

OLÝMPIA ÝACHT CLUB JUNIOR MEMBERSHIP (OÝCJM) PACKET:



OYC JUNIOR MEMBERSHIP(OYCJM)

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MISSION STATEMENT:

The mission of the Olympia Yacht Club(OYC) Junior Membership(OYCJM) is to inspire and excite youth between the ages of 10 & 20 to join. Once they become a Junior member, to educate, mentor, and encourage seamanship for a long lasting and memorable experience on the water. As well as, a memorable experience in the club, community, and eventually Active Adult OYC members.

GOAL:

The Goal of the OYCJM is to be financially independent. To not be a financial burden on OYC, but to be self-sufficient and provide the necessary financial needs directly through membership dues, fees, and fundraising efforts by the Junior membership.



MEMBER REQUIREMENTS:

- 1. Must be between the ages of 10-20 years old.
- 2. Must not have criminal record prior to application or after, to include a revoked license.
- 3. To be interested in and willing to learn more about maritime ways on the water.
- 4. To uphold and abide by OYC Bylaws, Code of Conduct, and Rules & Regulations.
- 5. To have Integrity. To always do what is right, even when no one is watching.
- 6. To have a positive attitude and treat everyone with respect.
- 7. To always represent OYC in a positive manner.
- 8. To attend an application interview with at least one sponsor, that of which is an OYC member.
- 9. To have and maintain good standing within the community and school, per 2 sponsors.
- 10. To communicate via email and phone when necessary
- 11. To actively participate in club activities, minimum 1 per quarter = 4 per year
- 12. To attend OYCJM meetings, which will be held once a month, with date and time per the Junior members insight given during and after first meeting. Notification for meetings will be posted via email with reminder of location, either virtual through zoom or in person at OYC.
- 13. To volunteer time through the Junior Service Program (JSP)
- 14. To pay dues, fees and Dinghy Storage on time.
- 15. To write occasionally for the OYC Beachcomber, in which you will receive plenty of guidance in the process. This is a mandatory 2 short paragraph requirement for Junior Officers and optional, but encouraged, for all other Junior members.



BENEFITS:

- 1. Dinghy Storage, providing if space is available: \$10.00 per month. Must meet size requirement.
- 2. 15–20 year old, get key card for access during daylight hours with Log in & out times.
- 3. Community Service Hours to help with HS grad requirement.
- 4. Boating Education opportunity: from learning Rules of the Road, boating safety, navigation, to Chain of Command and everything in between.
- 5. Make New Friends and have fun while enjoying a positive social experience.
- 6. To become well versed writers, while preparing a beachcomber column, either as a Junior officer(required to write) or a Junior member volunteering to write(highly encouraged).
- 7. Fundraising that directly benefits the program, and in turn, each member.
- 8. Letters of Recommendation for future job and volunteer opportunities.
- 9. Awards and Trophies to be presented at Annual Awards Banquet in February.
- 10. The reduction in Active or Associate Membership Initiation Fees upon reaching the age of 21 for each year of participation in the Juniors Program.

SPONSORS:

- 1. Must have two. One OYC Member (in good standing with at least one full year as a member) and the other can be a community member that knows you well, such as your school teacher, principal, or counselor. Parents are important, we value their input, however we do not want them to be a sponsor of their own child. Other parents that are family friends of applicant may be a sponsor. If you don't have sponsors, please contact the Committee Chair, to be introduced & paired with sponsors.
- 2. OYC member sponsor must be present at application interview, Board and Dinner Membership meetings to introduce you. It is important for the membership to be familiar with the Junior members, but once introduced, you are excused from both meetings. Sponsor must write a paragraph on new member applicant and submit it to the Junior Membership Chair prior to the meeting, who will then forward to the OYC Board of Trustees.



