinner
- Christmas Party
- Christmas Dinner
- New Year's Eve Party

6.1.2 Monthly/Weekly Events

The following events are traditionally held on a continuing basis for our members.

- Friday Happy Hour
- Blue Plate
- Tuesday Morning Men's Coffee
- Wednesday Game Night
- Line Dancing, Yoga, mahjong, etc.

6.2 Community Events

PIYC often is involved in community events which include;

- Spoil Island Clean-up
- July 4th boat Parade
- La Posada

7 CRUISING

This plan provides guidance concerning Club Cruising activities. The Cruising Director shall serve or appoint the Chairperson of the Cruising committee and is responsible to ensure that adequate cruising activities are made available to the membership.

- a) The Purpose of Cruising activities is to strengthen the common bond between boaters through noncompetitive cruising activities.
- b) There should be every attempt to provide cruising events for the membership, which may include, but are not limited to, raft-ups, extended cruises, overnights, etc. Club members are normally presented with cruising opportunity, be they held on a stand-alone basis or in conjunction with/in celebration of a social event or a regatta or a series, at a rate of about once per month.
- c) All provisions in the By-Laws that pertain to Cruising are to be followed.

7.1 Cruises:

- a) There is normally one cruising opportunity afforded the membership each month with a one raft-up opportunity and one extended cruise per year.
 1. Weekend Cruises - typically leaving Saturday and returning Sunday. Cruises may include destinations as CC Marina, Island Moorings, Bahia Marina, Port Aransas, Spinnaker Hole, and other destinations off the beaten path. Both by land and by sea.
 2. Extended Cruises - a longer voyage typically a week; cruises may range from destinations like Port O-Connor to South Padre Island.
- b) Each cruise typically has a host/hostess. They will provide the traditional breakfast the day of returning to home port.
- c) The Cruise Committee will provide a cruise plaque to each boat participating in the cruise.

8 RACING

The Cruising Director shall serve or appoint the Chairperson of the Racing committee and is responsible to ensure that adequate racing activities are made available to the membership.

From time to time members may be asked to perform Race Committee duties.

