

Encinal Yacht Club

STANDING POLICIES

July 10th, 2016

ENCINAL YACHT CLUB STANDING POLICIES

PREAMBLE

The purpose of this Booklet is to inform the Board of Directors and all members and their families of the general Standing Rules, Policies, By Laws and Employee Handbook of Encinal Yacht Club (CLUB) It is the intent of these rules and policies which are for the general information of the membership and guests, to augment rather than subvert or supersede the Bylaws of the CLUB.

As used herein, the definition of the word member shall be construed to mean the member as defined in the Bylaws, Article 2.

GENERAL CONDUCT

1. All members shall exhibit a norm of exemplary good manners and especially good sportsmanship when associating with the CLUB either at the facility or while engaging in activities sponsored by the CLUB and/or when engaged in water associated activities which would reflect on the CLUB and its membership. The abuse of members and/or the facilities adversely affects the CLUB's reputation and, more importantly, its sense of dignity and financial outlay.
2. Members are responsible for the conduct of their families and guests
3. Members shall treat employees with respect and consideration.
4. It is expected that all members will choose to dress in a fashion befitting the surroundings and atmosphere provided in the setting of our CLUB. All clothing must be in good repair. It is also expected that Members will advise their guests of our dress requirements. Bare feet and swimsuits without cover are not allowed in the Bar and Dining Room. Clothing with offensive language or images is not permitted.
5. As stated in the Section 8 of the Alcoholic Beverage Policy, no member or guest shall be served alcoholic beverages unless wearing their name tag. In addition, all members are strongly encourage to wear their name tags when on the premises.

GUESTS

1. The term Guest refers to a non-member of the CLUB who has been granted temporary use of the CLUB's amenities under recognition as outlined below. Guests are required to abide by the rules and regulations of the CLUB and are expected to conduct themselves in a manner in accordance with the harmony and good name of the CLUB.
2. All guests are required to register their visit upon their arrival at the CLUB. All guests must wear a name tag while on the premises. No guest may receive service from the bar or restaurant without first registering and affixing a name tag to their outer garment. Guests may enjoy up to 24 visits per annum, as further defined below. The CLUB recognizes various categories of guests, as follows:

- a. **RECIPROCAL GUESTS** are guests of the CLUB who are members of a PICYA recognized or other reciprocating Club. The CLUB's Board, at their discretion, may add or remove Clubs from this list.
 - b. **GUESTS OF MEMBERS** of the CLUB must be accompanied by their sponsoring member. **GUESTS OF MEMBERS** are not permitted unaccompanied access to the CLUB. Sponsoring members must currently be in good standing and are responsible for their guests' conduct and expenses.
 - c. **VISITING YACHTPERSONS** are reciprocal guests arriving to the CLUB's docks by boat. **VISITING YACHTPERSONS** may tie-up at the CLUB's docks only after having secured permission from the Port Captain. **VISITING YACHTPERSONS** must have a full understand of the dock rules before approaching the dock. **VISITING YACHTPERSONS** may exceed the 24 per year visit limitation under compliance with the dock rules below.
 - d. **JUNIOR SAILING/RACING MEMBERS** are defined in the Bylaws. The guardians and siblings of junior sailing/racing members are permitted access to necessary CLUB amenities such as the bar, lounge and locker rooms. **JUNIOR SAILING/RACING MEMBERS**, guardians and siblings may only have access to the CLUB during Junior Sailing/Racing activities and for these purposes are not restricted to the 24 per year visit limitation.
 - e. **EVENT GUESTS** are guests of the CLUB under invitation for a specific publicized event, such as; Regattas, Master Mariners, Wheel Chair Regatta, Junior Sailing, Auction, New Year Gala, Lighted Yacht Parade, etc... **EVENT GUESTS** may also be in attendance of a non-CLUB event during the rental of CLUB facilities. Attendance at specific events does not count towards a guest's 24 per year visit limitation.
3. Guests may rent CLUB facilities; however, a member in good standing must sponsor all rental use of the CLUB facilities. Rentals will be scheduled in such a manner as to not impair the normal use of the CLUB by members.