OYC JUNIOR MEMBERSHIP JUNIOR SERVICE PROGRAM(JSP):

- 1. Must have 12 hours per year. An hour is 60 minutes on the clock. Tracked per event sign in sheet, tallied and posted in the clubhouse each month, as well as sent via email and reviewed during monthly meeting by the Committee Chair.
- 2. Can be in any of the following areas:
 - a. OYC Events, to help set up, decorate, serve, break down, and/or clean up
 - b. OYC Beautification, to help with seasonal needs as they come
 - c. OYC Community Outreach, to help support local community events
 - d. Automatic 12 hours awarded for Junior Officer Positions actively served for one full year.

FUNDRAISING:

- 1. There will be a minimum of 2 fundraisers per year to help pay for Junior Membership programs and activities being offered throughout the year. There is no requirement to participate in fundraising, but is highly recommended to offset cost, which in turn, benefits every member.
- 2. Some examples are cookie dough sales, pizza kit sales, silent dinner auction, community yard sale, Junior Youth competitions or cruises, etc
- 3. Door to door sales are not permitted. This is paramount for the safety of all members.
- 4. Fundraisers will change each year based on success the previous year.



OYC JUNIOR MEMBERSHIP EDUCATION:

- 1. Optional classes offered once a month or more. Will cover various areas including, OYC Bylaws, Rules and Regulations, Safety on the water and docks, Handling Emergencies: First Aid & CPR, Maintenance, Detailing, and Management of a Sea Worthy Vessel, Maritime law, Seamanship, Navigation, Radio Operation, Power and Sailing Vessel Rules of the Road, Nautical Terminology and Critical Knot Tying Skills.
- 2. Responsibility of each Junior member and parents to get the word out by educating the community on the Junior Membership opportunities available and the benefits the program has to offer.
- 3. Responsibility of the Committee Chair to visit local school Districts to recruit youth and educate through flyers and/or school assemblies, with District Superintendent approval first.
- 4. To encourage and excite learning through hands on experience on the dock and training in the classroom through various educated resources. Such as, the OYC Safety and Education Committee, OYC Environmental Awareness Committee, Sailing Education Committee, Maritime experts and others with credentials to teach Junior Members a variety of topics to continue their learning. As well as, with OYC adult members willing to help mentor Juniors in various areas of boating.
- 5. To provide educational activities that will engage each Junior member with social activities and functions appropriate for the age of the Junior member. Such as, a monthly maritime trivia quiz(What Do You Know?) testing their knowledge of material learned over that particular month. It is up to the Junior Member if they want to participate in the educational activities, like the quiz, which will have direct rewards and benefits if they do.



JUNIOR OFFICERS:

This is a leadership opportunity. Five Officer positions: Minimum of one year term, nominated and voted on by Junior membership. Positions to be defined more in detail by membership, once formed. JSP hours will be awarded and met with a one year commitment to an officer position.

- 1. President
- 2. Vice-President
- 3. Treasurer
- 4. Secretary
- 5. Safety Officer



FEES:

- 1. <u>Initiation Fee:</u> \$50.00, but waived if the Junior Member is a dependent of an adult member.
- 2. <u>Monthly Dues</u>: 15% of the current Active Member Dues. For example: As an Active Member now pays 37.93, 15% of that is what they pay \$5.69
- 3. <u>Annual Assessment Fee:</u> there is no Annual Assessment fee for Junior Members per OYC Bylaws.
- 4. <u>Billing:</u> once a year for monthly dues, with 1st year paid in advance. Based on a calendar year, Jan begins the year and Dec closes the year out. The 1st year joined will be prorated from the month joined to the end of that year, with the second year beginning in January of the following year. For example, If you join in June, you will only pay the 6 months left in that year. The following January you will be billed for a full year to be paid in advance.
- 5. <u>Education Program Costs:</u> Per class/program fee to be charged prior to the start to cover expenses of class/program and materials. The goal is to keep program cost to a very minimum, if not free.
- 6. Social Event Fees: As posted per event.



