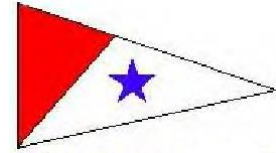


OLYMPIA YACHT CLUB

201 SIMMONS ST. NW
OLYMPIA, WASHINGTON 98501



NEW MEMBER APPLICATION LETTER

Dear Membership Applicant:

On behalf of the Officers and membership of the Olympia Yacht Club (OYC) we want to *THANK YOU* for your interest in Olympia Yacht Club Membership. Formed in 1904, OYC is one of Puget Sound's oldest Yacht Clubs and has remained in its original location. OYC is steeped in history, strong community participation, and pleasure boating traditions. Our goal is to provide our members a safe, secure and user friendly marina basin for your boating pleasure. The success and future of our Yacht Club is a direct result of membership participation and working in a cooperative effort towards common goals.

You will find, among other documents, a copy of the club bylaws, rules and requirements within this Membership Application Packet. It is the Membership Committee's desire to provide all prospective new members complete information pertaining to our procedures and operations of our club and assist you in becoming a valued and long-term member. Please carefully read through the material contained in this packet. This will give you the opportunity to be better informed, ensure OYC is a good fit for you, and help in some of the questions you may have in the membership process.

To help new members get acquainted, you will have the opportunity during the process to learn about what OYC does and how you can be involved. We count on the active participation of all our members in our continued efforts to make OYC a solid member of the community and a pleasure boat family.

The membership process includes your application, an interview and orientation, Board of Trustees approval and general membership vote on each applicant. The final event is your induction and introduction to the membership during a dinner business meeting. The entire time line is generally a 60- to 90-day process. While this may take a little time, just remember OYC is a social club first and foremost, and this process was established in the best interests of the OYC membership and you. During this time, we encourage you to join with your sponsors as a guest at various social events.

Again, we appreciate your interest in becoming an active member of Olympia Yacht Club. Please see the following documents required for the Membership process:

- o **Introduction** Letter, **Contacts** to Help You with Your Application, and **Membership Costs**
- o **Sponsor Checklist** – *Please give this form to your primary sponsor*
- o **Application for Membership** - *Must be completed in full & Include Check*
- o **CSP (Club Service Program) Participation Form** - *Must be completed with Sponsor's help*
- o **Request for Moorage AND Moorage Signature Page** - *Please include both if requesting Moorage*
- o **Fire Prevention Check List** - *To be completed annually, and included with your Request for Moorage*
- o **Anchorettes Membership Application** – *Optional for all female applicants, can join any time*
- o **Safety and Compliance Inspections Sample Report** – *Informational, no action needed*
- o **Constitution & Bylaws** of the Olympia Yacht Club
- o **Rules and Regulations** of the Olympia Yacht Club, including:
 - Code of Conduct, OYC Moorage Agreement, Liveaboard Agreement (*requires BOT approval*)
 - Island Home Rules, Main Station Caretaker Duties, and Island Home Caretaker Duties
 - Club Service Program, Olympia Yacht Club Boathouse Standards
 - OYC Clean Marina Facility Best Management Practices (BMPs)

CONTACTS TO HELP YOU WITH YOUR APPLICATION

MEMBERSHIP CHAIR: Dennis Royal (360) 259-2113 Dbroyal@comcast.net
MOORAGE MASTER: Mark Fleischer (253) 691-9601 OYCmoorage@gmail.com

Your best points of contact in the membership process will be your two sponsors, the Membership Committee Chair, and the Moorage Master. It is important you receive complete information on the process and requirements to become a member of the Olympia Yacht Club (OYC) and obtain moorage.

SOME REMINDERS TO HELP IN THE MEMBERSHIP PROCESS

You must become a member before you can moor a boat or take ownership of a boat or boathouse moored at the Olympia Yacht Club. If you are purchasing a boat and/or boathouse moored at OYC, it is recommended your purchase be based on your becoming a member. A new moorage agreement between yourself and the OYC is required before you take possession of a boat or boathouse that is currently moored at OYC, if you intend the vessel to remain at OYC.

During the application process the current member or one of your sponsors must be present when you are at the facilities, boathouse, or boat, or otherwise on the docks. If you want to become a liveaboard you must receive prior Board of Trustees (BOT) approval.

By following the steps above and asking for clarification of your questions during your membership interview, most of the common problems that can have a negative outcome on your membership application can be eliminated.

The Membership Chair and the Moorage Master can provide you with the most current information on bylaws and rules regarding your membership and obtaining moorage.

Our goal is to assist you in a smooth membership process.

TYPICAL COSTS OF OYC MEMBERSHIP

(Costs current as of 8/12/2020)

Initiation Fee (one time)	\$3,000.00	(min. \$750 w/ application)
Club Membership Dues	\$37.93	Per month
Moorage	\$0.2563	Per square foot of space per month
Reserves Fund Assessment	\$97.27	Per month
Dock box (open slip)	\$2.50	Per month
Livaboard	\$35.00	Per month, Extra in addition to Moorage
Club Service Program	\$30.00	Per hour (See CSP Form, 24 hours required per year)
Dinner Meetings/Cruises/Special Events		Varies by event

CLUB SERVICE PLAN (CSP)

OYC has a Club Service Program (CSP). The purpose identified in the bylaws is to encourage membership participation in order to reduce the necessity to purchase services. Please carefully review the bylaws and rules pertaining to the CSP, attached. The OYC Yearbook/Directory includes these documents for reference once a member. You are encouraged to review this information carefully and ask questions of your sponsor or membership committee to alleviate any misunderstandings.

OYC is not a moorage facility per se, but a Club of active members with suitable facilities for the use and recreation of its members. Membership is open to anyone who is fit, willing and able to contribute to the good and welfare of OYC. This includes participation in the overall activities of the Club. As part of your application, you agree that during your first year of membership you will serve on at least one OYC committee. You should view this as an opportunity to get involved, have fun, get to know other members, and benefit the Club you chose to join! For your service, you will earn CSP hours.

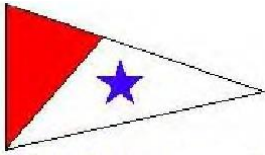
What are CSP expectations?

- ◇ Annual expectations: 24 hours per membership family per year @ \$30.00/hr (Members are assessed the fee at the end of the calendar year for hours owed. Eg., if a member/membership family works 20 CSP hours total, they will be billed for 4 hours or \$120. Excess hours do not “roll over” from year to year, as members simply offer support for their Club to operate well.)
- ◇ In the first year of joining, hours are prorated based on when the applicant gains membership status. This is calculated at 2 hours/month starting the month AFTER the membership vote (e.g., if voted into the OYC in September, 6 hours are required by the end of the year).
- ◇ Some members choose to pay a portion or all of the CSP hours. (In 2019, 52% completed all 24 hours, 20% completed some portion of CSP hours, and 28% chose to pay the full annual amount.) This contributes to the OYC general budget. The charge per year is \$360.

How does a new member meet the requirement and gain CSP hours?

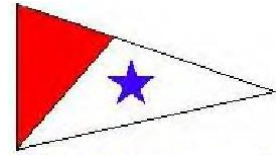
- ◇ All activities are organized by committees. The requirement to “serve” on a committee is loosely defined as either serving directly on a committee, or by actively participating in an organized club function, activity, or maintenance work party. A list is provided in the bylaws.
- ◇ While hours may be gained through these many opportunities, be aware that member participation must be approved by committee or event chair prior to work being done. Please note some events and activities are not hour for hour and have a set number of CSP hours for participation. If unsure, ask the event coordinator. Total hours must be approved by that person after hours worked. It is the member’s responsibility to coordinate and communicate with the committee or event chair prior to, during, and after the event. If interested in serving on a specific committee, contact the chair of that committee and express interest. Some are limited or full, but may have events or activities that could use assistance.
- ◇ In addition to the list provided in the bylaws, the OYC main station provides a CSP jobs board. Members may also contact the Caretaker and watch the *Beachcomber* for work to be undertaken to earn hours. Inside the main station is a box with CSP slips for hours worked, and a posted list of CSP hours earned by membership.

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OLYMPIA YACHT CLUB

MEMBERSHIP SPONSOR CHECKLIST



Applicant is to give this form to their primary sponsor

As a sponsor, you have responsibilities to the applicant and to OYC. Whether you know the applicant or you volunteered to sponsor someone you do not know, the steps are the same. This form serves to walk you through those responsibilities. Coordinate these tasks with the second sponsor as you both deem appropriate. As primary sponsor, this is your copy to keep. Please contact the Membership Committee Chair with any questions or concerns. (The terms “Applicant” and “New Member” used below refer to all named applicants on the OYC Application.)

❖ Membership Packet

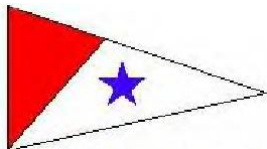
- Pick up an OYC Membership Packet at OYC Mainstation (above the Communications Box just inside the side door) OR access the online application (need PDF reader software), OR if all else fails you or the Applicant can contact the Membership Committee Chair, and a packet will be mailed to the Applicant.
- Review the membership information with the Applicant prior to their meeting with the Membership Committee. At a minimum, discuss the following areas:
 - **Olympia Yacht Club Structure**
 - Board of Trustees (BOT), Bridge, Committees, Monthly BOT Mtg, and monthly Membership Dinner/Business Meetings
 - **Member Responsibilities**
 - Rules (Review all Bylaws, Rules (especially moorage, annual inspections, and Island Home rules. Talk about whether membership is a good fit.)
 - Financial obligations (initial cost of membership, dues, assessments, etc.)
 - Club Service Program (CSP). Complete CSP Plan and submit with application
 - Inform applicant of the \$300,000 liability requirement
 - Moorage & Safety checklist forms – if seeking moorage, be sure they get filled out & returned
 - **Member Benefits**
 - Main Station, Island Home & caretakers
 - Moorage, Reciprocal moorage agreements
 - Yearbook/Directory, the newsletter *Beachcomber*, and Website
 - Quartermaster outlet, Workshop with tools, Courses/Workshops
 - Community events, social events and activities
 - Anchorettes ... and so much more!

❖ Membership Process

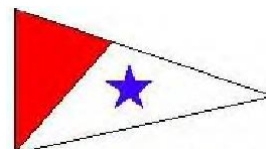
- As the prime sponsor, you may need to find a co-sponsor. The co-sponsor must be able to speak to the application, when the prime sponsor cannot be present. Work out a plan.
- The two sponsors must sign the application along with the applicant. The applicant then submits the application and appropriate funds payable to OYC to the Membership Chair.
- Tour/Social event: Not required, but a great idea to give a quick tour of the facilities, and even invite them to an upcoming event to familiarize them with the club.

- Membership Cmte Interview/Orientation: Both sponsors should (but at least one sponsor *must*) attend the Membership Committee meeting with the applicant(s). **Applicant(s) cannot be interviewed by the Membership Committee without a sponsor present, and will have to reschedule. Contact the Chair if issues.** Expect to *briefly* introduce the applicant (may include profession, boating experience, community service, family) & why you believe the applicant is a good fit for the OYC. If you don't know the applicant well, meet with them so you are comfortable with speaking for their membership.
- BOT meeting: Applicant and at least one Sponsor must attend. Membership is first on the BOT Agenda. The Applicant will leave after this agenda item is completed. Either the BOT Chair or the Membership Chair will introduce Applicants. The Sponsor will be asked to speak on behalf of the Applicant. The BOT may ask the Applicant questions of a general nature. The Membership Chair will then make recommendations, and the Board will vote.
- Introductions at monthly Dinner/Business meeting: Applicants and at least one Sponsor are to attend the social hour prior to the meeting. The Applicant is to leave prior to the dinner meeting and membership vote. One Sponsor must attend the social hour and dinner meeting. For the social hour, greet the applicants and introduce them around, especially to BOT and Bridge, then escort them out prior to the dinner meeting. During the dinner meeting, one sponsor is to provide a brief background on applicant to the membership (e.g., where they live and work, their boating experience, why they would be a good fit for the club). If unavailable due to emergency conflict, contact the Chair.
- Membership vote: At the Dinner meeting, the vote on the applicant will take place. The Chair will contact the applicant that evening and communicate the vote results. The Chair will also provide the new member packet.
- Review new member packet: Review the highlights of the Packet, such as the Calendar, upcoming special events, the BOT and Bridge members, Directory, Beachcomber, etc.
- New Member Induction: Chair makes dinner reservations for the New Member at the next Dinner meeting, which is paid for by OYC. At least one sponsor is to accompany the New Member to the next dinner meeting, where they will be inducted into the OYC.
- Follow up: Contact the new member in a month or so to ensure they are enjoying the benefits of the club. Reacquaint them with the opportunities and responsibilities of being an OYC member. They were given a lot of information in a short period of time. Discuss upcoming events, their CSP plan, parking, etc. Provide encouragement and guidance. Get them involved early on!

❖ A total of *up to* 6 CSP hours may be awarded for sponsorship – typically, each sponsor will receive *up to* 3 CSP hours provided they participate in the application process. This is not a guarantee. The hours are provided to emphasize the amount of time the sponsors should spend with the applicant helping them through the process and orienting them to the OYC. Encourage the applicant to contact their sponsors as they familiarize themselves with the rules and general social environment of the Club.



OLYMPIA YACHT CLUB
201 SIMMONS ST. NW, OLYMPIA, WASHINGTON 98501
(360) 357-6767



APPLICATION FOR MEMBERSHIP

I, hereby recommend _____ and co-applicant _____ for membership in the Olympia Yacht Club under the conditions specified below, to which he/she has subscribed. (2 current OYC members required as sponsors, from 2 different memberships, i.e., 1 sponsor per family membership, sponsors must have different membership #'s.)

SPONSORING MEMBERS (2 Members Required):

Print Name	Member #	Signature
Print Name	Member #	Signature

MEMBERSHIP APPLICATION

I, the undersigned hereby apply for membership in the Olympia Yacht Club, and if elected to join the membership, agree to the following:

1. **I have read and understand the Olympia Yacht Club BYLAWS, RULES AND REGULATIONS, MOORAGE AGREEMENT, and ISLAND HOME RULES.**
2. **I will observe the traditions of Yachting etiquette and comply with all BYLAWS, RULES AND REGULATIONS of the Olympia Yacht Club.**
3. **I understand that moorage at the Olympia Yacht Club may be obtained by written application through the Moorage Master along with a copy of liability insurance as required in the OYC Moorage Agreement. Moorage assignment is based on availability of slips for the current Moorage List posted at the Club.**
4. **I also agree that during my first year of membership I will be required to serve on at least one OYC committee, such as: Cruise, Entertainment, or Social Committee (“serving” includes actively participating in an organized club function, activity, or maintenance work party per the CSP Participation Form, included in this packet).**
5. **If elected to membership and as partial consideration for such membership, I agree to hold the Olympia Yacht Club harmless from any and all liability in the event of damage and/or loss of any kind or description whatsoever to my boat or other equipment while same is moored and/or located upon the premises of the OYC. I further agree to hold the OYC harmless from all liability in the event of personal injury or injuries of any kind or description to myself, member of my family or guests, occurring in or upon the premises of the OYC.**

CLASS OF MEMBERSHIP

Active Associate Junior

INITIATION FEE PAID \$ _____

CHECK RECEIVED BY MEMBERSHIP COMMITTEE

 APPLICANT’S SIGNATURE

 CO-APPLICANT’S SIGNATURE

 DATE

APPLICANT BIO & INTEREST SECTION

Applicant(s) Last Name: _____

Provide a brief (1 paragraph) Biographical Sketch: Focus on your boating experience. You might share your history of boating, types of boating activities (long cruises, weekend gunkholing, sailboat racing, etc), where you enjoy cruising, if you have been a member of another yacht club, if you boat seasonally or year-round, etc.

Statement of Interest in OYC membership (include how you might contribute to the OYC community):

SPONSOR SECTION

As primary sponsor of this applicant, I have reviewed the Olympia Yacht Club new member packet, including the CSP PARTICIPATION FORM, BYLAWS, RULES AND REGULATIONS, MOORAGE AGREEMENT, and ISLAND HOME RULES with the applicant(s) prior to submittal of this application, and answered any questions from applicant(s) concerning membership responsibilities and expectations.

- Check if both Sponsors are "Host Sponsors" at the request of the Membership Committee

- I have reviewed the Sponsor Checklist and understand my responsibilities as a sponsor

- In consideration of the requirement of new members (#4 above), and after having spoken with the applicant(s) and the relevant committee chair(s), I have assisted the applicant in completing the CSP Participation Section. I agree to contact the new member(s) in the first few months to ensure they are following through with the plan.

How long have you known the applicant(s)? _____

In what capacity? Include a brief statement of support.

For additional follow-up and to schedule orientation and interview, contact the sponsors at:

Sponsor 1. Name _____ **Email:** _____

Phone #: _____

Sponsor 2. Name _____ **Email:** _____

Phone #: _____

APPLICANT CLUB SERVICE PROGRAM (CSP) PARTICIPATION SECTION

Applicant(s) Last Name: _____

To assist you in this new membership process, please complete this form with your sponsors. One of your sponsors should take the lead in working with you to identify a committee, function, activity, or work party you may participate in to earn your CSP hours for your first year. Your sponsor should contact the committee chair leading the functions/activities of interest. Your sponsor may contact the Membership Committee Chair with any questions.

Skills/Expertise/Interests (separate by individual if more than one adult in membership):

CARPENTRY PLUMBING ELECICAL COMPUTING LANDSCAPING DECORATING
 GRAPHIC DESIGN

What other skills, interests, or hobbies can you share to benefit the club?

CSP Plan for First Year

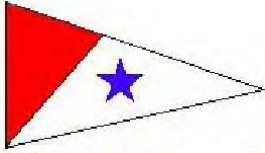
Hours Required of New Membership (Prorated): _____

Identified OYC Committee/Function/Activity/Maintenance Work Party to participate in during first year:

Appropriate Chair(s) have been contacted by sponsor, and the identified opportunity/ies listed above are available for new member to participate in:

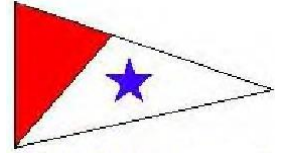
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Questions/Issues for Membership Cmte:



OLYMPIA YACHT CLUB

201 SIMMONS ST. NW
OLYMPIA, WASHINGTON 98501



REQUEST FOR MOORAGE

Date: _____

Name: _____ Member No. _____

Address: _____

Phone: Day: _____ Evening: _____ Cell: _____

Vessel Name: _____

Type of Moorage Desired: Open Boathouse Any Available

Vessel Type: Power Sail

Vessel Length – Overall (Include swim step, dingy davits, etc. : _____

Beam of Vessel: _____ Mast Height: _____

- If accepted for membership, I plan to purchase a boat and/or boathouse from member _____ and ask permission to occupy slip number _____ which is not occupied by the aforementioned member.
- If your moorage needs change in any way, please notify the moorage master in writing.
- PLEASE NOTE: The Olympia Yacht Club is a social club. Moorage is a privilege of members that have worked their way to the top of the published moorage list. The waiting list is usually long, so please be patient.

Return this form to:

Olympia Yacht Club c/o Moorage Master
201 North Simmons Street
Olympia, WA 98501

If questions, or to return form by email: oycmoorage@gmail.com

WELCOME ABOARD!

MOORAGE SIGNATURE PAGE

Vessel Name: _____

Washington State Registration No.: WN _____

OR Coast Guard Documentation No. (If applicable): _____

Slip Number: _____

Vessel Type: Power Sail

Vessel Length: _____ Vessel Beam: _____

Boathouse Length: _____ Boathouse Beam: _____

Liability Insurance – For all boats regardless of moorage location, and/or any boathouse located in the OYC basin.

Vessel Insurance Company: _____

Agent Name: _____

Agent Address: _____ Phone: _____

Boathouse Insurance Company: _____

Agent Name: _____

Agent Address: _____ Phone: _____

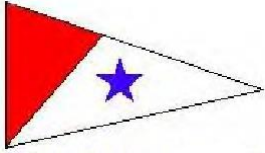
I DO HERBY AGREE TO ABIDE BY THE OYC CONSTITUTION AND BYLAWS, RULES AND REGULATIONS, MOORAGE AGREEMENT AND ISLAND HOME RULES AS CURRENTLY PUBLISHED.

Member Name (please print): _____

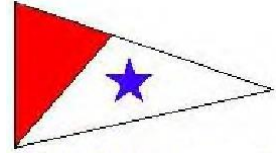
Member Signature: _____

Date: _____

Return this form along with the Request for Moorage to the Olympia Yacht Club c/o Moorage Master. If questions, or to return form by email: oycmoorage@gmail.com



OLYMPIA YACHT CLUB
 201 SIMMONS ST. NW
 OLYMPIA, WASHINGTON 98501



FIRE PREVENTION CHECKLIST

This checklist is our insurance carrier's recommendations for OYC fire prevention and is required to be completed and submitted to the OYC Moorage Master annually by September 30. Any member (vessel) obtaining moorage at OYC (except reciprocal visitors) after Sept 30, shall complete and submit the checklist within 15 days of arrival. Applicants for membership seeking moorage shall complete and submit the checklist with their request for moorage.

As a member, mooring my vessel and/or boathouse at Olympia Yacht Club main station facilities, I am certifying I have completed the fire prevention checklist, and am in compliance with the following requirements or will correct any deficiencies within five working days from the date completing checklist. Initial each item, or indicate N/A if item does not apply.

- _____ 1. I have inspected my boat's dock pedestal AC electrical system including boathouse if applicable:
 - _____ a. My AC electrical power cord is a weatherproof power cord, minimum, 10 gauge for 30 AMP, with a ground, is not cracked or chafed, and is free of visible defects.
 - _____ b. AC power cord is dedicated from the pedestal to the vessel with respective size marine twist lock plugs.
 - _____ c. AC plugs have been checked for signs of burning/melting or other defects and replaced as needed. (No 15 amp convenience receptacles are directly attached to the shore power cord between the pedestal to vessel)
 - _____ d. AC cords passing through boathouse walls have permanently installed non-metallic chafe protection.
 - _____ e. The AC plug connected to the vessel is secured by a locking ring or Smart Plug
- _____ 2. Make sure electrical heaters are plugged directly to permanent receptacles. No extension cords
- _____ 3. AC heater cords are not tightly coiled or bundled. (It will cause them to get very hot.)
- _____ 4. No reflective type heat lamps are being used on the vessel.
- _____ 5. No AC heat devices (heat lamps) with spring-type clip hangers are used on the vessel.
- _____ 6. Hot water heaters are not energized when vessel is unattended.
- _____ 7. No thermostat controlled electric heaters are being used in gas engine enclosures or tank area.
- _____ 8. No unprotected light bulbs are being used in machinery and tank spaces.
- _____ 9. No visible fuel leaks or seeping exist on engines, fuel lines, or fuel tanks.
- _____ 10. If the vessel has LP tanks, the valves are closed when the vessel is unattended.
- _____ 11. Dual range electric heaters (800/1500 watts) are only set on the low range when unattended.
- _____ 12. No AC electric heaters above 1500 watts are being used when the vessel is unattended.
- _____ 13. All AC heaters are placed to insure no flammable materials may come in contact with heater.
- _____ 14. All shore power and heater cords and plugs are not hot to the touch when under a service load.
- _____ 15. All vessel fire extinguishers are proper USCG size and type, inspected annually and serviced as required.
- _____ 16. Boathouses will have a five (5) pound ABC fire extinguisher inspected annually and serviced as required.
- _____ 17. No containers with material emitting flammable or toxic fumes may be stored in dock boxes or boathouses.