FEEDBACK

It is the goal of the CLUB that all members, employees and guests have a favorable experience at our facility. Should you have any concerns, please use the following methods for escalation:

- Concerns about members or guests – Contact any member of the Board
- Concerns about employees – Contact the General Manager

GROUNDS AND PARKING AREA

1. The grounds and parking area are designed for the enjoyment of members. Members are reminded that they are responsible for the upkeep of the CLUB and should take an active role in keeping the physical facilities in good shape.
2. Washing sails on the lawn area is prohibited at all times.
3. Pets must be leashed at all times while on CLUB grounds and are not allowed inside the clubhouse or fenced pool area. Pets may never be left unattended while on CLUB grounds. For sanitary reasons pets must be "walked" outside the CLUB premises to relieve themselves. Owners must clean up after their pets.
4. Members or guests shall not park boats or trailers in the parking area except during a day race.

BOAT STORAGE YARD

1. Permanent Storage: Members wishing to store boats in the boatyard are requested, to identify themselves to the CLUB Office and receive an assignment of a storage location from the boatyard chairperson.
2. Temporary Storage: Members wishing temporary storage must receive approval as above for assignment of a storage location.
3. Assigned Spaces: Members are requested to only use their assigned space.
4. Identification: All boats authorized to occupy space in the boatyard will have proper CLUB identity affixed.
5. The storage of flammable materials in lockers in the boatyard represents an extreme safety hazard and is strictly prohibited.
6. Each member assigned space in the boatyard will be responsible for the cleanliness of that member's assigned area.
7. Each member assigned space in the boatyard is responsible for securing the boatyard gate at all times.
8. Boats left for storage in excess of 6 months without use are subject to removal.
9. It is requested that trailers and dollies be returned to member assigned spaces immediately after launch of boats to assure ease of use of the facilities by other members.
10. Members are requested not to park trailers and dollies on the lawn or on the ice plant in front of the Clubhouse.
11. Sandblasting or spray painting represent environmental hazards and are therefore prohibited in the boatyard and hoist area.

DOCKS & BOAT HOISTS

1. The large CLUB hoist and hoist pier is designed with a load maximum of 2 tons. The small hoist load maximum is 750 pounds. Members are advised not to exceed these limits to assure safe and continued operation. Hoists may only be operated by members.
2. No visiting yachtsperson may approach the dock by water without first securing permission from the Port Captain. Once tied-up all visiting yachtspersons must register at the office and affix a name tag to their outer garment.
3. The dock is available as a convenience facility for members and visiting yachtspersons. Members shall not use the docks for protracted periods of berthing. During times of special activities such as other yacht club cruise-ins and regattas, the berthing of members' vessels may be restricted at the discretion of the Port Captain.
4. Berthing charges for visiting vessels shall be reciprocal in-kind with the visiting yachtsperson's club. In the absence of in-kind reciprocation, the default over-night berthing charge shall be \$1.00 per foot of overall boat length.
5. At the discretion of the Port Captain, the maximum duration of a visiting yachtsperson's over-night stay shall be 5 days during any single visit and 18 days per annum. Additionally, visiting yachtspersons enjoy complimentary short-term tie-ups (4 hours maximum) during regular CLUB hours, on a space available basis. Prior to arriving for a short-term tie-up visiting yachtspersons must have approval of the Port Captain.
6. At the discretion of the Port Captain, visiting yachtspersons who come through the Golden Gate are offered their first 3 nights at the dock without charge.
7. All vessels using the dock must fly their Club burgee for identification.
8. Dock Prohibitions include: swimming, skate boards, roller skates/blades, bicycles, unattended pets, fishing or cleaning of fish, BBQs on the dock (onboard gas BBQ's are permitted), commercial activity, signage or advertising.
9. The dinghy dock is that part of the dock located West of the gangway and the dry storage rack is that part of the dock located East of the boat hoist. Both the dinghy dock and dry storage rack come under the authority of the Boatyard Chairperson. Members must have permission from the Boatyard Chair before using these storage areas, guests are not permitted use of these facilities. All stored items must be registered and the appropriate fees will be charged on a monthly basis.
10. At the discretion of the Port Captain, Members, except Lifetime Members, may berth their vessels for up to seven days within a calendar month without charge with the permission of the Port Captain and shall not berth for more than seven consecutive days during any period. Lifetime Members may berth their vessels for up to twelve days per calendar month without charge, which also moves the subsequent rate charges listed below five days later. If it becomes necessary to stay beyond 7 days, members will be charged \$1.00 per foot of boat length per day.
11. All vessels will be secured stern to the CLUB with their bow facing out to the Estuary.