OYCJM APPLICATION PROCESS:

Application acceptance will begin on January 15, 2021. The application deadline for Board approval is the 2nd Monday of the month, 2 days prior to the Board Meeting the following Wednesday. The process is as follows:

<u>Step 1:</u>

Read entire 19 page packet and understand it, prior to filling out application.

Step 2:

Submit completed application to Junior Membership Chair. Be sure to include your Sponsors. You can Mail or Drop off at OYC inside Clubhouse Mail Drop Box. Mark the outside sealed envelope with Attn: Lenora Tanaka, OYCJM Chair

<u>Step 3:</u>

Interview with the Chair and a committee member. The Chair will email you a request for interview. Please respond quickly, as dates are limited and may fill quickly.

Step 4:

Board Approval at 2nd Wed of month Board of Trustees (BOT) meeting. You and at least one sponsor must be present for introduction by Chair.

Step 5:

Orientation with Chair and one committee member. This will be an in person orientation where you will be reviewing by laws, expectations, reviewing your new member packet, and going on a tour of OYC Main Station. Please dress comfortably with tennis shoes, as the docks can be slippery during rainy and/or winter season weather. This is also your opportunity to ask the questions you may have and learn as much as you can about OYC. Congratulations! You are now officially a Junior Member.



201 SIMMONS ST. NW OLYMPIA, WA 98501 NEW JUNIOR MEMBER APPLICATION LETTER

Dear Junior 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 all our members a safe, secure and user-friendly marina basin for your boating education and 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 Junior Membership Application Packet. It is the Junior Membership Committee's desire to provide all prospective new Junior 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.

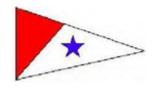
To help new members get acquainted, you will have the opportunity during the process to learn about what OYC does and how you can be involved. We count on the active participation of all our members in our continued efforts to make OYC a solid member of the community and a pleasure boat family.

The membership process includes your application, an interview and orientation, Junior Membership Committee approval, with final approval from The Board of Trustees. The last event to make it official is your introduction to the membership at the beginning of a dinner business meeting, starting with the social hour. The entire time line is generally a 30-60 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 Junior membership Committee and you.

Your interest in becoming an active Junior member of Olympia Yacht Club is our priority. Please see the following documents required for the Junior Membership process contained in this New Junior Member Application Packet. We are excited to bring you aboard.

Sincerely,

The Junior Membership Committee



CONTACT TO HELP YOU WITH YOUR JUNIOR MEMBER APPLICATION

Junior Membership Chair, Lenora Tanaka (360)942-8783 Famof52011@Hotmail.com

Your best points of contact in the Junior membership process will be the Junior Membership Chair and your two sponsors. If you need one or both sponsors, please contact the Junior Membership Chair and you will be introduced and paired with them. It is important you receive complete information on the process and requirements to become a Junior member of the Olympia Yacht Club (OYC) and to obtain dinghy storage if needed, providing space is available at time of application. Otherwise, you may be added to a wait list.

SOME REMINDERS TO HELP IN THE JUNIOR MEMBERSHIP PROCESS

- During the application process, one of your sponsors must be present when you are at OYC property, facilities or on the docks. The sponsor must be the one who is already an OYC member. The only exception to this is if you are attending a regularly scheduled Race Team practice or event.
- 2. By following the steps above and asking for clarification of your questions during your Junior membership interview, most of the common problems that can have a negative outcome on your Junior membership application can be eliminated. Communication is critical to the success of your process.
- 3. The Membership Chair can provide you with the most current information on bylaws and rules regarding your membership.
- 4. You must become a Junior member before you can store a dinghy at the Olympia Yacht Club. A Dinghy Storage Agreement between yourself and OYC is required before you are assigned and can take possession of a Dinghy Storage Spot on the dock.
- 5. Our goal, as the Junior Membership Committee, is to not only assist you in a smooth membership process, but to also continue to assist you once you are an Active Junior Member. The strong positive relationships you build while in OYC will take you far in becoming an Active Adult Member at age 21, if so desired.

