



Pens and Moorings Committee Allocation Procedure

PMPR00406

This Procedure is to be used in conjunction with PMP001 Pens and Moorings Policy

Procedure Owner: Chair, Pens & Moorings Committee

Procedure Code:

Intent

This procedure is to be used by the Pens & Moorings Committee to provide guidelines to the allocation of the Club's marina and land pen facilities to new and existing club members. This procedure is designed to ensure that all pen allocations comply with the Club Rules, Bylaws and the Pens & Moorings policy PMP001

Procedures Content

1. Eligibility for pen allocation

- 1.1. Only financial members with full voting entitlements may apply for a pen or mooring at SoPYC.
- 1.2. Applications will only be accepted via the online portal that members who are financial can access.
 - 1.2.1. Received forms are to be checked for accuracy and completeness and only complete and accurate forms will be processed.
 - 1.2.2. Incomplete forms are to be rejected and a supporting email provided inviting the member to amend and complete the form and resubmit it.

2. Membership Notification

- 2.1. The details of the proposed pen allocation are to be placed on the notice board in the main foyer and on the Club web site routinely as per the Pens & Moorings Policy item 1.14
 - 2.1.1. Details are to include:
 - 2.1.1.1. Application date.
 - 2.1.1.2. Name(s) of owner(s) of vessel.
 - 2.1.1.3. Type of vessel sail/power.
 - 2.1.1.4. Name of vessel.
 - 2.1.1.5. Make/model of vessel.
 - 2.1.1.6. Size of vessel – length, width, draft.
 - 2.1.2. These details to remain on the main foyer notice board or on the Club web site for 14 days after acceptance of the completed application by the Club.

3. Pen & Mooring Committee Notification

- 3.1. An e-mail copy of the pen application form is sent to each member of the Pens & Mooring Committee (the Committee) via email.

4. Pen Allocation Criteria

4.1 Committee members will review the application at the monthly committee meeting, or sooner if deemed necessary, using the following criteria:

4.1.1 Yachts of a class or type the club wishes to encourage will have priority over other vessels.

4.1.2 The applicant's intended participation in Club events.

4.1.3 The applicant's membership, active participation and service history in the club, as follows:

4.1.3.1 Applicants with a longer period of active membership will have priority over those with lesser periods of active membership.

4.1.3.2 Active participation for the purposes of this procedure includes either past participation or the giving of a written undertaking to participate in one of more of the following:

- ◆ Participation and volunteering in activities that provide support to and oversight of club events,
- ◆ Participation in club committees overseeing the various aspects of the club's operations,
- ◆ Trading support such as fuel, food & beverage purchases and the booking of private or social club functions in club venues.
- ◆ Financial or in-kind sponsorship of and donations to club events and activities including making the applicant's vessel available to support club events and or making products available to support club activities.

4.1.3.3 An applicant with a smaller vessel with priority in participation and service may be given priority over applicants with the correct size vessel but less club service/participation criteria.

4.1.3.4 If two or more vessels on the waiting list will fit a facility and if all other criteria are equal, the earliest date that the applicant entered the waiting list will be given priority. The date of receipt by the General Manager of an application for a facility in the Marina will be the date that is deemed to be date that the applicant will have entered the waiting list.

4.1.4. In relation to existing members, the following will be considered:

4.1.4.1 Existing facility occupiers who sell their vessels and obtain new vessels will have priority over new members. This includes changing the type of vessel.

4.1.4.2 Existing facility occupiers who request a change for a more suitable or better situated pen will have priority over new members.

4.2. The Management Committee, can at its discretion, override any recommendation by the Committee in relation to any application for a club pen, mooring or facility.

5. Vessel Allocation Criteria

- 5.1. Vessels will be allocated the best pen suited for their vessel as determined by the committee will using the following information to determine the best fit for the vessel.
 - 5.1.1. The vessel make and model including overall length LOA and overall width.
 - 5.1.2. The first available vacant pens based on the dimensions provided by the Club's marina management system.
- 5.2. Vessels that closely fit an allocated pen may be allowed to occupy the pen with a overhang allowance of up to 0.5 metres, or as determined by the Pens & Moorings Committee.

6. Owner Notification

- 6.1. The owner will be notified within 5 working days that they have been allocated a pen subject to:
 - 6.1.1.1. The Marina Safety Compliance self-audit being satisfactorily completed and submitted.
 - 6.1.1.2. A suitable time being arranged with the Marina Safety Compliance Officer to have the vessel inspected.
 - 6.1.1.3. A completed Marina Safety Compliance form being returned to the club prior to pen occupation.
 - 6.1.1.4. Vessel details to be recorded in accordance with Bylaw 7.1

7. Accountabilities and Responsibility

- 7.1 In relation to these procedures, the following accountability and responsibilities are assigned:

7.1.1. **Accountability and process owner:** Chair, Pens & Moorings Committee

7.1.2. Responsibilities:

7.1.2.2 Pens & Moorings Committee:

- ◆ Reviewing supplied application forms
- ◆ Facility allocation using this procedure, the Pens & Mooring Policy and the SoPYC Marina Pens and Moorings Regulations.
- ◆ Allocation of facilities within PMP001 Pens & Moorings Policy
- ◆ Allocation of facilities within MPMR001 SoPYC Marina Pens & Moorings Regulations

7.1.2.3 Pens & Moorings Administrator:

- ◆ Receipt of application forms
- ◆ The review of application forms;
- ◆ The distribution of application forms to Committee members
- ◆ Member Notifications
- ◆ Recording of details in accord with Bylaws 7.1

8. Related Documents:

- ◆ Rules & ByLaws August 2019 (effective 23 July 2019)
- ◆ PMP001 Pens & Moorings Policy
- ◆ MPMR001 SoPYC Marina Pens & Moorings Regulations