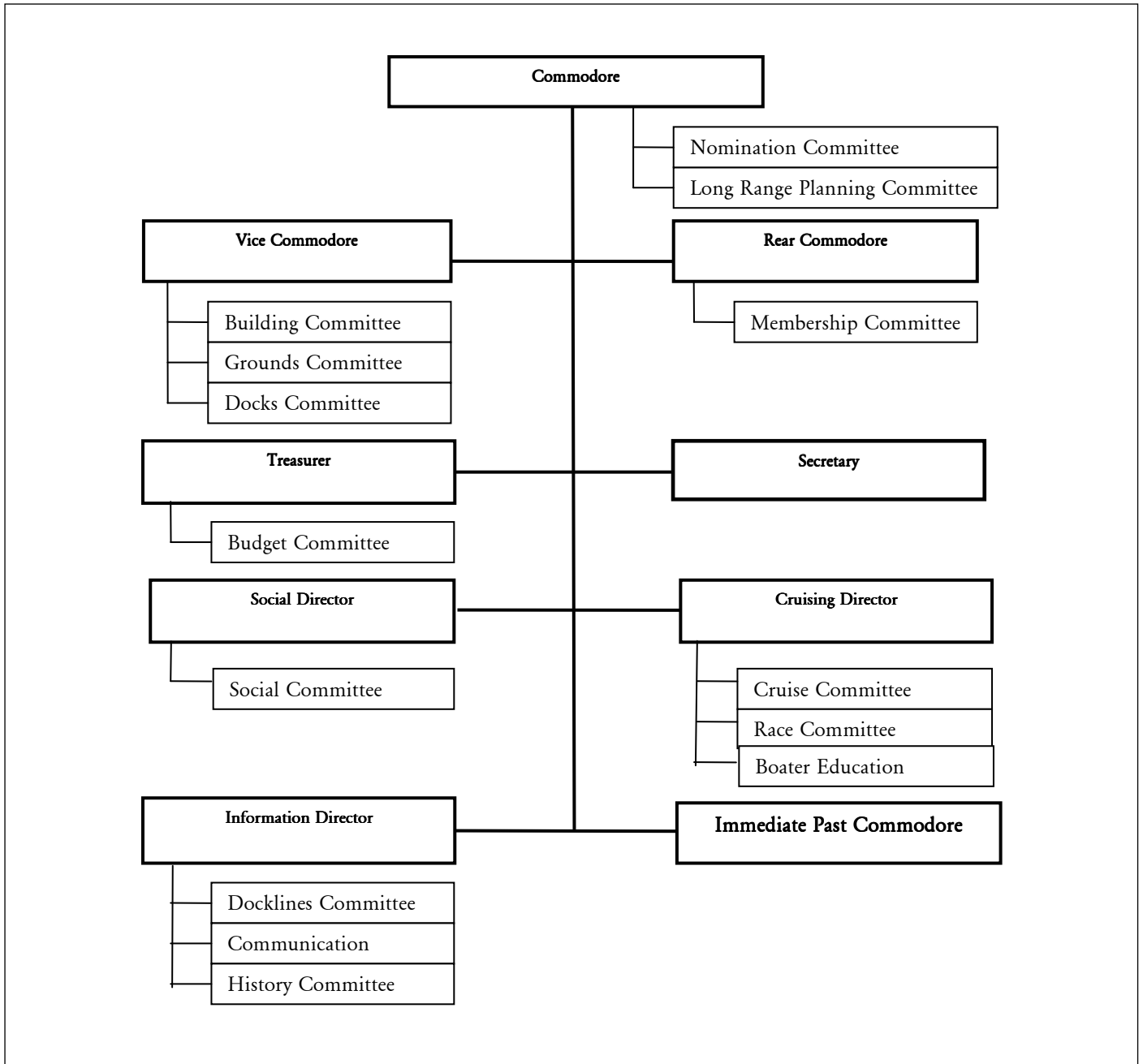
9 Boater Education

Education is the foundation of safe boating. It is the goal of the P.I.Y.C. to work with groups such as the US Power Squadron and the US Coast Guard Auxiliary to offer educational opportunities to the membership and interested members of the community.

10 ADMINISTRATION

This plan provides guidance concerning various aspects of Club administration and defines certain duties and responsibilities of the Officers and Board Members pertaining to Club matters.

10.1 PIYC Organizational Chart



10.2 Use of Clubhouse for Private Parties

A club member may sponsor a special event

A club member must sponsor all special events. The club member must be present during the event, and the club member is responsible for the club facilities including use of the bar, kitchen, and cleanup. The responsible club member must ensure that all guests sign the guest book. If the sponsoring club member cannot assure control of the bar and kitchen, it is the responsibility of the sponsoring member to find other volunteer club members to serve as helpers at the event, especially in assuring that non-members are not allowed access to alcoholic beverages, food, or supplies owned by the club.

10.3 PIYC HURRICANE/EMERGENCY ACTION PLAN

This Hurricane/Emergency Action Plan (hereafter Plan) for the Padre Island Yacht Club (hereafter PIYC) property and facilities has been developed with the coordination and approval of the Emergency Management Office, Park & Recreation and Police Departments of the City of Corpus Christi. It is current for the 2001 hurricane season and thereafter until replaced, rescinded or amended. This Plan will be reviewed by the Vice Commodore and PIYC’s General Manager on an annual basis prior to June 1st and any updates, corrections and/or revisions will be forwarded to the Emergency Management Office by that date.

PIYC CONTACT LIST

- Commodore,
- Vice Commodore,
- Rear Commodore,
- Secretary,

CORPUS CHRISTI MARINA KEY PERSONNEL - Ofc.: 882-7333

- Peter M. Davidson, Vice Commodore
Pager: 886-0308; Mobile: 537-2463; Radio #891
- Rene Garza, Marina Maintenance Technician
Pager: 224-4988; Mobile: 815-5920; Radio #897

GOVERNMENT OFFICES

Police Department	886-2600	National Weather Service	
Fire Department	880-3900	Recorded Forecast.....	289-1861
Emergency Operating Center	880-3714	Office	289-0959
Emergency Management Office	880-3700	Park & Recreation Office	880-3461

GENERAL PROVISIONS

1. The order to implement the Plan may be issued by the Mayor, City Manager, Emergency Management Coordinator, Director of the Park and Recreation Department or Vice Commodore.
2. It shall be the sole responsibility of PIYC’s Owners/Operators to secure or remove from the premises all equipment, furniture, materials, supplies and portable units stored outside or on the property and to secure the facility.
3. It shall be the sole responsibility of PIYC to ensure no pollutants enter the waters of the adjacent waters from any operation owned/operated by PIYC i.e., grease traps, garbage, materials, etc.
4. All owners/operators, managers, employees will be required to evacuate the PIYC when conditions threaten human safety as determined by the Police Chief or Vice Commodore. PIYC will secure the area and ensure all persons are off the PIYC premises.

INCREASED READINESS ACTIONS FOR VARIOUS CONDITIONS

This Plan is framed around four “conditions” which represent varying degrees of threatened emergencies and is based on the action to be taken as these conditions are known to develop through information received from the National Weather Service or any other sources. These conditions are as follows:

CONDITION NUMBER 4 - Beginning of Disaster Vulnerability Season - This condition will be used by emergency services personnel to refer to a situation which causes a higher degree of disaster possibility than is normally present. This condition will automatically go into effect upon such occurrences as the beginning of **the Hurricane Season (June 1st each year, remaining in effect through November 30th each year)**; or other general conditions; such as fire threat, due to severe drought.

CITY ACTION: The City will initiate general increased readiness activities, submit all updated Plans and utilize the media and other sources to recommend various protective actions to the public.

PIYC'S ACTION: PIYC's Executive Board will review the Plan and provide updated information for the Plan to the Vice Commodore no later than June 1st. PIYC's Executive Board will prepare a contingency plan for (1) having grease traps vacuumed; (2) securing/removing objects from outside the building; and (3) otherwise securing the premises.