SPONSOR CHECKLIST: (Junior applicant is to give this form to their primary sponsor)

There are 2 Sponsors required. There is a Primary Sponsor and a Co-Sponsor. A Primary must be an OYC member with one year or more in good standing. A Co-Sponsor can be a member with one year or more in good standing, but does not have to be an OYC member. Providing the Co-Sponsor is not the parent of the Junior Member and is in good standing with the community they can be the other sponsor needed.

Please see the Sponsor section on page 6 of the Packet for full details. As the Primary Sponsor, you have responsibilities to the Junior Member 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. As the primary sponsor, you may need to find a co-sponsor. The co-sponsor must be able to speak to the application, when the primary sponsor cannot be present. Work a plan together.

The two sponsors must sign the Junior Membership Application along with the applicant. The applicant then submits the application to the Junior Membership Chair prior to the interview. After Board Approval at BOT meeting, the orientation will follow with a scheduled appointment time that will include a tour of the mainstation.

The Junior Member will get an invite to the next scheduled Dinner Meeting for introduction to the Membership after The Board of Trustees has voted them in. Primary Sponsor must be present at the Social Hour to introduce new Junior Member prior to Dinner Meeting: Coordinate these tasks with the second sponsor as you both deem appropriate. As primary sponsor, this is your copy to keep. Please contact the Junior 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.)

JUNIOR Membership Packet:

- Pick up an OYC Junior 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 Junior Membership Committee Chair by email with a request and a packet will be emailed to the applicant in an attachment or mailed to address given in request.
- Review the Junior membership Packet in its entirety. As well as any other pertinent information with the Junior Member applicant, making sure to answer all their questions prior to their meeting with the Committee Chair. Please discuss the following areas:
 - 1. Olympia Yacht Club Structure

Board of Trustees (BOT), Bridge, Committees, Monthly BOT Mtg, and monthly Membership Dinner/Business Meetings. A brief overview is all that is needed.

- 2. Mission Statement and Goal of The Junior Membership Program
- 3. Responsibilities and Requirements (see full list in Requirements section)
- Rules (Review all Bylaws, Rules and whether OYC is a good fit.)
- Inform applicant, for their safety and of those around them that there are many security camera's throughout OYC monitoring, including the docks, boathouses and individual members boats 24/7.
- 4. Benefits
- 5. Sponsors
- 6. Junior Service Program (JSP)
- 7. Fundraising
- 8. Education
- 9. Junior Officers

10. **Fees**



APPLICATION FOR JUNIOR MEMBERSHIP

Ι,	hereby recom	mendfor
membership in the Olympia Yao subscribed.	cht Club under the cond	red, please see Sponsor section in packet):
Primary Please Print Name	Member #	Signature
Co-Sponsor Please Print Name	Member #	Signature
DINGHY STORAGE AGREEM throughout OYC property is som 2. I will observe the traditions of Ya REGULATIONS of the Olympia 3. I understand that dinghy storage the Junior Membership Chair, al Agreement. Dinghy Storage assis 4. I also agree, that during my first complete 12 hours of JSP annual 5. If elected to membership and as p Club harmless from any and all 1 whatsoever to my dinghy or othe OYC. I further agree to hold OY	e to the following: Olympia Yacht Club BY ENT. Safety is my prior nething I agree with for r achting etiquette and con Yacht Club. e at the Olympia Yacht Cl long with a copy of liabil gnment is based on avail year of Junior members ly after reviewing that se partial consideration for liability in the event of da r equipment while same C harmless from all liab	LAWS, RULES AND REGULATIONS, and the rity and I acknowledge that security cameras my individual safety and those around me. mply with all BYLAWS, RULES AND club may be obtained by written application through ity insurance as required in the OYC Dinghy Storag ability of space. hip and subsequent years, I will be required to
Junior Applicant, Signature		Date:
Junior Applicant Parent, Signatur	re (if minor)	Date:
_		MONTHLY DUES PAID \$
CHECK RECEIVED BY JUNIOR M	MEMBERSHIP CHAIR	FOR TOTAL ABOVE \$