12. Any vessel moored to the CLUB's dock may be moved at the discretion of the Port Captain or other authorized CLUB representative, and all vessels are subject to being rafted.
13. In accordance with Alcohol Beverage Control regulations, alcoholic beverages originating in the dock area may not be brought onto the main CLUB premises.

COMMERCIAL USE

Business licensing requirements preclude the use of the boatyard, boat hoists, hoist deck and the docks for any commercial purposes. Any exceptions must be approved by the Board.

SMOKING POLICY

In accordance with California State law, smoking is not permitted inside the Clubhouse. This includes the Bar, Lounge, Dining Room, Locker Rooms, Showers, Sauna, Regatta Room, offices, equipment shed and other enclosed areas. Smoking is only allowed in designated areas. Smoking on the deck is prohibited.

CELLULAR TELEPHONE POLICY

The use of cell phones is not permitted anywhere inside of the Clubhouse with the exception of inside the office

ALCOHOLIC BEVERAGE POLICY

1. The CLUB is licensed by the State to serve alcohol in accordance with all Alcoholic Beverage Control regulations. Adherence to the following procedures is required to protect that license.
2. The CLUB must have purchased for resale all alcoholic beverages on the CLUB premises. Except for wine, no outside alcohol may be brought onto the CLUB premises.
3. If a wine is brought onto the CLUB premises, arrangement must be made with the office or bartender and a corkage fee must be paid.
4. A partially consumed bottle of wine may be taken home if properly corked and transported.
5. No other alcoholic beverage may be removed from the licensed premises, whether open or closed, to the parking lot, docks or boats.
6. Alcoholic beverages cannot be open at the CLUB after 0200 Hours.
7. Bartenders are not permitted to serve alcoholic beverages to anyone not known to them to be a member in good standing or a properly identified guest. To ensure this is followed, alcoholic beverages will not be served to anyone not wearing a member or guest name tag.

POOL, LOCKER ROOMS, SHOWERS, AND SAUNA

The Pool, Locker Rooms, Showers and Sauna are maintained for the use and enjoyment of members, their families and invited guests.

POOL

1. A member or member of the family is responsible for, and must accompany a guest at the Pool. The number of guests is limited to two per member, unless prior arrangements are made with the CLUB office.
2. The rules posted in the pool area must be strictly enforced; and include taking disciplinary action against violators.
3. Glassware and bottles are not allowed in the Pool area, Locker Rooms, Showers and Sauna.
4. Children not qualified as "water safe" may not use the Pool nor be left at the Pool without adult supervision.
5. Minors unaccompanied by an adult may not use the Pool during hours of darkness.

POOL RULES (as of July 10th, 2016)

1. Pool is restricted to Members and their accompanied guests
2. DURING OFFICE OR BAR HOURS, BEFORE ENTERING POOL OR POOL AREA, YOU MUST REGISTER AND OBTAIN A WRIST BAND FROM OFFICE- NO EXCEPTIONS!
3. NO LIFEGUARD ON DUTY, SWIM AT YOUR OWN RISK.
4. Children under 14 must be accompanied by a designated adult over the age of 18.
5. No outside FOOD or BEVERAGES may be brought into the pool area between 11AM Thursday to 10PM Sunday
6. Be considerate of others:
 - a. NO SMOKING,
 - b. NO RUNNING,
 - c. NO DIVING,
 - d. NO ROUGH PLAY,
 - e. NO GLASS CONTAINERS,
 - f. NO PETS,
 - g. NO EXCESSIVE NOISE.
7. Non-swimmers are not allowed in the pool steps unless accompanied by an adult.
8. Appropriate swimming attire required. Rinse off excess dirt before entering the pool.
9. Any person having an infectious or communicable disease is not allowed in the pool. Spitting, blowing the nose, or discharging bodily waste in the pool is strictly prohibited. Young children must wear swim diapers, while in the pool.