CONDITION NUMBER 3 - Situations Exist that Could Develop Into Hazardous Condition - This condition will be declared by the City Manager or Emergency Management Coordinator to identify a situation which presents a greater potential threat than “CONDITION 4” but no immediate threat to life or property. This condition might be generated by such events as a hurricane watch, tornado watch, severe thunderstorm watch, or presence of hazardous material in transit through the city by rail, truck, or other means.

One such situation when Condition 3 will be declared is when the course of a hurricane has been established and the National Weather Service predicts a likely landfall within **thirty-six hours** and/or within one hundred miles of the City of Corpus Christi.

CITY ACTION: The Vice Commodore or his designee will:

- advise PIYC of any changes in Condition as advisories or declarations are received.
- complete hurricane preparations as required for Condition 3.

PIYC'S ACTION:

- cease all normal operations of the PIYC and begin securing the facility.
- make arrangements for the removal of any and all equipment, including dumpsters.
- make arrangements for removal of all refrigerated foods from the premises.

CONDITION NUMBER 2 - Situations Exist That Have Definite Characteristic of Developing Into A Hazardous Condition - This condition will be declared by the City Manager or Emergency Management Coordinator to identify a hazardous situation which has a significant potential and probability of causing loss of life and/or damage to property. CONDITION 2 will usually require some degree of warning the public of a potential disaster.

This condition might be generated by such events as a hurricane warning, tornado warning, severe thunderstorm warning, or any other notification of the existence of a direct threat such as a toxic material spill, major fire, growing civil disturbance, etc.

One such situation when this condition will be declared is when the National Weather Service indicates the possibility of a hurricane landfall within **twenty-four hours** or close enough to cause damaging winds or rising tides in the City of Corpus Christi.

CITY ACTION:

- complete any remaining hurricane preparations and begin evacuating all persons from the Marina Complex.

PIYC'S ACTION:

- complete any remaining hurricane preparations
- evacuate all persons from the premises.
- secure the PIYC gate.

CONDITION NUMBER 1 - Hazardous Conditions Are Imminent - This condition will be used to signify occurrence of a major emergency IS imminent. Events such as a hurricane strike, **landfall predicted in 12 hours or less**, tornado strike, large explosion, widespread civil disturbance, damaging tides, or other similar events will constitute a "Condition One" declaration.

CITY ACTION:

- ensure that all hurricane preparations throughout the Marina Complex have been completed and all persons have evacuated the Marina Complex.

PIYC'S ACTION:

- PIYC will have completed all preparations and will have evacuated all persons from the premises prior to this Condition.

HURRICANE PASSED: Marina staff will report to duty, as directed by the City's Bad Weather Policy, for damage assessment and appraisal, facility clean up and repair, launching operations, security, etc. Access to the Marina Complex will be restricted to persons presenting evidence of tenancy issued by the Corpus Christi Municipal Marina (i.e. a copy of the lease document or a Marina Emergency Pass).

APPROVED on the dates written.

Padre Island Yacht Club

By: _____ Date: _____

City of Corpus Christi, Park & Recreation Department

By: _____ Date: _____

City of Corpus Christi, Police Department

By: _____ Date: _____

City of Corpus Christi, Emergency Management Office

By: _____ Date: _____

10.4 Hurricane Checklist – Facilities

Condition 4:

Review this Hurricane Checklist

Locate and inspect shutters.

Pre-Condition 3: Hurricane in the Gulf of Mexico

Depending on the storm projection, install big window shutters and consider installing all shutters.

Secure deck picnic tables.

Remove perishables from refrigerators and freezer.

Condition 3:

All shutters should be installed by now. Outside furniture is secured.

Set elevator on second floor.

Lock up second floor. Install final door shutter.

Lock up first floor. Install final door shutter.

Turn off electricity.

Turn off water at the meter.

Do final check of grounds.

Do final check of docks.

Leave grounds and lock gate.

Condition 2:

All should be secure.

10.5 Hurricane Checklist – Grounds

Condition 4:

Spring Cleanup

Remove or store loose items such as barbeque sets.

Pre-Condition 3: Hurricane in the Gulf of Mexico

Depending on the storm projection, move downstairs picnic tables into downstairs wheel house room.

Remove or store any remaining loose items.

Ascertain whether the dumpster should be removed.

Condition 3:

The grounds should be secured by now.

Condition 2:

All should be secure.

10.6 Hurricane checklist – Docks

Condition 4:

Spring Cleanup

Have slip renters remove or store loose items laying around dock.

Pre-Condition 3: Hurricane in the Gulf of Mexico

Alert slip renters to secure their boats and equipment in preparation for a storm.

Depending on the storm projection, have slip renters remove or secure all remaining loose items on dock.

Condition 3:

Turn off dock power

Boats and docks should be secured by now.

Condition 2:

All should be secure.

PADRE ISLAND YACHT CLUB

Hand Book

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