DATE RECEIVED ON: _____ Chair Initials_____

JUNIOR MEMBER APPLICANT SECTION

Name:	Ph	Phone # :		
Please print first middle and last		Circle One: Cel	l Home Work	
Date of Birth:		Age:		
Physical Address:(Residence):				
STREET	CITY	STATE	ZIPCODE	
Mailing Address:				
STREET OR PO BOX	CITY	STATE	ZIP CODE	
Junior Applicant Email (REQUIRED) Please Print clearly. An active email is require Email Address (Optional only if over the age of	·			
Printed Parent/Guardian Name		Parent/Guardian En	nail	
w many Siblings do you have?	Are any of them Ju	nior Members?		
ll Time / Part Time Student At:		(Grade:	
Please Circle One				
ll Time / Part Time Employed By:		How Lo	ng:	
Please Circle One sition:				
orts and Extra Curricular Activities you are pa	rticipating in throug	ghout the year a	nd when:	
abs/Organizations you belong to and commitme	ent required of each:	<u>.</u>		
ll you be requesting OYC Dinghy Storage? ☐ Y	Yes □ No es, attach Dinghy pag	ges 18 & 19)		

JUNIOR MEMBER APPLICANT BIO & INTEREST SECTION

Last Name:	First Name:
types of boating activities (long	as on your boating experience). You might share your history of boating, cruises, weekend gunkholing, sailboat racing, etc), where you enjoy aber of another yacht club, if you boat seasonally or year-round, etc. If no ou would like to do in boating.
Statement of Interest in OYC J community):	unior Membership (include how you might contribute to the OYC
List skills you have to offer, to	include any certifications you hold or have held:
Additional things you would liberal has ever happened to you or you	ke us to know: (perhaps where you see yourself in 10 years, the best thing that r family):

SPONSOR SECTION FOR JUNIOR MEMBER

As primary sponsor of this applicant, I have reviewed the Olympia Yacht Club Junior member packet, including the JSP, BYLAWS, RULES AND REGULATIONS, and the DINGHY STORAGE AGREEMENT with the applicant prior to submittal of this application, and answered any questions from applicant concerning Junior membership responsibilities and expectations.

from applicant concerning runfor men	idership responsionities and e	Apeciations.	
Check if both Sponsors are "Host	t Sponsors" at the request of t	he Junior Member	ship Chair
Initial I have reviewed the SI In consideration of the requirement of new Committee Chair, I have assisted the applicamember in the first few months to ensure the any assistance I can offer to them or question	cant in completing the applica ney are doing well in the Junio	oken with the appl tion. I agree to cor or Membership Pro	icant and the Junio ntact the new Junio
How long have you known the Junior ap	plicant? In what capacity?		
Include a brief statement of support for	the Junior Member you are	sponsoring:	
For additional follow-up and to schedule in	nterview and orientation, conta	act the sponsors at	:
Primary Sponsor: Name		Mbr for:	yrs/mos
Email:	Phone #:		
Co-Sponsor:		Mbr for:	yrs/mos
Name			
Email:	Phone #	#:	



201 SIMMONS ST. NW OLYMPIA, WA 98501

REQUEST FOR DINGHY STORAGE AND AGREEMENT

The Olympia Yacht Club is a social club. Dinghy Storage is a privilege and is a limited space for Junior members to use. There is a monthly fee of \$10.00 (\$5 if you are an active Race Team member) and there may be a wait list depending on the availability at the time you join. It is based on a first come first serve basis. Junior members that have worked their way to the top of the wait list have earned their storage spot. The wait list can be long, so please be patient if you have to be on it. It will be worth the wait.

