



**Hillarys Yacht Club (Inc.)
CLUBHOUSE BY LAWS
Updated May 2023**

1. HOUSE RULES

- 1.1 The House Committee may from time to time make recommendations to the Management Committee relating to the operations of the Clubhouse and Grounds.

1.2 DRESS STANDARDS

Members and their guests shall be suitably attired whilst inside the Clubhouse. The minimum standard of dress shall be:

- 1.2.1. Shirts, trousers, skirts, dress shorts and footwear supporting neat casual clothing must be worn. Clothing shall be clean and dry which shall be interpreted as being in a condition that will not permit dirt or moisture to be transferred to furnishings.

Gentlemen are required to wear a collared, polo or crew neck shirt.

Women are required to wear neat casual clothing at all times and footwear is to be of a standard supporting neat casual dress.

- 1.2.2. Thongs, tank tops, singlets, bathers, scanty attire, hats* or clothing with offensive slogans or artwork are not to be worn inside at any time. *Hats can only be worn inside the Clubhouse when themed or fancy dress events may allow.

- 1.2.3 Members and their guests not suitably attired to enter the Clubhouse can use the Wet Bar and BBQ area.
When the Wet Bar and BBQ area is not in operation during advertised bar open hours, members and their guests may use the north western veranda area and access food and beverage services by pressing the applicable service button located in that veranda area.

- 1.3. No illegal gambling shall be permitted on the Club premises.

1.4. GUESTS

All allowed Members as specified in the Club Constitution shall have the privilege of introducing guests to the Club premises provided that:

- 1.4.1 No guest shall be allowed in the licensed premises of the Club whilst the bar is open unless his or her name has been recorded in the Visitors Book by the Member who has invited such guest or guests and such Member shall be responsible for the conduct and dress of such guest or guests.

- 1.4.2. No member shall invite more than five (5) guests to the Club on any one occasion without prior approval from the Commodore or General Manager.

1.4.3. A guest may not be supplied with liquor other than to be consumed on and in the Club's premises.

1.4.4 The number of visits permitted to each guest shall be five (5) or as prescribed from time to time by the Management Committee.

1.5 CHILDREN

1.5.1 Parents or guardians are responsible for the conduct of their children or children in their care whilst on Club premises.

1.5.2 Children are not permitted in the vicinity of the bar other than for the purpose of purchasing non-alcoholic drinks or food items and then only from the designated servery area of the bar. Having made their purchase they must then leave the bar area.

1.5.3 Children are not permitted to play in the car park or on the rock wall of the marina. When at the Club children should be supervised at all times and seated by 8.30pm when inside the Clubhouse.

1.6 CONSUMPTION OF LIQUOR

1.6.1. For the purposes of Clause 37 of the Constitution, the "premises" shall consist of those parts of the Clubhouse set apart for the consumption of liquor.

1.6.2. Liquor may be consumed only within the following areas:

- (a) in the bar and veranda areas of the Club House
- (b) on the lawn areas adjacent to the marina rock walls
- (c) on board a moored boat.

1.6.3. Liquor shall not be consumed in the parking or service areas, on jetties or the dinghy ramp, or by a person operating any Club vessel.

1.6.4 No liquor for consumption is to be brought onto the licensed premises. Packaged alcohol for take away purposes can only be purchased by members and cannot be consumed on the licensed premises.

1.6.5 No glass or crockery ware of the Club is to be removed from Club premises other than by arrangement with an Officer of the Club.

1.7 MOBILE PHONES

1.7.1 Wherever possible mobile phones should be turned off whilst in the Clubhouse. If a member or guest finds it necessary to have their mobile phone on after 6pm due to being 'on call' or for a similar reason, it is required to be on silent mode, and any call received may only be answered in the main club area and the conversation with the caller must be deferred until the member or guest moves to the foyer or outside areas of the Clubhouse.

1.8 GALLEY

1.8.1. At all times when the Galley is open all food consumed in the Clubhouse must be purchased from the Galley, unless prior arrangements have been made with the General Manager.