10. It is incumbent on members to leave the pool in good condition. Members are expected to keep the pool area clean, close umbrellas when done, and if you are the last person to leave the pool for the day, ensure the pool gate is locked and secured.
11. MANAGEMENT RESERVES THE RIGHT TO REFUSE ADMITTANCE TO, OR EJECT FROM, THE POOL AREA, ANY PERSON(S) FAILING TO COMPLY WITH ANY OF THE ABOVE RULES.
12. Scaling of gates and fences to gain entrance to the Pool is not permitted.

LOCKER ROOMS, SHOWERS AND SAUNA

1. Children under the age of 18 are permitted in the Sauna only when accompanied by an adult member.
2. Wet bathing garments and towels may not be stored in lockers.
3. Horseplay, loitering and vandalism in the Locker Rooms, Showers and Sauna will not be permitted. Members are responsible for their guests and children in this regard.
4. The Sauna is not gender specific; proper attire is required during its use.

BAR, LOUNGE AND DECK

1. The Bar, Lounge and Deck are operated for the enjoyment of members, their guests, and other invited yachtspersons, and are to be used in accordance with the Alcohol Beverage Control Act and related constitutional provisions of the State of California.
2. The hours of Bar operation will be determined by the Board of Directors and will be posted in the Bar.
3. During times of heavy patronage at the Bar, members are requested to step aside after being served in order to allow others to be served.
4. Glassware and bottles may not be removed from the Clubhouse. Persons wishing to take drinks to the pool area are requested to ask for plastic cups.
5. The CLUB reserves the right to refuse service to anyone.
6. Only authorized persons are permitted behind the Bar.

DINING ROOM

1. Members and guests are encouraged to make advance reservations.
2. The Dining Room Manager or Wait Staff will seat all patrons in the Dining Room, giving priority to those with advance reservations.
3. All alcoholic beverages consumed in the Dining Room must be purchased through the CLUB except wine as noted in the Alcoholic Beverage Policy.
4. Bar drinks and bottled wine ordered in the Dining Room will be billed on a bar check, cash or charge.
5. It is requested that members and guests add a gratuity commensurate with the service received.

6. Comments regarding food and service in the Dining Room are encouraged , and should be directed to the CLUB Manager or Dining Room Manager.
7. Nothing can be hung or displayed in the Dining Room except with the approval of the CLUB Manager.

REGATTA ROOM

1. The Regatta Room is available for the use and enjoyment of all members and their families.
2. Members wishing to reserve the Regatta Room for private occasions may do so with prior approval of the CLUB office. A schedule of charges is available upon request.
3. The Regatta Room is available for incoming cruises, regattas, class meetings, educational classes and other yachting functions upon proper arrangement with the CLUB office.
4. As elsewhere on CLUB premises, no alcoholic beverages may be served in the Regatta Room other than those furnished by the CLUB, in accordance with the Alcohol Beverage Control Act.

MEMBER EVENTS

Events may be organized by Members, Committees & Management subject to the following policies. All proposed and traditional CLUB events must be pre-approved by the House Committee. The following information must be submitted to the Committee prior to approval:

- Name & description of event
- Desired date, time frame & location
- Estimated number of attendees and proposed cost per person

Note: The target operating profit for all member and traditional CLUB events is 5% of the per person charge and at no time expenses may exceed revenues, unless prior Board approval has been granted.

- The event location is subject to space availability and must be booked within a one-year window.
- Event space will be reserved on a "first come first serve basis" but may be cancelled or moved by the President with 60 days' notice for any reason he/she deems appropriate.

