

Club Service

Note that the following writeup is adapted from the CSP writeup in the Members Directory.

Purpose:

Olympia Yacht Club has in effect a club service Program, also referred to as the “CSP”. The purpose is to encourage membership participation in order to reduce or eliminate the necessity to purchase services. The means to accomplish this will be to keep members informed of standing committees, appointed committees, open BOT and Bridge positions and other club activities and functions that are created by those committees.

Chairperson Responsibilities:

The Board will appoint a CSP Chairperson, who will oversee the CSP program and ensure members are credited for their participation. The CSP chair will be overseen by a BOT member that is chosen each year. The CSP chair will be appointed for a 3 year term as per OYC bylaws and rules. The Chair will have the following responsibilities:

- A.** Maintain and routinely publish a current list of approved activities that constitute volunteer hours that qualify for CSP credit.
- B.** Identify committee openings and activities needing volunteers and report such openings in the Beachcomber.
- C.** From time to time set the requisite number of annual volunteer hours and the credit rate in dollars per hour and present to the BOT for approval.
- D.** Keep a regular accounting of and post accumulated volunteer hours.
- E.** Report to the regular monthly BOT meeting the status of CSP hours and club income.
- F.** Submit final CSP report to the Treasurer for billing by Jan 1 and to the BOT chair at the first regular meeting of the New Year.

Note that the Chairperson normally performs all functions of the Committee. Additional committee members are authorized but will probably only be recruited when the current chairperson is planning to turn the committee over to a new Chairperson.

CSP Program Eligibility

A. The following positions will automatically receive a full year’s CSP credit.

- BOT members
- Bridge officers

- Immediate Past Commodore
- Club house Chair
- Mainstation Chair
- Island Home Chair
- Web master
- Budget and Finance Committee Chair
- Anchorette Officers
- Reciprocal Chair
- Environmental Committee Chair
- Governmental Affairs Committee Chair
- Safety Committee Chair
- Beachcomber editor
- Membership committee Chair
- CSP Chair
- Moorage Master
- Quartermaster
- Juniors Committee Chair
- Yearbook editor
- Audit Committee Chair

- WIC representative
- By-Laws Committee Chair
- Long range Planning Committee Chair
- OYC Historian
- Treasurer

B. Membership and attendance on the following committees are eligible for CSP credit. Members who serve on the committee will receive hour - for - hour credit for their service. Furthermore, any member can volunteer and assist these committees to receive CSP credit if the Committee chair requests. Committee chairs are responsible to report the hours of members to the CSP chair for proper credit. The committee chairs will receive full CSP credit.

- 4th Friday Committee
- 4th of July Cruise Committee
- Labor Day Cruise Committee
- Memorial Day Cruise Committee
- Halloween Cruise Committee
- Special Peoples Cruise Committee
- Christmas Party
- New Years Party Committee
- JO Ball
- Sunshine Committee
- Daffodil Committee

- Publicity Committee
- WIC alternate Representative
- All BOT Standing Committees
- Lunch Bunch Committee
- Yearbook Committee
- Dinner meeting Setup/ cleanup
- Apple Cup cruise Committee
- Parade of Lighted Ships
- Commodore's Ball
- Sweethearts Cruise Committee
- Foofaraw Committee
- Toliva Shoals Committee
- Nominations Committee
- Juniors Committee
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C. The following club functions and maintenance activities are eligible for CSP credit on an hour by hour basis.

Installation and maintenance of OYC mechanical systems (water, sewer, heating, electrical, etc.)

Facilities maintenance procedures and construction at any OYC facility.

Gardening, planting and landscape maintenance or construction at any OYC facility.

Shellfish culturing at any OYC facility.

Temporary caretaker duties at any OYC facility.

D. Public events and functions in which a member uses his/her boat for the purpose of the function are limited to a specific number of hours for that event. These hours will be credited to the boat not for each person who may be participating in the event. Committee chairs of these events receive full credit. Members serving on these committees who help in the planning and execution of the event will receive additional hours of CSP beyond the boat participation in the public event activity.

Foofaraw	8 hours total
Lakefair	4 hours total
Parade of Lighted ships	3 hours each night
Opening Day Parade	4 hours total
Special People's Cruise	4 hours total
Toliva Shoal Boat	8 hours total
Audubon Bird Count	3 hours total
Daffodil Parade	3 hours total
Seattle opening Day	3 hours total

E. Social events and "club only" functions participation in such as cruises, dinners, parties, lunches, etc. that are solely for the benefit and use by members and not the general public, are not eligible for CSP credit unless the member or their spouse/partner actually serve on one of the social or administrative committees for those events. However, the Committee Chair for these club events can call volunteers if they are in need of extra help outside of their committee members for an individual event and therefore provide CSP credit for that work at that event. Attendance only at club and/or social events does not qualify for CSP credit.