1.9 SMOKING

1.9.1 Members and their guests will observe the NO SMOKING signs at all times.

1.9.2 DESIGNATED SMOKING AREAS are identified in areas outside the Clubhouse for the use of smokers.

1.10 BAR CLOSING TIMES

Where there are less than 5 Members / Guests present in a Club Bar e.g Wet Bar, Members lounge etc, in the last hour of that Bar's published close time, a senior or authorised member of staff has the authority to call last drinks and close the Bar. If another Club Bar is open with greater than 5 Members / Guests present, then that Bar shall remain open until the published close time. If there is no other Club Bar open, after the consumption of last drinks, then the Club will close earlier than the published close time.

2. FORESHORE AND GROUNDS

- 2.1. A person driving a vehicle on Club grounds shall obey every traffic sign and every sign, order or direction addressed to him/her by an authorised person in relation to the movement or control traffic or the parking of vehicles.
- 2.2. A person shall not without authority drive a vehicle on any part of the grounds other than on a formed road, service area or parking area.
- 2.3. A person shall not drive a vehicle on the Club grounds at a speed in excess of 8 kilometres per hour or in a dangerous or careless manner, or without reasonable consideration for other persons, or other vehicles.
- 2.4. Trailers are not to be parked on Club premises or on Club grounds without prior written approval* of the General Manager. *Trailer parking may not be approved between Christmas and New Year or holiday long weekends during summer.
- 2.5. A person shall not park a vehicle without reasonable consideration for any other persons or vehicles in the vicinity nor in such a manner as to prevent or to impede access to facilities such as car park entrances, waste disposal bins, jetties etc.
- 2.6. Parking is not permitted in allocated spaces which have been marked or defined, including bays identified for Flag Officers and bays restricted during dinghy sailing program times. Persons doing so will be issued with a Club Parking Caution and may have their vehicle wheel clamped.
- 2.7. A member with a vehicle and trailer shall not occupy more than two parking bays.
- 2.8. The dinghy launching ramp is only to be used for the launching and retrieval of dinghies and small tenders, and members using same must adhere to By Law 2.4. if in the car park for more than 6 hours. No motorised vehicle is allowed on the ramp at any time.
- 2.9. Members wishing to park their vehicle inside the Club grounds at any time should ensure they have a current year parking sticker displayed on the right upper corner of the front windscreen or on the front of the internal rear view mirror.

- 2.10 From time to time, members will be requested by notice displayed in the club and where possible published in Compass Magazine, to ensure that guests park their vehicles outside the club grounds.
- 2.11 Where non-members vehicles or members' vehicles not displaying the appropriate years parking sticker are parked in the grounds of the Club or are otherwise in contravention of any of these By-laws, the owners of such vehicles may be issued with a Club Parking Caution resulting in their access to Club grounds being limited.

3. FUNCTIONS

- 3.1. The Management Committee may nominate what functions will take place within the Clubhouse including determination of charges and other appropriate details in conjunction with the General Manager.

4. DOGS

- 4.1 Dogs are only permitted on Club grounds if on a leash and if in transit from the owners' vehicle to boat and return to vehicle. This rule does not apply to guide dogs. The owner or person in charge of a dog shall remove such dog droppings from Club grounds.

5. SUGGESTIONS AND COMPLAINTS

- 5.1. A member wishing to make any suggestion or complaint shall make such in writing to the Commodore or General Manager.

6. CLUB PROPERTY

- 6.1. Any member who shall willfully destroy, damage or lose any property belonging to the Club shall pay the full cost of replacing same.
- 6.2. No member shall take away from the Club premises upon any pretence whatever any article of Club property unless duly authorized by the Commodore or General Manager.

7. ADVERTISING

- 7.1. No paper or notice, written or printed shall be laid on the tables or put upon the Club noticeboard or anywhere in or about the Club premises or vessels without the approval of the Commodore or General Manager.

8. RINGING OF THE BELL

- 8.1. The ringing of the bell will automatically require the member ringing the bell to pay the beverages to the value of \$30 which are to be distributed amongst the members in the bar area. The foregoing does not apply if the bell is rung prior to an official announcement being made to members.