I certify that the inspection was completed in compliance with the above standards.

I DO HERBY AGREE TO ABIDE BY THE OYC CONSTITUTION AND BYLAWS, RULES, AND REGULATIONS, MOORAGE AGREEMENT AND ISLAND HOME RULES AS CURRENTLY PUBLISHED.

OYC Member (print name) _____

Date Inspected _____ Slip # _____ or Boathouse # _____

Boat Name _____

Signature _____

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**ANCHORETTES
OLYMPIA YACHT CLUB
MEMBERSHIP APPLICATION**

YES! I wish to join and support ANCHORETTES.

Name_____

Address_____

Telephone: home/cell:_____work:_____

Email address_____

At this time, there are no extra dues to join Anchorettes.
Enclose this application and send to:

ANCHORETTES – OYC
201 Simmons St NW
Olympia, WA 98501

Anchorette Information:

Activities: A monthly Anchorette meeting is mostly held monthly except June, July, August, and December. Refer to the Anchorette and WIC pages in the Yearbook for contacts and information. There are informative Women’s Interclub luncheons held at each yacht club of the Grand 14 on a rotating basis. We also have raffles and auctions to raise money for our own treasury.

Monies raised go to: Outstation and clubhouse appliances, redecorating (such as furniture, window treatments), cutlery, defibrillators and safety dock ladders. We also make a yearly contribution to non-profit organizations such as American Hero Quilters, Concern for Animals, and Safe Place for Women.

Please come and join the fun!! Experience the satisfaction of participating in the activities and growth of the OYC through membership in Anchorettes. All OYC members are welcome and encouraged to become members of the Anchorettes.

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OYC Open Slip & Boathouse Safety and Environmental Compliance Report

– **SAMPLE** –

OYC has a required safety and environmental compliance inspection program for its marina which includes all open slips and boathouses. Your assigned moorage will be inspected every other year by volunteer club member inspectors. These inspectors will coordinate a time for each individual moorage inspection. The OYC Open Slip and Boathouse Compliance Reports are available for your review on the OYC web site. Inspections may also be initiated by the Main Station Chair (MSC), Moorage Master or Board of Trustees (BOT) at any time due to safety or environmental non-compliance.

For the purpose of informing applicants for membership, this is a condensed sample of the kinds of standards and items for which OYC is inspecting. It is not complete, nor necessarily up to date. For a current Open Slip or Boathouse Report, please have your sponsor contact the MSC for you.

Any issues raised from the inspection will need to be corrected in an appropriate time period specified in the report. All moorage members are required to maintain an active email account to which copies of the inspection reports can be sent (as PDF). All correspondence shall be via this email address.

Example of Open Slip Appearance standards: Moored vessels must be kept in a good state of repair and maintained in a well-kept manner that presents a pleasing appearance to our members and the public as well. It is the responsibility of each owner to maintain their moorage in such a manner that adds to the overall beauty and harmony of the yacht club basin. Each owner must take this responsibility seriously, as failure to do so can not only negatively impact the value of his or her property and the surrounding properties, but can cause a negative impact with the City of Olympia as well as other governmental agencies that control our lease arrangements.

Open Slip Deterioration: Any time a member or the BOT has been made aware that a moorage has deteriorated to the point that it is affecting the aesthetics or safety of the yacht club, the Mainstation Committee (MSC) may be asked to make an inspection of the property. If the Main Station Committee finds the property needs maintenance or repair, the owner will be notified in writing via email and told of the specific violation(s). This Committee will also provide copies of the violations to the Board. If the violation(s) are not corrected within a reasonable time*, the BOT has authorized the initiation of financial penalties.

Vessel Items – *(Items may change over time, check for current report)*

1. [Y] [N] The vessel displays valid Washington registration sticker (R4b).
2. [Y] [N] An OYC burgee, in good condition, is displayed (MA3f).
3. [Y] [N] Vessel appearance and state of repair is adequate (MA3b & R4).
4. [Y] [N] Any tarp or covering must be of strong construction, solid in color, taut, and in good condition (R4).
5. [Y] [N] Vessel must meet the rule for mobility (MA3b).
6. [Y] [N] No part of vessel or equipment extends beyond either end of the finger pier nor presents a navigation hazard or extends over the dock (R15).
7. [Y] [N] All vessel lines, and deck gear secured against wind and wave action (R3).
8. [Y] [N] Vessel is secured with sufficient, appropriately sized mooring lines in serviceable condition (MA3c).

9. [Y] [N] Vessel mounted mooring cleats or bollards and such are sufficient, secure and in good condition.
10. [Y] [N] Vessel has adequate fenders in good condition on both sides (R3).
11. [Y] [N] Vessel has no excessive marine growth on the hull or running gear (MA3b & R4).
12. [Y] [N] Appropriate insurance requirements have been met and records filed with moorage master/mistress (MA11).
13. [Y] [N] Vessel displays neither significant listing nor excessive bilge pump activity (MA3b & R13).
14. [Y] [N] Vessel displays an interior light visible at night (exceptions discussed on inspection) (MA15).
15. [Y] [N] Emergency Info card visible in window. Required information includes: Boat Name, Boat Owner Name, Fuel Types & Quantities, Phone Numbers and Email Address. All entries are current and legible.

Electrical Items *(Items may change over time, check for current report)*

Notes: Due to marginal electrical capability throughout the marina, enhanced electrical connections (e.g. 50 Amp/250 volt or dual 30 Amp/125 volt) are prohibited. A total of 8 slips are granted grandfather status. This status is permanently revoked when the slip changes resident or a different vessel is substituted.

1. [Y] [N] Vessel end of power cord is secured by a locking ring or equivalent structure (MA3b).
2. [Y] [N] Power cord (if used) consists solely of a marine-grade twist-lock set in good condition as evidenced by: Male pins clean (no corrosion), no sign of heat damage or burning (e.g. brown ring on pin), and no cuts or splices (MA3b).
3. [Y] [N] No adapters are used except marine-grade 250V/50 amp to 125V/30 amp pigtail or a passive 125V/30 amp "Y" adapter to feed two shore power connections (30 amp total draw) (MA3b & R9 & equivalent boathouse standards).
4. [Y] [N] Male end of power cord features strain relief which ensures continuous plug engagement (MA3b).
5. [Y] [N] No part of the shore power cord lies in the water nor presents a trip hazard (MA3b).
6. [Y] [N] The female electrical pedestal connection is in good condition with no evidence of burning or damage. Docks lights (if equipped) are functioning**.
7. [Y] [N] Nothing is draped upon or attached to the electrical pedestal except means for strain relief of shore power cord (MA3b).

Dock Items *(Items may change over time, check for current report)*

1. [Y] [N] The dock box is clean and contains no hazardous material (internal inspection required) (R11 & MA3b).
2. [Y] [N] No extraneous material is lying upon the dock or finger pier except a mat and/or boarding ladder/box (R8 & MA3e).
3. [Y] [N] Dock planks, piling and hoops; and cleats are secure and in good condition**.
4. [Y] [N] No trip hazards exist, e.g., shore power cord, telephone, cable TV wires, hoses, etc. (MA3b).
5. [Y] [N] No continuous connections to the water system are in place into the boat (MA3b).
6. [Y] [N] Water faucet is in good condition and functioning**.
7. [Y] [N] Any modifications to the dock finger pier or dock box except for dock-mounted fendering (R28) must be approved by the Main Station Committee.

Example of Boathouse Appearance standards: Your boat house will be kept in a good state of repair and will be maintained in a well-kept manner that presents a pleasing appearance to our members and the public as well. It is the responsibility of each owner to maintain their property in such a manner that adds to the overall beauty and harmony of the yacht club basin. Each owner must take this responsibility seriously, as failure to do so can not only negatively impact the value of his property and surrounding properties but can cause a severe backlash from the City of Olympia as well as other governmental agencies that control our lease arrangements. Boathouse owners are responsible for the vessels therein, whether owned or sublet.

Boathouse Deterioration: Any time a member or the Board has been made aware that a boathouse has deteriorated to the point that it is affecting the aesthetics or safety of the yacht club, the Main Station Committee may be asked to make an inspection of the property. If the Main Station Committee finds the property needs maintenance or repair, the owner will be notified in writing via email and told of the specific violation(s). This Committee will also provide copies of the violations to the Board. If the violation(s) are not corrected within a reasonable time*, the BOT has authorized the initiation of financial penalties.

Exterior: (Boathouse Standards) (Items may change over time, check for current report)

1. [Y] [N] Steel siding of 29 gauge min. thickness, baked enamel gray color and white trim.
2. [Y] [N] Exterior paint shall be in good condition, no flaking, peeling or rust is acceptable.
3. [Y] [N] Doors/windows shall be in good repair and door able to be locked.
4. [Y] [N] Curtains and support structure shall be in good repair, and hung properly.
5. [Y] [N] All exterior trim and doors (public-facing) shall be painted white.
6. [Y] [N] Roof shall have a minimum/maximum of 10-25% translucent paneling.
7. [Y] [N] Four fenders / tires ensuring proper separation and protection on each house.
8. [Y] [N] No excessive holes, tears, or denting in siding is permitted.
9. [Y] [N] No portion of the wooden frame/flooring shall be in the water.
10. [Y] [N] House shall not list excessively.
11. [Y] [N] 3/8 galvanized chain w 1/2" through bolts at all corners attached to major structure points.
12. [Y] [N] No excessive rust or corrosion on chain or fastener points.
13. [Y] [N] Securing chains shall not touch the water at any time.
14. [Y] [N] All through siding plumbing/wiring shall have nonmetallic conduit only.
15. [Y] [N] Door awning shall be a minimum of 7 ft. above walkway and 3 ft. max. depth.
16. [Y] [N] Floats are sound, trim and no part of the float structure is underwater.
17. [Y] [N] Boathouse/slip numbers are clearly visible on both front and rear faces.

NOTES are included with respect to any changes to the boathouse, new construction, materials, and renovations. Presale inspections are required, and the boathouse brought to current requirements prior to sale. Exceptions may be granted by BOT only.

Electrical (Items may change over time, check for current report)

Same "Note" as for Open Slip

External:

1. [Y] [N] Pedestal connection cord is a minimum of 10/3 SO grade conductor, in serviceable condition (no burns, corrosion, cracks etc.) with a non-metallic, chafe-resistant feed through.
2. [Y] [N] Shore power connection is a functional, single, standard 125V/30A twist-lock at pedestal. (R9). Male pins clean (no corrosion), no sign of heat damage or burning (e.g. brown ring on pin), and no cuts or splices (MA3b). Strain relief is encouraged.
3. [Y] [N] The female electrical pedestal connection is in good condition with no evidence of burning or damage. Docks lights (if equipped) are functioning**.

Internal:

1. [Y] [N] Approved electrical panel with appropriate number of breakers.
2. [Y] [N] Approved Romex or wiring conduit is used.
3. [Y] [N] Breaker/wiring requirements, #10/30amps, #12/20 amps, #14/15amps.
4. [Y] [N] No corroded, frayed, unterminated or burned wiring.
5. [Y] [N] Wiring is attached properly and junction boxes are used where required.
6. [Y] [N] No overloaded plugs.
7. [Y] [N] ALL Interior (not vessel) outlets protected by GFCI or pedestal contains GFCI. (NEC)
8. [Y] [N] Power cord (if used) consists solely of a marine-grade twist-lock set in good condition as evidenced by: Male pins clean (no corrosion), no sign of heat damage or burning (e.g. brown ring on pin), and no cuts or splices (MA3b).
9. [Y] [N] Vessel end of power cord is secured by a locking ring or equivalent structure (MA3b).

Fire protection & Safety: *(Items may change over time, check for current report)*

1. [Y] [N] Marine or ABC rated, 5 lb fire extinguisher easily accessible near entry door.
2. [Y] [N] Fire extinguisher gauge must read green or ready for use. Serviced or shaken.
3. [Y] [N] Emergency Info card visible in window. Required information includes: Boat Name, B/H Owner Name, Fuel Types & quantities, Phone numbers and email address. All entries are current and legible.
4. [Y] [N] Dock visible night light with minimum of 25 watts equivalent. No mechanical timers.
5. [Y] [N] No storage of fuel or fuel/oil related waste or hazardous products.

Boat House Internal: *(Items may change over time, check for current report)*

1. [Y] [N] Structure is sound and free of rot.
2. [Y] [N] Decking shall exhibit no more than 6 degrees tilt or 1 ¼ inch rise per foot.

Vessel Items *(Items may change over time, check for current report)*

1. [Y] [N] The vessel displays valid Washington registration sticker (R4b).
2. [Y] [N] An OYC burgee, in good condition, is displayed (MA3f).
3. [Y] [N] Vessel appearance and state of repair is adequate (MA3b & R4).
4. [Y] [N] Vessel meets the rule for mobility (MA3b).
5. [Y] [N] No part of vessel or equipment extends beyond end of the boathouse. (R15)
6. [Y] [N] All vessel lines, and deck gear secured against wind and wave action (R3).
7. [Y] [N] Vessel is secured with sufficient, appropriately sized mooring lines in serviceable condition (MA3c).
8. [Y] [N] Vessel mounted mooring cleats are secure and in good condition.
9. [Y] [N] Vessel has no excessive marine growth on the hull or running gear (MA3b & R4).
10. [Y] [N] Appropriate insurance requirements have been met and records filed with moorage master/mistress (MA11).
11. [Y] [N] Vessel displays neither significant listing nor excessive bilge pump activity (MA3b & R13).
12. [Y] [N] No continuous connections to the water system are in place into the boat (MA3b).