F. Any activity not listed must be brought to the CSP committee to determine eligibility for credit. Members will accumulate CSP credit annually beginning on January 1st and ending on December 31st in any given year. It is the responsibility of each of the members to ensure work credit is submitted for the required number of hours needed for each year. Any member who fails to submit the entire total of required hours for the year will be penalized for each required hour or portion of hours not worked. The committee chair or person in charge of the activity or project for which the member seeks to obtain CSP credit must sign the form on which the hours or portions of hours worked are reported and presented to the CSP committee. Failure to do so will result in hours not being credited to the member who performed them.

CSP Assessment and Penalty

A. The current requirement for CSP hours will require that a member must serve 24 hours of approved work credit within the calendar year beginning on January 1st and ending December 31st. The current penalty assessment for failure to perform work is set at the rate of \$30 per hour for each hour not completed during the year. The BOT will set the number of hours and dollar rate per hour.

B. If any member does not submit CSP work credit for the total required hours, the club Treasurer will assess the member a CSP penalty assessment. The amount of the assessment will be based on the number of required CSP hours or portions of hours not worked times the

prevailing rate set by the BOT. The penalty assessment will be billed to the member on a monthly basis during the year following the one which CSP hours were incomplete.

C. Example: The required number of CSP hours in 2020 is 24 hours and the penalty assessment rate is \$30/hr. If you perform no CSP hours in 2020 you will be billed the CSP penalty of \$720 in 2021. The amount owed will be billed by the Treasurer on a monthly basis until paid in full. Assume Joe and Jane Doe submitted a total of 6 hours of CSP work credits in 2020. Beginning in January 2021 they would incur a penalty assessment of \$540. (18 hours not worked x \$30 per hour) which Would then be billed in equal installments of \$45.00 per month throughout 2021.

D. New members joining OYC after the beginning of the calendar year will have CSP total hours required prorated at the rate of 2 hours per month starting with the month following the month that they are voted into membership by the general membership.

E. Example: Joe and Jane Doe are voted in as new members in April. Commencing in the month of May they will be required to work 16 CSP hours for the remainder of that year ending in December (8 months of the year remaining x 2 hours per month). Thereafter, Joe and Jane will be required to work their full number of CSP hours, as are all other members, or incur penalty assessments for the hours not worked as described above.

F. CSP hours earned by any member in excess of the required hours in a calendar year may not be carried over as work credits for the following year.

G. Any member who wishes to donate hours to another member for extenuating circumstances of the other member that makes that member unable to perform their own hours must petition the BOT for approval. This would be an individual basis request subject to the BOT granting approval. CSP chair would then credit that member and reduce the hours of the donating member as per the BOT amount approved for that individual basis.

H. Members who wish to demit will be responsible for being current with their CSP financial obligation or proper number of hours served. This dollar or hour amount will be prorated according to the month in which the member demits. This will apply the same as club dues or moorage obligations.

For example, if a member demits in December they will be responsible for \$720 for the year or to have served 24 hours for the year even though the billing for that year will not be issued until the following year.

I. The Social class of membership has been established beginning in 2013. Each Social class of membership will be required to perform a total of 10 hours of CSP work credit per year as their hours. Hours not worked will be subject to the same penalty assessment as active members and the hourly rate will be the same as active members. Billing will be the same as active members. Social class members will not be eligible to serve as Board Trustee, Flag officer, Bridge officer or as a committee chair. They may serve on any committee including social function committees to earn CSP hours. All other CSP rules apply to social membership the same as they do for active members.

Life social members shall have the same requirements as social class members as stated above.

Bootstrap

In the event that a new CSP Chairperson is assigned the duties without the benefit of the existing Chairperson, the first order of business will be to obtain or create the Excel spreadsheet that is used to track CSP hours by member. The current chairperson keeps the Excel spreadsheet on a portable thumb drive and posts a printed copy of the spreadsheet in the clubhouse each month. To verify that all hours have been captured, the new Chairperson is advised to contact all Committee Heads and ask them to forward a copy of all emails that were sent to the prior Chairperson from the beginning of the calendar year to the present.