9. ADDITIONAL RULES OR BY-LAWS

- 9.1. The Management Committee may from time to time recommend additional House Rules either in general or for special occasions and in such cases shall take suitable steps to bring them to the notice of members by displaying such notice on the noticeboard for a period of no less than seven days.

10 CLUB UNIFORM

10.1 Mess Dress

Mess Dress shall comprise black trousers (black skirt for ladies) and a navy blue mess jacket furnished with three Gilt Club buttons on each side and sleeve, a soft white dress shirt with flat collar and a black bow tie and navy blue epaulettes.

Mess dress shall only be worn at the direction of the Commodore.

10.2 Square Rig

The uniform for general wear shall comprise a black double breasted reefer jacket having four black Club buttons on each side and vents in the rear, black trousers, (black full length skirt for ladies) white shirt, club tie and black shoes and socks (stockings for ladies).

10.3 Summer Day Dress (October 1 to April 30)

A white naval type shirt with two pockets, button down flaps, open neck, short sleeves and white epaulettes, white trousers or white shorts, (white skirt for ladies), white belt, white shoes and socks (stockings for ladies). A navy blue plain pattern 'V' neck or crew jersey with Navy Blue epaulettes may be added during inclement weather. Wearing of the club tie for special events shall be at the discretion of the Commodore.

10.4 Winter Dress (May 1 to September 30) and Summer Evening Dress (October 1 to April 30).

Black trousers (black skirt for ladies) with a white naval type shirt with two pockets, button down flaps, open neck, short sleeves and white epaulettes, black belt, black shoes and socks (stockings for ladies). A navy blue plain pattern 'V' neck or crew jersey with Navy Blue epaulettes may be added during inclement weather. Wearing of the club tie for special events shall be at the discretion of the Commodore.

10.5 Club Blazer

Members may wear a blazer coat made from plain navy blue material with Gilt Club buttons and distinguishing pocket badge being a laurel wreath encircling the Club Burgee.

10.6 Preferred Racing, Cruising or Section Activity Rig

Navy blue shorts or trousers with white shirt or white shorts or trousers with navy blue or white shirt. A jersey to conform with the above colours may be worn.

10.7 Crew Rig

Crew shirts or jerseys may be any colour. It is preferred that all crew members wear the same style and colour.

10.8 Caps

Naval cap with white cover and Club badge. The badge shall be a royal blue and gold burgee on a white background surrounded by a gold laurel wreath surmounted by two gold crossed fouled anchors with the letters 'H.Y.C' surmounted above.

- 10.9 The uniform to be worn at special events shall be specified on invitations and notices and shall be in accordance with the above.

11 CLUB INSIGNIA

11.1 Buttons

Club buttons shall be embossed with a fouled anchor.

11.2 Epaulettes

Epaulettes shall be navy blue or white as appropriate to the uniform. They shall measure approximately 140 mm long and 50 mm wide, fastened at the upper end by a gilt button and shall be square at the shoulder point and peaked at the upper end. The epaulettes shall have the letters 'HYC' woven in gold thread (Navy Blue Epaulettes) and navy blue thread (White Epaulettes) spaced 7 mm from the shoulder end and surmounted by a gold thread or navy blue thread fouled anchor. Ranks of office as detailed below shall be 7 mm naval gold lace or navy blue lace conveniently spaced, the curl having a 7 mm centre.

11.3 Jacket Sleeves - Square Rig Uniform

Rank of office will be denoted on both sleeves of reefer jackets in a 13 mm black braid in the same style as for clause 40.2. The bottom of the lower band shall be placed 65 mm from the end of the sleeve with 7 mm space between bands and where appropriate, a curl with a 13 mm centre placed on the forepart of the sleeve.

11.4 Ranks of Office

Commodore - four bands with curl

Vice Commodore - three bands with curl.

Rear Commodore - two bands with curl

Captain – one band with curl above one 3mm band

Honorary Treasurer - one band with a 3 mm diameter black rope with curl above.

Ex Flag Officers and Honorary Treasurers with more than fifteen months service - as above but without the curl.

11.5 Club Tie

The Club Tie shall be dark grey with 1 mm adjacent diagonal royal blue and yellow stripes 50 mm apart and showing in miniature the Club Burgee and the letters 'HYC' in yellow on the lower right side as seen from the front. This may be worn with either a blazer, lounge suit or shirt.

- 11.6 Commodores and Vice Commodores who have held office for a minimum of two years and three months may retain their mess uniform after ceasing to hold such office.

12 FLAG & FUNERAL PROTOCOLS

- 12.1 When The lowering of flags to half-mast at the HYC Clubhouse at the passing of a longstanding member or flag officer shall be at the direction of the Management Committee in consultation with the General Manager.

- 12.2 Long standing members shall be members who have been a member of the HYC for not less than 20 years and shall include all honorary life members.

- 12.3 Flag officers are the Commodore, Vice Commodores and Rear Commodores as per Section 3.9 of the Constitution.
- 12.4 The Management Committee shall have the authority to direct the flag to be flown at half-mast for a member who is deemed to be well known but does not fit any of the clarifications.
- 12.5 The flag to be lowered is the Australian National Flag. If the flag is not available then the Club Flag shall be flown with the same protocols.
- 12.6 The Australian National Flag shall be lowered to half-mast on the day of the funeral and shall be raised before being lowered prior to nightfall.
- 12.7 The only other time that the Australian National Flag shall be flown at half-mast is when direction is given by the Australian Government for all flags to be flown at half-mast.
- 12.8 Sponsorship flags are not deemed to be a recognised flag and as such do not form part of the protocols.
- 12.9 The Australian National Flag shall never be flown at half-mast at night even if illuminated.
- 12.10 If the family of a member requests that the Australian National Flag be used to cover the casket at the funeral then the upper left quarter of the flag should be draped over the 'left shoulder' of the casket to represent the heart. The flag is to be removed before the casket is lowered into the ground, or after the service at a crematorium.
- 12.11 The removal of the Australian National Flag will be undertaken by a Flag Party consisting of at least two HYC members in uniform.
- 12.12 At the request of the grieving family, prior to the arrival of the Hearse at the Service location HYC members shall form a Guard of Honour Avenue through which the Hearse and casket is borne.
- 12.13 Subject to 12.12 HYC members shall stand at attention as the Hearse approaches and the Commodore or representative shall salute as the Casket approaches. Once the Casket has passed and the Hearse has stopped the Commodore or representative shall dismiss the members.
- 12.14 HYC Sailors Ode has been adapted from the Police Ode written in 1995 by WA Police Chaplain Barry May and may be used at funerals and remembrance events as requested.
- 12.15 HYC Sailors Ode:

*Sunset and evening star,
and after that the dark.
The stars are there to guide you,
as you set sail on the final mark.
The ripple in the water will tell of the tale,
of how much we miss you as we all raise the sail.
Life's race has been run*

*and peace, your reward, for eternity begun.
And we that are left, shall never forget,
Rest in peace friend and colleague,
For the sun has now set.
We will remember.
We will remember (All)
Hasten the dawn.*

12.16 If the wake is held at HYC then funds as deemed appropriate by the Executive Committee in consultation with the General Manager shall be used to purchase refreshments and food.

13 RIGHT TO REFUSE ENTRY

- 13.1 When a direction is made by any governing Act or Legislation requiring but not limited to a member, guest or contractor to comply with certain directions and conditions, any failure to follow these directions or conditions will result in the refusal of entry to the HYC premises.
- 13.2 HYC premises shall include but not limited to all buildings, car parks, jetties, boat ramps and the Hillarys Marina Lifting Services (HMLS).
- 13.3 HMLS undertakes dealings with clients that are not required to be members of HYC. As such the direction to these personnel will be undertaken through the HMLS - Standing Operating Procedures
- 13.4 The refusal of entry shall be undertaken by the Duty Manager or a Flag Officer who will record the incident in the "Incident Register" and immediately communicate the incident to the Commodore and General Manager.

End