Once the event has been approved and the event space has been confirmed the organizing party will work with CLUB Management to determine:

- Exact date, location and time of the event
- Food & Beverages to be served
- Room lay out and setup
- Pre-function P&L to determine cost per person

Cost per person is subject to applicable sales tax and service charge

In order to comply with state Alcoholic Beverage Control regulations, the CLUB must purchase all alcoholic beverages for resale on the CLUB's premises.

- Wine may be supplied by the host and is subject to a corkage fee as determined by CLUB management
- Host is encouraged to buy or rent supplies directly from the CLUB
- Food & other supplies may on occasion be purchased by the host only after the amount of purchase has been pre-approved by CLUB management. The pre-approved amount of purchases will be reimbursed by the CLUB but may not exceed the pre-approved amount. No events shall be organized to financially benefit any member
- Management is responsible for all billing and collection of event payments and no cash may be handled by the host at the event, unless approved by CLUB management
- Potential beverage profit will not be taken in consideration when determining the event attendance cost unless hosted beverages are included Management will prepare a post event P&L to determine actual profit or loss The event may be cancelled with at least one-week advance notice if attendance fees do not cover anticipated expenses

SERVICE CHARGE DISTRIBUTION

All contracted Member Catered and Special Events are subject to an 18% Service Charge on all Food & Beverage charges.

All contracted Non-Member Catered and Special Events are subject to a 20% Service Charge on all Food & Beverage charges.

The CLUB will distribute collected Service Charges based on a point system:

- Servers shall receive one point for each hour worked at the Catered or Special Event
- Servers hired through an Agency shall be paid a flat hourly fee but for calculation of the Service Charge Distribution will be included in the points system equally to servers employed by the CLUB.

The CLUB will retain Service Charges earned by Agency's Staff to offset the higher hourly rate paid to the Agency . Bartenders shall receive one point for each hour worked at the Catered or Special Event if beverages are hosted

- Bartenders shall receive one half point for each hour worked at the Catered or Special Event if all beverages are sold on a no-host basis (cash)
- If event is physically set up and broken down by the Houseman I Maintenance Person, he or she shall receive one point per event
- The person who booked the event (Catering Coordinator) shall receive one point per event .
- The Employee Recognition Fund shall receive one half point per event. The amount collected in the fund shall be used to purchase staff uniforms, incentives etc. at the General Managers' discretion.
- The Bar Manager shall receive one point per hour if he/she manages the event . If the Bar Manager does not manage the event but assist in booking he/she will receive one point.
- The Bar Manager shall prepare a Service Charge Distribution Form for each event.
- For each event the total Service Charge will be divided by the total points to determine the amount payable per point.
- Total amount will be paid through the CLUB's payroll on a bi-weekly basis

The Service Charge Distribution Form shall list:

- Name & Date of event
- Hours worked by Servers, Bartenders and "Party Staff"
- Houseman I Maintenance person
- Event Coordinator
- Total points and amount payable per

The CLUB reserves the right to modify the points system based on special circumstances as deemed appropriate by the General Manager

FINANCIAL

1. Members may charge purchases in the Bar, Dining Room and from the Showcase to their account.
2. Members will be billed on the first of each month for charges incurred during the previous month.
3. Bills are due and payable on receipt. To facilitate CLUB cash flow, members are encouraged to pay their bill promptly. A late charge will be added after 30 days.
4. Bills may be paid by check or cash.
5. Junior Members shall be allowed to charge to their Member Account provided a parent's guarantee form has been submitted

DELINQUENCY

If a member becomes sixty (60) days past due, then all charging privileges shall be terminated. If a member becomes ninety (90) days past due, then he/she will be notified that they have 10 days to cure the delinquency in full or be suspended subject to a payment arrangement with the CLUB lasting no longer than six months. Upon consummating a payment agreement, the member shall surrender member keys and identification cards, until such time that the delinquency is brought to current status, at which time the member keys and identification cards will be returned. The suspension shall only be granted to a member one time during their membership. Should the member not cure or arrange for payment, the membership shall be terminated and the account sent to collection. Subsequent occurrence of becoming ninety days past due will result in termination and sending the account to collections.

MAILING LIST

The use of our member's mailing list and information contained in the CLUB's Directory can be abused in several ways, some of which are listed below:

1. Sending inappropriate material to our members.
2. Violating the member's privacy by releasing their information.
3. Permitting the use of this list for unauthorized advertising or sales solicitation.

The CLUB risks exposure to liability as a result of the above actions.

Note: The intent here is not to stifle dissent, but to limit the CLUB's risks and protect personal privacy.

Mailing List Policy

The use of the CLUB's Directory or electronic copies of any part thereof; e.g., email addresses, is for the personal use of the members of the CLUB only. The Directory, or electronic copies of any part thereof, is not available for any public or business use.

Use of the information contained in either the Directory, or electronic copies of any part thereof, for solicitation or any other business purpose without the written permission granted by the Board of Directors is prohibited.

FLAG ETIQUETTE

- The United States Flag is to be flown from the CLUB Mast in the rear yard as follows:
- It should be raised at 8 AM or when the CLUB is first opened if later than 8 AM .
- It should be lowered at sunset, or when the CLUB is closed if earlier than sunset.
- The US Flag can be flown at night if it is lit.
- The US Flag must not touch the ground when it is raised or lowered.

- The US Flag is flown at half-staff as follows:
 - The US Flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position.
 - The US Flag should be again raised to the peak before it is lowered for the day
 - The US Flag will be flown at half-staff on the following occasions:
 - May 15- Peace Officers Memorial Day: May 15th, half-staff sunrise to sunset.
 - Memorial Day: Last Monday in May, half-staff sunrise to noon, full staffed to sunset.
 - Patriot's Day: September 11th, half-staff sunrise to sunset.
 - Fire Prevention Week: Date set by Presidential proclamation, typically on Sunday of the first full week in October, half-staff sunrise to sunset
 - Pearl Harbor Remembrance Day : December 7th, half-staff sunrise to sunset.
 - On the death of a member of the CLUB.
 - Upon US Presidential proclamation.

The Flag Officers flags are to be flown only when the respective Flag Officer is on the CLUB's premises. It is the responsibility of the Flag Officer to raise and lower their own flag.

MEMORIAL POLICY

- It is unfortunate to have to deal with the death of a present or past member or their family. However, as a responsible organization, and concern for our fellow members who are also friends, the following procedure will be the protocol governing the death of a member, or former member, in good standing of the CLUB .
- The President will facilitate a call to the family of the deceased, offering condolences on behalf of the CLUB and its members and requesting if there is assistance the CLUB can offer.
- The family will be asked if they would like an "Eight Bells" notice placed in the Signal Flag regarding the passing. The family will also asked if they would like a similar notice made in Soundings.
- A black bordered notice will be posted in a prominent place in the CLUB with the name of the deceased. An obituary will also be included if one is furnished by the deceased's family.
- The EYC Burgee at the CLUB will be flown at half-staff. If the family wishes to hold a memorial service at the CLUB, they may do so. In consideration of the past association with the CLUB, the Clubhouse rental fee portion of the banquet charge will be waived.

SECURITY

1. Security of the CLUB and its property is the responsibility of each member and their family. All are charged with being security conscious.
2. Each member is expected to take action as considered proper for any noticeable breach of security.
3. Keys are issued to members for their exclusive use. Keys may not be loaned to non-CLUB members.
4. CLUB keys may not be duplicated.

SURVEILLANCE

Summary:

The CLUB believes that safeguarding the personal welfare of its members, guests and employees is of paramount importance at all locations and buildings. In an effort to discourage those behaviors which threaten personal safety or a potential loss of CLUB resources and member's property, selective use of camera surveillance is engaged at the CLUB.

Policy:

The CLUB reserves the right to place surveillance cameras where necessary and appropriate. The CLUB respects the privacy of members, guests and employees and takes pains to balance that privacy against safety needs and potential loss of CLUB resources on CLUB's premises. Cameras are not a guarantee of safety but are a tool that assists CLUB management. Cameras protect the CLUB's members, guests and employees from dangers and potential loss by serving as deterrents and alerting management to dangers and potential loss of resources.

Definition of Terms:

Surveillance Camera: a camera device that is capable of capturing images (not audio), viewable by the naked eye and transferring such images to a data storage system. Image capture may use any technological format.

Data Storage System: a computer or electronic device dedicated to the purpose of storing data.

Public and Work Areas: an area open for member, guest or employee use where the expectation of privacy is not violated by what could normally be openly observed, such as the dock, entry area, bar, pool, kitchens, liquor and wine storage rooms and outdoor areas.

Private Areas: areas such as bathrooms, shower areas, locker and changing rooms or areas where a reasonable person might change clothing.

Permanent Surveillance Cameras: cameras which may be established as part of the CLUB's infrastructure. Placement of permanent cameras requires approval by the Board of Directors.

Camera Placement:

The CLUB may install and monitor surveillance cameras in public and work areas. These cameras capture images only, no audio.

All camera purchases occurring subsequent to the implementation of this policy must meet the guidelines of this policy.

Placement of surveillance cameras shall be the responsibility of the Board of Directors & Technology Committee and shall conform to applicable federal and state laws.

This policy does not apply to cameras used covertly by Police or another law Enforcement Agency for criminal surveillance as governed by the California Law.

Cameras may not be established in private areas of the CLUB without obtaining a warrant and are subject only to appropriate legal authority.

Surveillance cameras shall not be directed or zoomed into the windows of any private residences or vessels.

This policy may include the use of dummy or placebo cameras.

Surveillance Camera Use:

Surveillance cameras may be used to monitor employee safety, performance, productivity and theft. Captured data may be used for training, employee counseling and disciplinary action up to and including termination. Cameras may be used to monitor all public and employee work areas.

Use of surveillance cameras shall be accompanied by signage indicating use of such cameras.

Surveillance Camera Monitoring:

Camera images may be monitored by select personnel and members as authorized by the CLUB's President. No unapproved employees may monitor or view video or camera images for any reason except as necessary in the course of an investigation or adjudication. If the General Manager and CLUB President feel it is necessary to aid in an investigation or search, video clips or image stills may be released to the media or the public.

All staff, members, and other select personnel as authorized by the CLUB President approved to monitor video or camera images shall receive a copy of this policy and provide written acknowledgement that they have read and understand this policy.

Video or Other Storage Media: All media and images will be stored and transported in a manner that preserves security. Current and archived media shall be kept locked and secured.

Recorded images not related to or used for an investigation shall be kept confidential and destroyed on a regular basis. Recorded images will be retained for a minimum of thirty (30) days and a maximum of one year. Cameras purchased prior to the implementation of this policy will be granted a variance to this policy if recorded image retention is less than thirty (30) days. All recorded images used for an investigation or prosecution of a crime shall be retained until the end of the proceeding and appeal period unless directed otherwise by a court of law.

All new camera purchases will be expected to conform to a recorded image retention minimum of thirty (30) days.

The CLUB may operate a surveillance system that can be monitored via the Internet and at select authorized CLUB locations.

Surveillance Equipment Maintenance: The Technology Committee is responsible for maintaining said equipment in good and working order. In the event that equipment may require disposal, replacement, or update, the Committee and president must be notified and consulted prior to any action being taken.

Destruction or Tampering with Surveillance Equipment: Any person who tampers with or destroys a surveillance camera or any part of the surveillance system may be prosecuted in the criminal justice system and is subject to disciplinary action as outlined in the CLUB's By-Laws, CLUB Rules and Employee Handbook.

Compliance: It is the responsibility of all members, guests and employees of the CLUB to observe this policy. Anyone found to be in non-compliance will be subject to sanctions as determined by the laws of California and/or CLUB policies.