Date:	
Name:	Phone:
Address:	
Dinghy Type:	
Liability Insurance – For all dinghies, regardless of	of storage location, in the OYC basin.
Insurance Company:	
Agent Name:	
Agent Address:	Agent Phone:
I DO HERBY AGREE TO ABIDE BY THE OYC AND REGULATIONS, DINGHY STORAGE AG	
Member Name (please print):	Age:
Member Signature:	Date:
Parent/Guardian Signature(if minor)	Date:

WELCOME ABOARD! WE ARE EXCITED TO HAVE YOU AS A NEW JUNIOR MEMBER.

OLYMPIA YACHT CLUB

201 SIMMONS ST. NW OLYMPIA, WA 98501

DINGHY SAFETY CHECK LIST

- 1. I will attend a mandatory safety and Emergency Action Plan(EAP) meeting with a sailing coach before I am allowed to store or use my dinghy at OYC.
- 2. I have signed and submitted, a medical liability waiver, to a coach to keep on file.
- 3. I will wear a Coast Guard Type III life jacket with at least one pocket and adjustable shoulder straps to prevent an accidental drowning.
- 4. I will wear a whistle attached to my life jacket and a tethered waterproof communication device, with the volume on, to have an emergency signal device always in reach.
- 5. I will wear a properly fitted wet/dry suit for specific times of year, as it is a mandatory requirement of OYC. I will follow the Race Teams protocol on when to wear it.
- 6. I will speak up if I see another Junior Member not wearing a life jacket or whistle.
- 7. I will keep my dinghy clean and free of water lines, stains, and critter growth.
- 8. I will keep the dock around my dinghy clean and in good order.
- 9. I will never engage in horseplay on the dock, in my dinghy, or anywhere on OYC property. I know that running on the docks is not allowed. If I see any member doing so, I will report it immediately.
- 10. I will keep my voice to a conversation level. I know that shouting, loud noises, and loud music is not allowed.
- 11. I will always use my dinghy in a safe manner, to include taking it out of the storage rack, putting it in the water, entering and exiting the dinghy at the dock, and monitoring the safe operation of my dinghy while it is in motion and allowing enough room to pass other boats with a safe distance between us.
- 12. I will be a responsible boater and practice good Seamanship.
- 13. I will only operate my dinghy in daylight hours, before sunset. I will never operate it in the dark, after sunset.
- 14. I will always make sure I communicate with my parent, a Junior Member Officer, and Google Docs to alert a Coach that I will be active on the dock and what I plan to do, before I go to OYC and do it.
- 15. I will never take my Dinghy out unless a Sailing Team Coach is present.
- 16. I will never be at OYC without an adult OYC member present, supervising me if I am 14 years of age or younger. I know that all Junior Members must sign into the log book when they arrive and must sign out of the log book before they leave, so all whereabouts can be accounted for.

I DO HERBY AGREE TO ABIDE BY THE OYC DINGHY SAFETY CHECKLIST ABOVE TO KEEP MYSELF AND ALL OTHERS AROUND ME SAFE. IF I SEE ANY SAFETY ISSUES, I WILL REPORT IT IMMEDIATELY TO THE JUNIOR MEMBERSHIP CHAIR AND NOTIFY THE NEAREST ADULT MEMBER TO ME AT THE TIME OF THE INCIDENT. I UNDERSTAND THIS IS AN INHERENTLY DANGEROUS ACTIVITY THAT COULD RESULT IN BODILY HARM AND EVEN DEATH. I AGREE TO ACCEPT ALL RISK OF INJURY TO ME/MY CHILD AND TO HOLD HARMLESS OYC, IT'S OFFICERS, DIRECTORS, EMPLOYEES AND MEMBERS RELEASED AND INDEMNIFIED FROM ANY CLAIMS.

Member Name (please print):	Age:
Member Signature:	Date:
Parent/Guardian Signature(if minor)	Date: