

Club Job Descriptions and Duties

Following are the job descriptions for the various board members and committees. These have been compiled by way of tradition, experience, input from past chairs and practical considerations.

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COMMODORE

Before your first Board meeting

- At least 6 months before Installation, appoint chairs for all standing committees. All chairs are members of the Board with one vote per committee. The Commodore may create or disband any standing committee as deemed fit.
- Arrange for Board meetings and make appropriate reservations. Distribute meeting schedule for the year to the Board. Work with the Recording Secretary to ensure email reminders are sent out prior to each Board meeting. The Commodore has the discretion to schedule monthly Board meetings, which recently have been held on the last Monday of the month. It is not uncommon to skip the August and December Board meetings if the status of Club business allows. Board meetings alternate between the West Islip and East Islip libraries.



Board Meetings -
Template.xlsx

See **Board Meetings - Template.xlsx**

- Update the SBCC letter template and place your local current year electronic folder.



SBCC Letterhead-
Sample.doc

See **SBCC Letterhead-Sample.doc**

For first Board meeting

- Prepare and distribute Board contact list to members of the Board.
- Establish a paid Zoom account, which can be reimbursed from the Commodore discretionary account, create a recurring meeting for your two year term and share the meeting invitation with the Board.
- Assure that each member of the Board receives a current copy of the Constitution and Bylaws of the SBCC. These documents constitute the “rules” under which the Club operates. Job descriptions, Policy Manual and any other information deemed necessary may also be included.
- Present a motion to the Board at the first Board meeting to designate the outgoing Commodore as an Honorary Life Member. Every Commodore fulfilling the two-year term is given Honorary Life Membership.

Each year

- Create a current year folder under your local electronic Commodore folder.
- Meet with key committees on an informal basis to coordinate their operations. Maintain a “clearing-house” to prevent conflicts – each chair scheduling events must clear the dates with the Commodore or the Commodore’s designee – usually the Vice Commodore. Cruise events, races, and meetings should NEVER conflict! Prepare tentative overall SBCC event schedule and present to the Board as soon as possible and preferably by February.
- Coordinate Rendezvous/Regatta schedules to keep both in close proximity whenever feasible.
- Determine if any other yacht clubs are scheduled to participate in SBCC events and direct the Mailing chairman to mail each commodore a yearbook.

General Meetings

- As per our by-laws, a minimum of 4 general meetings are to take place annually, with 15% of our membership needed for a quorum. These are typically at the Spring Party, Commissioning Day, The Blast, and Boatyard party. If a general meeting is not held at the Holiday party, then a report to wrap up the year is appropriate.

Installation Lunch

- Obtain a gift for the outgoing Commodore to be presented at the January Installation of Officers meeting. This gift is traditionally a fine ship's clock mounted on a plaque commemorating the Commodore's service.



2. Outgoing
Commodore Gift.docx

- See **Outgoing Commodore Gift.docx**
- Arrange for the purchase and presentation of flags at the Installation of Officers meeting for the new Commodore, Vice Commodore, Rear Commodore, Recording Secretary, Treasurer, Fleet Captain, Regatta Captain, Fleet Chaplain and Past Commodore.
- Jacket patches are passed down the line. The outgoing Commodore will present appropriate flags and patches to the incoming Flag Officers. The incoming Commodore will make sure a patch for Past Commodore with 3 silver stars is ordered for the outgoing Commodore. The Storekeeper usually places the order for the flags and patch at the request of the incoming Commodore.



1. Installation
Lunch.docx

- See **Installation Lunch.docx**

Commissioning Day

- Traditionally, SBCC Officers wear blue blazer with SBCC jacket patches. Several committees are involved in this important day:
 - Hospitality Committee makes the reservation at the venue and provides refreshments.
 - Regatta Committee runs the Creepstakes race.
 - Commodore extends an invitation to the Host YC Commodore and spouse to attend. Utilize the SBCC PA system for the program.
- Order of Program
 - Benediction by member of clergy.
 - Introduce invited YC members, Past Commodores present and distinguished guests. They may want to make a few comments.
 - Comments from Commodore, Vice Commodore, Rear Commodore, Fleet Chair, Regatta Captain as appropriate.
 - Raising of SBCC burgee (NEED large burgee and cannon).
 - Presentation of Creepstakes awards.
 - Presentation of Ken Kondor award.
 - Presentation of Shelia Daytz award.
 - Presentation of 50-year member pins.



3. Commissioning
Day.docx

- See **Commissioning Day.docx**

Holiday Party



4. Holiday.docx

- See **Holiday.docx**

Other Duties

- Commodore may communicate with the membership via *The Masthead* column "From the Helm".
- Communicate with other clubs, organizations, and governmental bodies regarding Club related activities as needed. Send letters of appreciation whenever appropriate.
- Renew membership in the US Sailing Association (working with Regatta Captain) and the Yachting Club of America (working with Fleet Captain). Ensure we put down the reciprocity we offer. Do not list it as "None".
- Renew insurance policies such as liability insurance (via City Underwriting Agency).
- It is of the utmost importance that the Commodore attends all SBCC functions.
- Flag Officers should attend any member's wake/funeral. Arrange to send SBCC condolences in accordance with the guidelines in place; notify members via email. Ensure a donation is made in memory of the member in accordance with current protocol. This is covered in the policy manual.
- Introduce new members at all major Club events and meetings.
- Delegate any of the preceding tasks to the Vice Commodore, Rear Commodore, and standing or ad-hoc committees.
- Store and maintain the SBCC public address system (2 speakers, amplifier, microphone, and stand, and speaker wires).
- Appoint a Nominating Committee during August/September of the last year in office per the requirements of the SBCC Bylaws. Membership must have written notice of the Nominating Committee slate at least 30 days prior to the November elections. This notice is traditionally placed in the October *The Masthead*.
- Provide a copy of your local Commodore electronic folder to the incoming Commodore. Delete personal items, as appropriate.

Historical

Past Commodore Luncheon

- Arrange for a luncheon (usually at the Snapper Inn) in the spring or late summer for all past Commodores to welcome the previous Commodore to the ranks of Past Commodores. Poll the past Commodores to find the best time. Present the Past Commodore with a special plaque and permanent membership card (see Artplak Co. file).
- The Commodore should confer with the Historian and others to compile a list of contributions the immediate Past Commodore has made to the Club. The Commodore then drafts a nice letter outlining these accomplishments. The letter is mounted on a plaque and presented to the Past Commodore at the luncheon. All Past Commodores in attendance write on a nice piece of paper their names, the name of their boat and the years they served. This is also presented to the Past Commodore. Lastly, there is a gold-plated card that reflects the title of Honorary Lifetime Member that is presented to the newest Past Commodore.

VICE COMMODORE

- The Vice Commodore shall assist the Commodore in discharging his /her duties and in his /her absence, shall succeed to the functions and perform the duties which would devolve upon the Commodore.

REAR COMMODORE

- The Rear Commodore, in the absence of the Commodore and the Vice Commodore, shall succeed to the functions and perform the duties which would devolve upon the Commodore.
- Responsible for maintaining and passing out the job descriptions.
- Responsible for maintaining and passing out the Policy Book.

RECORDING SECRETARY

Board Meetings

- Be present at all Board meetings and maintain contemporaneous record of all discussions. If unable to attend, arrange for an alternate to fulfill your duties.
- Prepare and distribute electronic copies of meeting minutes shortly after each Board meeting.
- Read the minutes of the previous meeting at each Board meeting (this may be dispensed with by a motion from a Board member) and make any corrections to the minutes as noted by the Board.
- Maintain a file of all minutes and committee reports submitted. Pass all information in good order to your elected successor.

General Meetings

- Be present at all Club General Meetings to present the previous minutes and take minutes. If unable to attend, arrange for an alternate to fulfill your duties.

TREASURER

After a new Board is installed

- Treasurer and one other Flag Officer should be enabled for full bank access, so there is a “backup” person to the Treasurer. A good idea is to set up the Rear Commodore with bank account access and bank account signature card until he or she is done with their tenure through the roles of Rear, Vice and Commodore. That will enable the longest continuous backup to the Treasurer. When the Commodore on the bank accounts is done with their tenure, then switch the secondary access to the bank accounts to the in-coming Rear Commodore. ATM cards and bank signature cards should be completed soon after each change in watch. The Treasurer needs to provide to the Bank the currently required documents to change the signing authority and ATM card ownership to add the new Flag Officer and remove any who are no longer in those positions.

Transition Tasks from out-going to in-coming Treasurer

- Participate in budget preparation meetings with out-going and in-coming Treasurer, Commodore and other key Committee Chairpersons which have budgets.
- Transfer access to, and control of Bank accounts and any other online systems.
- Out-going Treasurer should prepare the financial reports for the last December, which is presented at the January board meeting.
- Transfer P.O. Box keys.
- Transfer all hard copy and softcopy local financial records.
- Get your email address added to the SBCCboard mailbox (contact the Webmaster).
- Download and install software
 - <https://www.gnucash.org/> The accounting software
 - <https://www.drawboard.com/> For PDF markup, to help reconcile bank statements
 - <https://filezilla-project.org/> For FTP transfers to and from the SBCCsail.org backups
 - SuperFlexibleFileSynchronizer: For synchronizing files, without uploading all files each time (this software has a license fee)

Overall Responsibilities of the Treasurer

- Payment of invoices and financial liabilities of the club.
- Receipt, deposit and control of cash, checks and financial assets of the club.
- Pick up physical mail weekly or twice a month from P.O. Box 365, Babylon, at 110 Cooper St, Babylon, NY.
- Perform monthly reporting to the club during board meetings.
- Perform monthly reconciliation of banking statements with account records on-hand.
- Work with the Flag Officers to propose a budget for the next year.
- Manage the bank accounts including PayPal.
- Update the PayPal list of merchandise items, options and their pricing.

Reminder of things to do once a month

- Bring pen and/or pencil to Board Meetings. Annotate all receipts and checks that are given:
 - who should be reimbursed? What budget should get the credit/debit?
- Get statements for all bank accounts (FourLeaf), Stripe, and PayPal.
- Transfer funds greater than \$5 (available) from FourLeaf savings to FourLeaf Money Market.
 - The idea of transferring funds from savings is because the interest paid in Fourleaf Savings is minimal. It's much better to keep funds in FourLeaf Money Market, but be aware the FourLeaf Money Market has a limit regarding how many withdrawals are allowed per month.
- Reconcile bank statements to local account records kept in GNUcash.
- Produce monthly Treasurer's report. Send via email to the board at Board.List@sbccsail.org

There should be a “backup” person to the Treasurer. The guidelines for the person who is the backup to the SBCC Treasurer are as follows:

1. That person needs to be an Officer of the Club. It would not be appropriate to have a non-Officer as backup Treasurer, because they would need access to the bank accounts to do the accounting functions.
2. That person would have signature authority and online access to our bank/financial accounts (FourLeaf Credit Union, PayPal and Stripe), and
3. That person would have online access to the files that back up our accounting software.

If/when there is a need to replace the Treasurer

- There would need to be an effort to find a replacement Treasurer who would become an Officer (as Treasurer), take over both the bank accounts and take over the accounting software. Or they might decide to use some other accounting software of their preference.
- The existing backup to the Treasurer would need to work with the new Treasurer to help them get all the required access.
- The reality is that if/when there is a need to replace the Treasurer, the only “priority” would be to continue accepting deposits and writing checks as required – which requires access to the bank accounts. By comparison, the accounting software is a “nice to have”. The SBCC could run successfully without accounting software for many months if necessary.

How to Handle Specific Transactions

How to handle Paying Bills, Invoices, Requests for Reimbursement, etc.

- Make sure the relevant chairperson agrees the invoice should be paid. Keep a copy of their approval.
- If reimbursing a club member, get them to give you evidence that the amount has been paid, and keep a copy of that evidence. Examples could include:
 - An invoice that shows the status Paid and an amount due of \$0.
 - A credit card charge slip.
 - A copy of a credit card statement (ask them to hide other personal account info).

How to Categorize the Money Spent

Event / Item	Budget Category
<ul style="list-style-type: none"> Installation of New Officers (every 2 years: January 2016, 2018, etc.), charges for the venue/food (not including gifts or new flags) 	Program
<ul style="list-style-type: none"> Gift to outgoing Commodore during Installation of New Officers 	Commodore Discretion
<ul style="list-style-type: none"> Cruising Awards party/lunch/dinner/event (not the trophies/gifts) 	Program
<ul style="list-style-type: none"> Cruising Awards: trophies/gifts 	Regatta: Trophies
<ul style="list-style-type: none"> Racing Awards: party/lunch/dinner/event 	Fleet
<ul style="list-style-type: none"> Racing Awards: trophies/gifts 	Fleet: Trophies
<ul style="list-style-type: none"> Treasurer supplies and expenses 	Printing/Supplies
<ul style="list-style-type: none"> Postage paid by Welcoming, Yearbook, etc. P.O. Box 365 	Postage
<ul style="list-style-type: none"> Storekeeper Merchandise used by Welcoming, Hospitality, etc. Items from the Storekeeper become income to the Storekeeper at normal full sale price, for example, if Hospitality awards a gift card during an event. New full members get a burgee (\$30), 3 decals (\$1 ea.), 2 yearbooks (\$5 ea.), a current GSB Yacht Racing Association book (\$0) and a welcome letter (\$0). (\$38 total credit from membership fees to StoreKeeper) New Associates get only one yearbook (\$5), 2 decals (\$1 ea.), no burgee, a current GSB Yacht Racing Association book (\$0) and a welcome letter (\$0). (\$7 total credit from membership fees to StoreKeeper) 	Storekeeper
<ul style="list-style-type: none"> Bank Fees and supplies used by Treasurer 	Treasurer

How to handle Payments and Receipts

- a. When you receive receipts, checks and/or cash from anyone: Immediately make a note of the related budget and purpose of the payment, so you don't forget later. Verify checks and cash physically received match what was submitted. Notify affected Chairperson if differences are found.
- b. Membership Checks: The Membership Chairperson should submit newly received checks with an itemized spreadsheet showing name of member, total amount, and GSBYRA amount if any.
- c. IMPORTANT: When depositing checks at the FourLeaf ATM, get a copy of the face of all checks deposited; this is an important ATM option to use each time in case details need to be verified during the monthly bank account reconciliation.

Break out the membership payments as follows in GNUcash

- In the memo field: Mimic other membership deposit entries by typing "DEPOSIT <n> Membership Checks", making note of how many checks by member type (example: 3 regular members, 1 new members, etc.), and how many payments to GSBYRA
- Split the transaction
- Assign the total deposit to "Assets: Checking Account"
- Assign any additional payments to their accounts, such as if someone decides to pay an extra \$20 to Hospitality. If there are any other contribution amounts, such as \$20 to Hospitality, treat those as a negative expense to the destination budget(s).
- Assign \$7 per GSBYRA contribution to the account "Liabilities: GSYBRA Payable".
- If the payment is from a new Member or new Associate, deduct the amount of the SBCC merchandise given to the new Member or new Associate and credit that amount to the Storekeeper budget.
- Deduct the GSBYRA and other payments from the total deposit, multiply the remaining amount by 8.75% (as of March 1, 2025) and assign the calculated amount to the account "Liabilities: Sales Tax Payable".

How to handle the annual insurance with the broker

- The annual renewal around September 25 of the SBCC Liability Insurance for Directors and Officers (D&O) has an application form that is required to be signed by an SBCC Flag Officer (the Commodore, Vice Commodore, or Rear Commodore).
- The application also asks for the most recent year-end financial statements. Use the most recent Income & Expense Statement.
- Our application listed that we had no employees and 36 volunteers. That is the number of board members and committee leaders; the key people listed in the yearbook.
- Because our broker was previously provided with a copy of our Constitution and Bylaws and those documents haven't changed, we do not need to include those documents in each year's renewal application. Maybe if they change in the future, our broker would like an updated version.
- Our insurance broker prefers to receive the completed and signed application from a scanned PDF by email. They do not need to get the completed application document physically mailed to them, and they prefer to get it by email instead of FAX.

Notes on the PayPal accounts

- PayPal says their monthly statements are normally made available on the 10th of the following month, but they can be manually requested starting on the 3rd of the following month.
- As of 2/11/2020 PayPal says they do not charge sales tax, even though they display a row for a sales tax amount in their transaction detail. That sales tax amount seems to be their suggestion to the SBCC regarding how much sales tax is owed by the SBCC.
- Only the Treasurer and Commodore accounts can:
 - authorize a credit/return, or
 - send money (make a purchase).
- For any payment made on the web site a notification (a simple note) goes to shipstore@sbccsail.org, membership@sbccsail.org, and payer. Only PayPal receipts go to shipstore and the payer.

Steps for Monthly Reports and Bank Reconciliations

- Download monthly statements from Stripe, transactions and withdrawals.
- Download monthly statement from PayPal:
 - Reports - Statements - Monthly - PDF Download
- Reconcile Stripe and PayPal in GNUcash
- Download monthly statements from Stripe, PayPal and FourLeaf.
- Note that Stripe requires downloading 3 reports: itemized balance change from activity (transactions), itemized payouts and balance summary.
- Reconcile in this order: (1) PayPal, (2) Stripe, and (3) then FourLeaf accounts.
- Then do the monthly reports using the familiar xls file format.
 - Use the GNUcash functions: Reports – Saved Report Configurations
 - Saved Report: Account Summary – Assets YTD
 - Other Saved Reports: (1) One Month Transaction Report, (2) YTD Transaction Report

Miscellaneous Info

- Our accounting is on a 'cash basis'. We don't count income until they are received; we don't count expenses until they are paid.

Calendar of Major Events for the Treasurer

January	Make updates to GNUcash for new calendar year (see last page).
January	Early in the month develop the budget for that year.
After Feb 28	(last due date is July 15, see below) Renew our Federal income tax exempt status as a not-for-profit with the IRS using the IRS Form 990-N e-Postcard. It has been determined by Treasurers before me that the SBCC is not required to file for Federal income taxes. The SBCC is filed with the IRS (and NY State) as having a tax year beginning March 1st and ending February 28th (or 29th) of each year. We cannot file the e-Postcard until after our tax year ends.
Before March 20	Pay NY State sales tax, based on amounts collected from dues as described above. If paid after this date, a penalty is due. Sales Tax is due on Gross Receipts (see below for How to Pay NYS Sales Tax)
By March 31	PO Box renewal, set for autopay, was \$136 in 2018; \$140 in 2019; \$150 in 2020; \$176 in 2021; \$216 in 2022; \$230 in 2023; \$236 in 2024; login to USPS.COM using sbccsail, linked to treasurer@sbccsail.org
Mid-April	(or late March) annual GSBYRA club membership fee of \$200 is due; GSBYRA sends an invoice. GSBYRA would prefer to receive one payment with all member donations and the \$200 club membership fee at the same time. GSBYRA considers all our club members as GSBYRA members whether all our club members donate or not. So there is no need to give the GSBYRA a list to show which of our members have donated to the GSBYRA. MAKE ADJUSTMENTS TO GNUcash AS PER LAST PAGE HEREIN (move latest payment and prior credits into “zz Liabilities Prior Years: GSBYRA Payable prior years”).
June	The last day for filing the annual IRS Form 990-N is July 15. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.
Late September	Our insurance broker, David Hyer, sends annual insurance application. After receipt of the application he sends us invoices.
October	Make updates to GNUcash for new membership year (see last page)
November	Pay for our membership in Yachting Club of America (YCA) \$500 for the coming year
November	US Sailing sends their invoice for Organizational Membership for the coming year.

How to file annual IRS 990-N

<https://sa.www4.irs.gov/epostcard/>

How to pay NYS Sales Tax (New York State sales tax)

<https://www.tax.ny.gov/bus/st/stmp.htm>

NYS Form “Annual ST-101”

- Gross Sales = Membership Net Income + Sales Tax Liability + Membership Income allocated to Storekeeper (do not include payments received for GSBYRA); easiest way is to use the spreadsheet to reverse engineer Gross Sales based on Sales Tax Liability in GNUcash.
- Total Non-Taxable Sales = \$0
- Taxable Sales facilitated for marketplace sellers = \$0

Be very careful paying US Sailing

- We have 2 different ID's from different departments of the US Sailing office (US Sailing-Membership and US Sailing - PHRF) who do not communicate with each other unless you ask them to. We have made duplicate payments in the past just for this reason.
- When paying the invoice for South Bay Cruising Club PHRF, pay by check in response to their invoice or feel free to renew online at reneworg.ussailing.org entering member id 156110I.
- The SBCC is an “Affiliated Organization” within the subcategory of “PHRF Fleet” with “0-100 boats” with an annual fee of \$195.
- Online payments to US Sailing are made at the listed amount with no additional charges for using an ATM or credit card.
- US Sailing Membership in 2019 was paid at \$225 to member ID 100272G.

10/12/2020 I called US Sailing to have them change their email notifications to the SBCC

- US Sailing PHRF, member id 156110I: Regatta@sbccsail.org, Attn: Duncan Burns
- US Sailing Membership, member ID 100272G: Regatta@sbccsail.org, Attn: Duncan Burns
- US Sailing only accepts one primary email address. They don't cc: to a secondary email.

Website info

- <https://www.paypal.com/us/home>
- <http://memberinfo.sbccsail.org/>
- <https://www.bethpagefcu.com/>

The SBCC is listed with the IRS as Exemption Type: 501(c)(7)

- we pay NY State sales tax on dues received, but not on funds earmarked to go to GSBYRA
- we pay no income taxes since we are a not-for-profit and make less than the amounts required to file income taxes
- we charge no taxes on sales or event fees, since we are basically passing-through our costs (we make such a minor profit)

Yachting Club of America (YCA)

- \$500, club annual membership gets us reciprocal privileges at other yacht clubs. Send payments via physical check, but verify their address before sending by checking their website for their current mailing address <https://ycaol.com/>

Some Historical Data as of 5/9/2019

- Our largest single month of withdrawals/checks was 8,992.61 in December 2018; our average of a month's withdrawal is more like \$2,938.
- The maximum number of checking withdrawals in one month was 22.
- The maximum number of checking transactions in one month was 23.

Methods through which we can accept payments

- Physical Checks are Preferred for Membership Dues:
 - Handwritten check delivered to the Membership Chairperson, or
 - The member's "Bill Payment" system from their bank which mails the check
- Cash or Check handed to the chairperson at an event (such as the Storekeeper or Hospitality person)
- Credit Card or PayPal or Stripe payment (the base price needs to be increased by an additional fee to cover their processing fee). SBCC people who are set up to process Credit Cards or PayPal or Stripe include the Treasurer, Storekeeper, and Hospitality.
- Zelle payments, which do not charge a processing fee and can go directly into our checking account.
- Not Recommended: Bank ACH (Automated Clearing House) or EFT, which is free for us to receive a payment and most banks don't charge to send a payment. The problem is that the name of the member sending the ACH is not automatically included in the transfer. The member would need to manually enter their name into an ACH comment field, and the Treasurer would have to phone the bank to have them read the comment field to us over the phone. The bank cautions against publishing (such as in a newsletter, email or website) our ACH routing and account info, because it could cause trouble if it fell into the wrong hands.

About the FourLeaf/Bethpage Federal Credit Union (BFCU)

- BFCU renamed themselves to FourLeaf. The FourLeaf monthly statements are normally made available online by the 5th or 6th (towards the end of the first week) of the following month. It is possible to manually request a monthly statements be made available sooner by calling the FourLeaf support line, but there may be a charge.
- **Note:** it is important to get a copy of all check deposits, which can be done when depositing checks at the ATM (after the deposits are accepted at the ATM, select the option to get a receipt with check images). FourLeaf does not provide online access to images of checks after they are deposited.
- If a check deposited into the FourLeaf bounces, FourLeaf physically mail a copy of the bounced check image. FourLeaf immediately deducts the value of a bounced check and charges a \$10 handling fee.
- Main address: FourLeaf Federal Credit Union, 899 South Oyster Bay Rd, Bethpage, NY 11714; (800) 628-7070
- The \$5 membership fee is a one-time charge, withdrawn from the savings account.
- Interest is paid on savings, checking and money market accounts if certain minimums are met each month.
- The FourLeaf checking account is expected to have at least one check written per month to keep the account active. There are no minimum amount and no fees. There are no limits to how many checks are written or deposits received.
- The FourLeaf Savings account has a \$5 minimum. There are no fees if the minimum amount is maintained. The FourLeaf Savings account has no limits to how many withdrawals or deposits per month. Note that the “available” funds is always \$5 less because those funds are withheld as payment of the one-time membership fee to the FourLeaf. The savings account interest is credited quarterly, not monthly.
- A Money Market account has a \$2,500 minimum or a \$20/month fee. The FourLeaf Money Market account allows up to 6 online transfers (in or out) per month or there is a \$10/transfer fee. In a bank branch there are no limits to the number of transfers in or out.
- A CD account (Certificate) account has a \$50 minimum. Penalty for early withdrawal may be 3-6 months of interest earned plus a percentage of principal. (need to verify).
- Electronic deposits by iPhone/iPad: Allows up to the lesser of 12deposits/day or up to \$25,000/day. An unlimited amount of deposits are allowed in the branch.
- FourLeaf does not allow the use of Zelle for business accounts.

About earning interest at the FourLeaf Business Accounts

- each account must meet the minimum amount to earn any interest
- the average/high balance in account for majority of the time in the month is used to calculate 3 the interest
- look at the online Fee Schedule to see other requirements
- avoid leaving much money in the savings account since it earns the least interest

About using the FourLeaf debit/ATM card for purchases

- Note that it is a debit card. The funds required for the purchase must be in the checking account beforehand, or the transaction will be denied.

FourLeaf – How to change who is allowed access, who can sign, who has Debit Card, etc. for Installation of New Officers, Change of Watch

- This needs to be done whenever there is a change to the person/people in the roles with bank access.
- To add the new officers to the account, the incumbent Treasurer must go into a FourLeaf bank branch to fill in their bank application form. The incumbent Treasurer should also bring a signed letter of instruction on SBCC letterhead.
- To add their signatures to the account, the new members will have to go into their local branch with their driver's license and a 2nd major ID with picture like passport, credit card, debit card, employment ID (the 2nd ID needs to show picture and signature).
- Add new person/people for online access via FourLeaf web portal
 1. Add new person/people via signature card (need to go into a branch)
 2. Add new Debit card for new person/people
- After the new people have been added for all of the above, then:
 3. Remove old person/people for online access
 4. Remove old person/people from signature card
 5. Remove old Debit Card(s)
- The reason to go through all the "add" steps first is to make sure there are always 2 people with access to the accounts.

Some requests for people doing deposits

- Please endorse the back of the check as "for deposit only, South Bay Cruising Club" or "for deposit only, SBCC"
- Please deposit to checking, account number ends with 630.
- After making a deposit by smartphone, on the back of the check write the date on the edge somewhere and hang onto the check for at least 30 days. After then you can destroy the check. The place where you wrote the deposit date can remind you when it is OK to destroy the check.
- After making the deposit, please send to the Treasurer the usual info that explains what deposit amounts go to which budgets such as Hospitality, Storekeeper, Membership, GSBYRA, etc.

What SBCC Welcoming gives to new Members

- To new full/Regular members and Junior members:
 - Individualized Welcome Letter
 - 2 yearbooks, 1 burgee, 3 decals, Name tags & lanyards for each
 - 1 GSB Yacht Racing Association Guide (when available)

- To new Associates
 - Individualized Welcome Letter
 - 1 yearbook, 2 decals, Name tags and lanyards for each
 - 1 GSB Racing Guide (when available)

As of 2/2/2023

- The Yearbook Chairperson (Jay P) supplies the year books.
- The Vice Commodore (Scott G) has supplied lanyards and plastic name tags.
- Storekeeper (Glen B) supplies everything else.

Procedure for changing GNUcash for a new year, using existing accounts

This procedure results in just two categories of accounts:

- 1) The current year assets, expenses, income, liabilities
- 2) All other transactions will be found under the main headers of
 - a) zz assets prior years
 - b) zz expenses prior years
 - c) zz income prior years
 - d) zz liabilities prior years

And the saved reports do not need to be changed.

Note: special handling is needed for the liabilities for GSBYRA and Sales Tax: be sure to only move older transactions that have already been paid

(it may be possible to use the GNUcash native Tools -> Close Book, but be careful because these accounts do NOT follow a strict end of year conclusion: Dues Received, Liabilities GSBYRA and Liabilities Sales Tax

In January in the GNUcash program

Do Edit -> Find

- 1) in the pull-down field that offers "Description" select "Account"
- 2) leave "matches any account"
- 3) click on "Choose Accounts", open up a category like "Expenses" or "Income" or "Liabilities"
- 4) click on one of the specific accounts, select "OK", then "Find"
- 5) in the register that appears, click into the desired transaction's transfer account (to the left of the reconciliation flag and the "Tot Funds In", until the field turns yellow for editing
- 6) update the transfer account value to show something like
 - a) "zz Expenses prior years: Hospitality prior years" or
 - b) "zz Expenses prior years: Fleet prior years: Fleet misc. prior years", etc.
- 7) repeat steps 5 & 6 until all transactions that need to move are cleared from the search view
- 8) go back and repeat steps 1-7 for the remaining accounts

Notes on Bi-Annual filing with NYS

From: dos.sm.Corp.InetCorp <dosInetCorp@dos.ny.gov>
Sent: Friday, April 25, 2025 9:49 AM t4oyman@gmail.com

RE: Question for South Bay Cruising Club, DOS ID 155812

Not-for-Profit Corporations are not required to file a Biennial Statement with this Department.

From: t4oyman@gmail.com <t4oyman@gmail.com>
Sent: Monday, April 14, 2025 2:50 PM
To: dos.dl.InetCorporations <dos.dl.InetCorporations@dos.ny.gov>
Subject: Question for South Bay Cruising Club, DOS ID 155812

Hello- I just noticed there is a bi-annual requirement for business entity filing according to your DOS webpage: <https://dos.ny.gov/biennial-statements-business-corporatons-and-limited-liability-companies>

Our South Bay Cruising Club, Inc. is an IRS registered 501(c)(7) non-profit with EIN 51-0176866
Each year we file the IRS 990-N Postcard because our annual gross receipts are typically less than \$23,000.

Our South Bay Cruising Club, Inc. is a corporation registered with NYS DOS file number 373612 and DOS ID 155812.

I notice on this web page for our corpora on
<https://apps.dos.ny.gov/publicInquiry/NameHistory>
that this line appears: STATEMENT STATUS: NOT REQUIRED

Does that mean we are exempt from the bi-annual filing of business entity details?

thanks
Rich Troy

FLEET CAPTAIN

- Supervise the operations of the cruising program.
- Schedule weekly rendezvous and identify willing and capable Rendezvous Captains. Rendezvous themes should be activity oriented whenever possible. Rendezvous are an opportunity for newer members to sign up and get involved in Club activities. Encourage newer members to host a rendezvous by passing around a signup sheet at the Boatyard and Holiday Parties.
- Coordinate with Regatta Captain to arrange “core” race and rendezvous locations in close proximity.
- Renew annual Yachting Club of America dues. Treasurer will send them the \$500 dues; in early January, Fleet Captain should fill out the form that Yachting Club of America sends and mail it back to them. Coordinate with the Commodore on this renewal to ensure we properly list the location and services of the facility associated with our reciprocity privileges.
- Specify ground rules for cruise participation in *The Masthead* prior to the first rendezvous.
- Develop official cruise schedule dates.
- Schedule a cruise planning meeting in late winter or early spring to designate Cruise Captains and gather ideas and possible itineraries for annual cruises.
- Email the membership two to three weeks ahead of the meeting soliciting ideas and to ask for volunteers to lead the cruises. Send reminder email two or three days ahead of the meeting.
- Work with Cruise Captains to develop and maintain tracking planner documents for upcoming cruises.
- Work with Cruise Captains to maintain Coast Guard Local Notice to Mariners to ensure inlets are passable and buoys and other navigational aids used on cruises are on station and functioning.
- Schedule a Skippers Meeting prior to cruise departure to present details of cruise itinerary to the membership. Also publish details of upcoming cruises in *The Masthead* and on the SBCC website.
- Cruise and Rendezvous Captains operate under the jurisdiction and direction of the Fleet Captain.
- Arrange for each rendezvous host to receive a large burgee to hoist at the rendezvous to indicate they’re being the host boat. There are multiple burgees so this can be done weeks in advance if necessary.
- Send out a weekly email to the membership, summarizing the previous weekend’s rendezvous and encouraging participation in the upcoming weekend’s rendezvous; typically done on Wednesdays. Provide local knowledge relative to each location where applicable.
- Remind Rendezvous Captains of their assignments and inform each they are responsible to arrange for substitute captains if rendezvous assignments cannot be met.

- Participants, as captains of their vessels, should make their own decisions in the event of foul weather. Cancellations or location changes should be undertaken with great deliberation, but may be prudent based on expected conditions. Changing locations or cancelling rendezvous can result in confusion and disappointment when not every Club member gets the message and winds up at the wrong location, so prompt email notification to the Club of any changes is imperative.
- Prepare an article for the upcoming *The Masthead* summarizing the cruising events since the publication of the last *The Masthead*. This should include cruise updates, rendezvous and any other pertinent cruising information. Provide the article to the Corresponding Secretary and include photos where possible.
- Remind cruise captains to email the membership with periodic updates as cruises are taking place. Many of our members that are unable to participate in cruises enjoy reading about the activities of cruise participants.

Cruising Awards

- Cruising Awards include:
 - Rendezvous attendance of at least 4 rendezvous; 8 or more receive additional recognition
 - Sheila Daytz Award for most rendezvous attended
 - Sheila Daytz Keeper Award for the previous year's winner
 - Ken Kondor is a combined Regatta and Cruise award
 - Ken Kondor Keeper Award for the previous year's winner
 - Rendezvous Host
 - Cruise Captains
 - Cruise Attendees
 - Green Water Award Certificate
 - Blue Water Award Certificate
- Tabulate and total rendezvous and cruise attendance for year-end Cruise Award presentations. **See page 23 for details.**
- Luncheon
 - Schedule a cruising awards luncheon/dinner in late January or early February to present the cruising awards for the previous cruising season. Coordinate with the Regatta chair to avoid date conflicts.
- Commissioning Day
 - Retrieve the Sheila Daytz and Ken Kondor trophies from the previous year's winners and have the inscriptions updated with the new winners in time for presentation at Commissioning Day.
 - Provide "Keeper" awards to the winners of the Sheila Daytz and Ken Kondor award winners from the previous year.

Cruising Awards

<https://sbccsail.org/home/cruising%20awards/>

A MEMBER MUST BE IN GOOD STANDING (dues paid by April) TO BE ABLE TO GET AWARDS.

- During the cruising season, the Fleet Captain keeps track of who hosted and/or attended weekly rendezvous, who lead as a cruise captain, or who participated in cruises. The mechanism for this is:
 - Each rendezvous host is asked to give a report of the names of the members who spent the rendezvous night on their boat at the rendezvous location.
 - Cruise captains are asked to do the same as above for the nights of their cruises.

Weekly Rendezvous

- Members who spend a rendezvous night within reasonable dinghy distance of the rendezvous location qualify for rendezvous credit, for example, anchored outside of a marina instead of being at slip within the marina.
- There may be times where a member's boat might not be seen in the morning after a rendezvous night due to a variety of reasons such as fog, a member leaving early, etc., so the Fleet Captain publishes a list in *The Masthead* at the end of the season to give people a chance to set the record straight.
- If a scheduled rendezvous is cancelled and a member spends the night on their boat at the designated location, that qualifies for a rendezvous credit. Notify the Fleet Captain you were there.

Cruises

- Cruise members must spend at least 1/2 of the cruise nights with the cruise to get credit for the cruise.
- Cruise members who spend the night of a rendezvous with their cruise get 1 rendezvous credit. Only one such rendezvous credit is granted per cruise, even for cruises of two weeks or more.

At the end of the cruise season, awards are distributed based on total number of points for all categories obtained for the season.

Participation Point Values Toward Awards	
Cruise Captain	1 point (if led a recognized Cruise)
Rendezvous Host	1 point for each hosted Rendezvous
Rendezvous Attendance	<ul style="list-style-type: none">• 1 point for attending 4-7 rendezvous• 2 points for 8 or more.• There are no points for attending 3 or less.
Cruise Attendance	1 point for attending a recognized Cruise (must have attended at least 50% of the scheduled dates)
If multiple folks co-hosted a Rendezvous / Cruise	Each gets Host / Cruise Captain credit

- The Special Awards, Sheila Daytz and Ken Kondor, are awarded based on the descriptions noted in the SBCC yearbook.
- The Fleet Captain has the discretion to offer a Blue Water Award or Green Water Award, both of which are described as given to the member who sails outside of the club's normal cruising areas **and** has shown a copy of his/her ship's log to the Fleet Captain.
 - The Blue Water Award is for a well-planned and well-executed extended offshore cruise.
 - The Green Water Award is for a cruise of significantly longer distance and duration than the regular club cruise.

REGATTA CAPTAIN

Regatta Captain supervises the operations of the entire racing program. The Handicap, Protest and Scoring and Racing website Committees are under the jurisdiction of, and should follow the direction of, the Regatta Captain.

- Race schedule is to be coordinated with the Fleet Captain and other Club activities. Don't conflict with races run by other yacht clubs whenever possible.
- Assign Race Committee duty considering where the members keep their boats and what races they have recently raced. Consider sending an early request for skippers to volunteer for committee duty to fit their schedules.
- Review race courses and check buoy locations with Coast Guard/Local Notice to Mariners.
- Remind Race Committee of assignments by email prior to assignment. Include a copy of the SBCC Race Committee Procedures and instructions for reporting results to the Scoring Committee.
- Maintain Race Committee equipment, currently kept at John Davis' house in the SBCC locker. Provide an updated yearbook and fresh scoring sheets each spring. Replace lost or worn equipment as needed.
- Provide the annual updated Racing Section of the yearbook and submit to the yearbook committee. This includes the yearbook race schedule, courses, program descriptions and pictures each year. It is critical to proofread again when they get proofs back (you will probably have to initiate this one). Any mistakes may cause confusion.
- Update the NORs and/or Sailing Instructions for all weekend races and weekday series races (i.e. Tuesday & Thursday Twilights). Coordinate closely with the Series Race managers to insure all information is correct.
- Schedule a Regatta Committee Meeting annually soon after racing is over to solicit suggestions for possible improvements/changes to the program. Plan a Race Awards Party in early spring (Jan or Feb) and a Skippers meeting just prior to the racing season to present any revisions to the upcoming racing program. You may also consider combining the Skippers Meeting with the Race Awards Meeting.
- Attend Board Meetings and provide a report on the activities of the racing program. If you cannot attend, provide your report to the Recording Secretary.

Timeline/Description of Duties

December

- Put together your Regatta Committee and other Committees. Be sure to create a cross section of the Club if possible (different boats, skills, personalities, etc.)
- Review the past year with prior Regatta Captain. Hold skippers meeting or poll racing community for any new ideas, changes, etc. Review all information with your Regatta Committee and start planning for new season. Be sure to update information so it is ready for the yearbook (course changes, Notice of Race or Sailing Instructions) when they need it (usually Feb).

December/January

- Contact the Flag Officers and/or the Treasurer to understand the budget for the prior year, the new year, and to discuss any incoming expenditures. Sometimes equipment like signal flags and buoy lights are needed. Submit a budget to the Treasurer for review. Budget is typically spent on trophies, equipment and SBCC hosted parties for the Babylon Cup, Mayors Cup and the Discoverers Race.
- Put the race schedule together. Typically the schedule is similar to the prior year unless something is specifically being changed (like trying a new date for a weekend event to boost participation or to accommodate dates of rendezvous/cruises). Be sure to coordinate your schedule with the Fleet Captain.
- When doing the schedule, it is important to make contact with other clubs like Babylon Yacht Club and Bay Shore YC (Discoverers Race/Ray Terry Cup), to eliminate and scheduling conflicts. Babylon YC is critical because we share many of the same members. The fewer conflicts the better. As part of this process, make sure to firm up dates at the BYC where we are hosting a race, like the Babylon Cup (June) and the Mayors Cup (September). Avoid scheduling races on the July 4th weekend or the first Sunday in October (Louis Orr), these are BYC's premier events.
- Once the schedule is close to being final, send to the racing community to have people sign up for Race Committee. Work with the Series Race managers for their specific RC assignments. This way everyone gets to pick dates and locations they want. Keep sending it out until it's full. As a note, regular racers should take 2 RC's and new first year racers should take at least 1. You may wish to require or suggest that regular racers who crew on other boats take a RC. The Race Awards Party is a good venue to finalize the RC schedules. If you end up short then assign people races, there are always some people who try to avoid RC duties!
- Once you have the schedule complete and RC's filled out, send the schedule to Fleet Captain, Yearbook, and the GSBYRA. It is good to get this done as early as possible. Once you get the proofs for the yearbook back from the Yearbook Committee, make sure there are no changes since you submitted it so that it's accurate for printing.
- Plan the Race Awards Party for early February. This is usually a casual event and a good way to get the racers back into the spirit for the upcoming season. Prepare the programs to hand out, plaques for the racers and the awards to present. Bring the perpetual trophies to display also.

February/March

- Book a room at the West Islip Library for the Skippers Meeting in first week of May; usually the last Thursday before racing starts. Call the library at (631) 661-7080. You need a room for 25+ and it helps to let them know if you need equipment such as a projector or other hookups so they are ready for you.

May

- Once the racing season starts, maintain communication via e-mail with the club about results and upcoming races. Once the racing season starts, be sure to maintain communication with the club about results and upcoming races. This has been done via email over the past few years and works well. As part of this also try to contribute to *The Masthead* on a monthly basis about what is going on in racing. The more information that people can get the better, but at the same time try not to send more than one email a week to avoid confusion or be annoying! Friday is usually a good day.
- As the season progresses keep track of any issues that may arise for later discussion with the Regatta/Handicap/Scoring/Protest Committees. It may be helpful to have issues submitted in writing to keep them factual and to keep track in case the same issues or people keep coming to the forefront. Keep an eye on Race Committee work, which sometimes needs adjusting to keep it tight. Also maintain regular dialogue with your committees to get feedback on anything going on in the fleet. If you have protests, be sure to communicate with the protest committee so that you are informed of any issues. Let them do their work but it helps to know what happened and what the resolution was.
- It is important to sail in as many races as you can (whether racing your boat, crewing or even as a spectator) - you have to participate in your own program!

Activities/Events that require specific planning

1. File Marine Event Permits for the season: This is a requirement of the USCG. They need to know what events we are holding, how many people, duration etc. This helps with planning and placement of their assets. Use Coast Guard form CG_4423 Application for Marine Event.pdf. Prior year event application forms are on file for review. Our last USCG contact for this process was Mark Paget, Waterways Mgt., Sector Long Island Sound, U.S. Coast Guard, tele: 203-468-4565. Email the form to DO1-SMB-SECLIS-SPWMarineEvents@uscg.mil. We usually provide just the Tuesday night BSIR race schedule information which gives most of our courses and largest attendance. **This must be done by March 15.**
2. Skippers Meeting: outline the incoming season. Get everyone up to speed on any changes. Answer questions, welcome new players. Get crew lists going so that if people are looking to crew people can get connected.
3. Spring Race to Atlantique: Usually in mid-May and our first race of the season. Coordinate with Fleet for their Spring Family weekend.
4. Creepstakes (Commissioning Day): (Cancelled due to location limitations)
5. Babylon Cup: Usually the first or second Friday of June (work it out with BYC Regatta Chair). We host this event so we need to provide food and beverage. We have done pasta, pizza, etc. and then a cooler of beer, water, soda. This is covered under the Regatta budget so that we are not charging BYC Members at their own club. Make sure you can have this race scored on site or ASAP so you can hand out awards – make sure that awards are on hand.

6. West Island Cup: our premier weekend race
7. Mayors Cup, traditionally the first Saturday in September. SBCC took over management of this race and held the awards party at the BYC. Request dates with the BYC Regatta Captain.
8. Discoverers Race/Ray Terry Cup: Held with Bay Shore YC. This race is run together. Coordinate with Bay Shore Regatta Chair to see who will do what (they may do RC, we may score, etc.). This race is also coordinated with a rendezvous at Altantique so work with Fleet Captain.
9. If the SBCC Program Committee wants to run a racing based program assist as needed (rules seminar, race talk, etc.)
10. Racing Awards: at the end of the season gather all the results data from the year. Have a few people review it. Have scoring review it. Prepare the programs, plaques and awards. Secure a date/venue for the awards, typically the awards have been held at Verns (the old Gull Restaurant) in West Babylon for an informal presentation, this is usually done in early February. Contact the prior Regatta Captain for details on cost, setup, contacts, etc. Make sure you have something on hand to hand out to crews like mugs or hats, etc. in addition to the awards. Request that your Regatta Committee assist with setup, awards handout, etc. Ensure that someone is on hand to take pictures, usually someone from yearbook.

Trophies/Awards preparation

- In mid-December, collect the racing results and prepare a detailed spreadsheet showing all race results summaries and the awards recipients.
- Racing Awards include:
 - Babylon Twilight Race winners, as well as overall Season Champion
 - BSIR Twilight Race winners, as well as overall Season Champion
 - Current season's Perpetual Trophy Winners for Commodore's Cup; Deale Trophy; SBCC Crock Trophy or any other perpetual trophy listed in the Yearbook
 - Previous season's Trophy Winners receive a separate perpetual award which they keep, since the perpetual trophies stay in the Club's possession.
 - Other Races including Spring Race & the Fall Discoverer's Race to Atlantique.

General Notes

- Attend Board Meetings and provide a report on the racing program. If you are not able to attend send a written report.
- Communicate! Everyone is busy so keeping in touch with the racing program/club is important. As part of this be clear and answer questions as best you can. If it's not your specific area refer it along to the right committee (Handicap, Scoring, general club business, etc.) for their review.
- If requested, help find your successor and get them up to speed to ensure a smooth transition and program continuity. Try to save any documents you create/use and pass them along to your successor. This is particularly helpful with schedule templates, Notice of Race, Sailing Instructions, etc.

HANDICAP & MEASUREMENT

- SBCC is an official participating Club and member of the U.S. Sailing Organization. We must renew annual membership and order the latest updates.
- The Handicap Chair is under the jurisdiction of, and should follow the direction of the Regatta Captain.
- The Handicap Chair will provide the PHRF Handicap ratings for all yachts belonging to GSBYRA member Clubs on the Great South Bay. The Handicap Chair will also manage & maintain an updated PHRF Handicap Rating Master List for all Clubs use. The GSBYRA has assigned the SBCC this responsibility on their behalf.
- Hold Handicap Committee meetings in the early spring to review all handicaps and process any changes or adjustments. Email suggested change plans to the Committee members well before the meeting so as to allow them to review and research any issues and be prepared to complete all work in one meeting.
- A completed Handicap form must be on file for each yacht racing in the SBCC. If a form is not received, the yacht should not be scored until such time as the form is received and a handicap assigned.
- Handicap change requests must be submitted in writing and must describe the reasons the skipper believes a handicap change is warranted. The reasons must be quantitative or comparative in nature. Any change requests should be considered by the Committee and the affected skippers notified in a timely manner.
- Requests for handicap changes should be responded to in writing and should describe the reasons the request was either granted or denied.
- Every two years the PHRF Handicap rating forms must be updated for all yachts in order to keep all PHRF Handicap ratings current. This is to provide a fair & level “playing field” for all participating yachts. If an updated PHRF Handicap form (or a notice of no change) is not received, the yacht should not be scored until the update is received.
- The Handicap Chair will select for their committee Club members who represent a cross section of sailors including large and small boat owners as well as racers and cruisers. The Regatta Chair will be included as an adviser to the Handicap Committee. The Handicap Chair will be the tie breaker on all votes.
- Handicap Chair should have final say, in consultation with the Regatta Chair where appropriate.

SCORING

- The Scoring Chair is responsible for completing the final scoring of all SBCC races during the year.
- The Scoring Chair is under the jurisdiction of, and should follow the direction of the Regatta Captain.
- The Race Committee assigned to each race is required to complete and forward (text or e-mail) the final scratch sheets to the Scoring Chair and the Regatta Chair immediately after each race. Timely notification is very important.
- The Scoring Chair will complete the final scoring for each race and email results to race participants, Racing Website Chair and the Regatta Captain. **THIS SHOULD BE DONE WITHIN 24 HOURS.**
- Scoring Chair must contact other yacht Clubs immediately after any SBCC hosted invitational races that appear on our schedule to get race results. These results will be published in an identical manner to all other SBCC races.
- Scoring Chair runs official results and sends complete results printouts to the Corresponding Secretary for publication in *The Masthead*.
- Scoring Chair keeps a list of trophy places, series results and class championships.
- Race results list and protests must be checked before corrected race results for the year are forwarded to The Regatta and Yearbook Committees.
- Copies of ALL race results are sent to the Commodore, Regatta Captain, Protest Chair and Website Chair (for publishing on the SBCC website).

PROTEST

- The Protest Chair is responsible for and will handle all protests filed in any SBCC race.
- The Protest Chair is under the jurisdiction of, and should follow the direction of the Regatta Captain.
- U.S. Sailing Racing Rules of Sailing rules book must be obtained in alternate years, at no cost.
- The U.S. Sailing Appeals manual must be obtained in alternate years, at no cost.
- Protests should be handled according to the rules and procedures as outlined in the US Sailing Racing Rules.
- The Protest Committee should be a pool of people who have a fundamental understanding of the Racing Rules of Sailing - it does not necessarily have to be skippers – crew members are equally acceptable.
- Review and update the Protest section of Sailing Instructions annually.
- Review any changes to the Sailing Instructions. Coordinate with the Regatta Captain.
- Protests should be scheduled within 1 week of the race. Try to utilize the same day of the week – i.e. Monday.
- Acknowledge receipt of filed protest and forward to parties listed.
- Coordinate all correspondence between the Protest Committee and parties.
- Upon completion of protest hearings, inform the Scoring Chair and Regatta Captain of the results of the hearing so any changes to race results can be processed.
- The Protest Chair must be prepared to provide a protest committee to support any venues that the SBCC manages immediately after the day's races.

MEMBERSHIP

- See SBCC By-Laws and be intimately familiar with:
 - Chapter III for Requirements of Membership
 - Chapter VIII for Duties of the Membership Chair
 - Chapter XIII for Dues Requirements
- A membership computer program is available that provides for entry of all pertinent membership information and produces needed reports. The program contains detailed instructions for performing all operations and handling all different membership situations (i.e. boat partnerships, special fields, etc.). The Membership Chair is responsible to understand these instructions and direct any questions to the creator of the membership program. The Chair must have their own license for Microsoft Word and Excel to produce the reports.
- Maintain membership records including name, address, phone, spouse, yacht name, sail number, year joined, yacht rig, LOA, draft, model, HCP, paid/not paid.
- Deceased members – IMMEDIATELY update the records changing the mailing address to that of the surviving spouse and notify Mailing and the Corresponding Secretary.
- Maintain and provide monthly statistics on membership, including number of:
 - Current members
 - Paid members
 - Unpaid members
 - New members year to date
 - Resigned members year to date
 - Deceased members year to date

Process new members

- Receive and evaluate membership applications from prospective new members. The Membership Chair is responsible to determine if the prospective member is eligible for membership as described in detail in the By-Laws (i.e. yacht requirements met, proximity to Great South Bay, prior affiliation with SBCC, unique sail number, etc.). All application questions or deficiencies should be resolved with the prospective member and/or their sponsors before presenting the application to the Board for approval.
- Prepare a summary of the prospective member (including applicant name, address, contact information, yacht name, yacht description, sail number, sponsor names) before presenting the application to the Board for approval. Payment in full must be made as well as two (2) sponsor letters from an existing Regular, Senior, or Junior member who are in good standing. Email the application and sponsor letters to the Board before the meeting for their review. The Welcoming Committee will use these summaries to communicate with the new members.

Upon approval of the Board

- Dues checks are to be immediately forwarded to the Treasurer. Annual membership dues are:
 - Regular members are \$180 Junior & Senior members and Associates are \$100.
 - Associate members do not receive a club card as they are not regular members
 - All membership dues must be paid by January 31st, a \$20 late fee will be added as of February 1st.
- Initiation fee of \$70 charged for New Regular memberships only.
- Membership Chair will promptly update the membership database with the new member's information to ensure the new member quickly begins to receive invitations to Club events and copies of *The Masthead*.
- Sail numbers require special processing.
 - All yachts require a sail number (integers only – no letters, fractions or leading zeros).
 - Valid sail numbers are between 11 and 99999 (numbers 1 through 10 are reserved and may not be assigned to new members).
 - Sail numbers must be unique within the SBCC membership; that is, no two yachts may share the same sail number.
 - If a yacht does not have a sail number, or if the yacht's sail number is already in the SBCC fleet, the Membership Chair will work with the applicant to assign a unique sail number. If a member does not have a sail number, the member database will assign them a sail number.
- Members approved after October 15st will have their dues applied to the following year.

Membership renewals

- Membership Chair will use the membership program to generate dues notices each November for the upcoming year, including “change of information” requests. This dues notice and change of information will be sent to the Webmaster in coordination with the Membership Chair.
- The following member categories must have the proper yearly fee indicated on their renewal notice:
 - Regular member \$180 if paid by January 31st. February 1st the dues will be \$200.
 - Junior member \$100 if paid by January 31st. February 1st the dues will be \$120.
 - Senior member \$100 if paid by January 31st. February 1st the dues will be \$120.
 - Associates \$100 if paid by January 31st. February 1st the dues will be \$120.
 - Honorary Life Members do not pay SBCC dues, however, they should receive “change of information” and GSBYRA dues requests.
 - The Webmaster with coordination from the Membership Chair will use the membership program to send out reminder notices to members who have not yet paid dues for the year.
 - Members who do not pay their dues are carried for one year but removed before the start of the next year. The Membership Chair is to ensure these members are removed from the membership program before the membership list is provided to the Yearbook Committee.
 - The Yearbook Committee will receive a file from the Webmaster so membership cards can be provided for all members who are paid and in good standing. These cards will be printed along with the yearbook in the Spring. Scrutinize carefully to make sure none of the names have been cut off of the cards. Traditionally, these cards are delivered to members on Spring Party and Commissioning Day. Share a table with the Yearbook Chair to coordinate the distribution of membership cards with the yearbooks. Undelivered membership cards are presented to the Mailing Committee for mailing only for members who have paid their dues.

Membership Reinstatement

- Members who resign in good standing (GS) may rejoin by re-applying using the procedure for new members. Dues for GS members rejoining as Regular members are annual dues of \$180 plus a standard initiation fee of \$70.
- Members who resign not in good standing (NGS) may rejoin by re-applying using the procedure for new members. Dues for NGS members rejoining as Regular members are annual dues of \$180 plus an initiation fee of \$180. (equal to one year annual dues).
- Rejoining members do not require any sponsor letters.

Membership Status / Procedures

- January 31st: annual dues are due. From February 1st and beyond, a \$20 late fee will be applied to all payments.
- April 1: members with unpaid dues become NGS (not in good standing) and Club privileges are revoked except for limited e-mail and Facebook access.
- June 1: members with unpaid dues will have all Club privileges revoked.
- December 31: members with unpaid dues will be terminated and removed from the SBCC active member listing. FaceBook access will also be removed.
- The Membership Chair has the authority to present exceptions to the above for Board consideration and approval on a case by case basis (i.e. temporary financial hardship, etc.).
- Any member who would like to RESIGN from the club must contact the membership chair and send an email of Resignation. This will give the member a Good Standing Resignation. If no contact is made by the member the will be considered NGS (Not in Good Standing) and that will be noted in their file.

Note: Since 2016, the company that prints the yearbook also prints and laminates the membership cards free. The Webmaster will generate the membership cards and send the Word doc to the Yearbook Chair before the yearbook is sent for printing, generally around April 1st. He will send the yearbook and the cards to the printer electronically at the same time.

Provide the Yearbook Committee a computer file of all members in good standing for publication in the yearbook. Receive proofs from the Yearbook Committee of the proposed lists of the membership and review carefully and more than once! It is critical that the yearbook contain accurate information on all members, and only members in good standing.

Membership Timeline

November	<ul style="list-style-type: none"> ● Create a new dues letter and update the membership forms with the new Membership Committee info.
November/December	<ul style="list-style-type: none"> ● Run the dues letters and forms to be mailed to the entire Membership.
December to August	<ul style="list-style-type: none"> ● Collect dues payments with updated forms and enter new info into the database
December	<ul style="list-style-type: none"> ● Put Dues Reminder in <i>The Masthead</i> – Due January 1st.
January 31	<ul style="list-style-type: none"> ● All dues payments are due.
February	<ul style="list-style-type: none"> ● Send an email out to those who have not yet paid. Past Due notices will continue to be sent out as well by the Webmaster at the request of the Membership Chair in a timely fashion.
April 1	<ul style="list-style-type: none"> ● The Yearbook Committee will have membership cards printed to give out with the yearbooks at the Spring Party and Commissioning Day to all who have paid their dues. Any cards not given out go to the Mailing Committee to be mailed out with yearbooks. Do not mail membership cards or yearbooks to anyone who has not paid dues. ● Provide list of unpaid members to the Board as Members not in good standing. Webmaster to note status.
June 1	<ul style="list-style-type: none"> ● Provide list of unpaid members to the Board as Members not in good standing. Webmaster to note status.
Monthly	<ul style="list-style-type: none"> ● Collect info on new member applications and sponsor letters and submit to the Board for approval.
Monthly	<ul style="list-style-type: none"> ● Submit a Membership Report to the Board.
As Requested	<ul style="list-style-type: none"> ● Update the database with any changes in names and addresses.
As Requested	<ul style="list-style-type: none"> ● Support other Committees with membership info as necessary (ex. List of all members for party attendance).

CORRESPONDING SECRETARY

- The Corresponding Secretary shall be in charge of the Club's official correspondence and shall keep the general membership informed of the activities of the Club.
- Manage the electronic image for letterhead.

The Masthead

- Publish a monthly newsletter for the General Membership in months when there are significant Club activities.
- The Corresponding Secretary, as editor of *The Masthead*, is responsible for editing the articles. The Corresponding Secretary may accept contributions from members, but the provision of content in *The Masthead* is ultimately the responsibility of the Corresponding Secretary.
- Email pdf copy of *The Masthead* to Member List and Community List.
 - From the Helm (Commodore's column)
 - Over the Bowsprit (upcoming events)
 - Bulletin Board
 - New Members (include all information that would appear in yearbook as well as any relevant personal information you can find)
 - In Memoriam
 - Rigging Locker (ONLY for Club members' NON-COMMERCIAL advertisements)
 - Race Results
 - any other material deemed pertinent
- Provide any necessary correspondence at the request of the Commodore and Board.

CORRESPONDING SECRETARY TIMELINE

- 1st through 14th of the month: Gather anything you might contribute to *The Masthead*. Contact someone who you think might have information that could be included in the newsletter (i.e. Call someone who just returned from a blue water cruise to write an article).
- 15th of month: Send out an email to the Board Members and to other members who contribute to *The Masthead* columns requesting content for the newsletter and assign a due date (i.e. 28th or 29th of that month).
- 22nd of the month: Members should be sending you emails. You may need to remind major contributors such as Hospitality, Program, Fleet Captain, Regatta Captain and Commodore with a 2nd email if you haven't heard from them.
- 22nd through 28th of the month: Start building the newsletter into the template for *The Masthead*, reading and editing the columns.
- 28th through end of the month: Finish all the cut and pasting, editing, etc. and get *The Masthead* out to the Mailing Committee.

HOSPITALITY

General Notes

- The previous Hospitality Committees have maintained files of information that will be useful to the Committee and helps to not “reinvent the wheel”. The files contain statistics, prices, prior invitation text and menus from prior events, and contact information for establishments and vendors (e.g. tent rental; port-a-potty).
- The Hospitality Chair is responsible for monitoring hospitality equipment, supplies and inventory which is stored in the SBCC trailer located behind the BSYC and complete an inventory so that you will know which items are plentiful and which need to be replenished e.g. paper plates, napkins, and plastic cups. Ensure all equipment required for the event is in working order e.g. coffee urns, propane burners
- Recruit lead members for each event; ensure the lead has the code to the yacht club and the trailer; ensure the lead has the file for each event; provide assistance and guidance to leads, especially ones without prior experience; ensures leads know to collect receipts from members for food and other expenses; ensures final wrap-up of income/expenses is provided to the club treasurer.
- Hospitality is responsible for 6 parties per year:
 - Spring Cocktail Party
 - A Saturday in April, but not on a religious holiday weekend (Palm Sunday, Easter and Passover)
 - Traditionally at the Bay Shore YC
 - Usually hors d’oeuvres and cocktails
 - Commissioning Day
 - Always Memorial Day Monday, or as close to that date based on venue availability
 - Held over the years at Babylon YC. In 2019 it was moved to BSYC.
 - Hamburgers and hotdogs, or other traditional BBQ food and trimmings-
 - Salads and sides provided by hospitality members who also manage the grills and serving
 - The Blast
 - Traditionally a Saturday in mid-August, the day before the One Week Cruise starts.
 - Usually at a restaurant venue on the water as a catered buffet
 - Preferably a venue with boat slips so One Week Cruise participants can attend via water
 - Plan to reserve early – before the end of the year to lock up space
 - Fall Boat Yard Party
 - First Saturday in November
 - Typically held at a marina in Bay Shore
 - Chili, hot dogs, clam chowder or Oktoberfest theme
 - Chili Contest and Baking Contest with club credit prizes to the winners

- Della's Cookie Party
 - Typically, at a Hospitality Committee Member's Home
 - Thursday evening prior to Holiday Party
 - Host typically makes lasagna and other volunteers provide trimmings like salad, sides or apps
 - Wine, beer etc. provided by the club
 - All members bring (at least) four (4) dozen holiday cookies which are assorted & bagged at the party to be given as a holiday gift for all Holiday party attendees
- Holiday Party
 - Second Saturday night in December
 - Must reserve early—this is a very busy time of year!
 - Hors d'oeuvres, cocktails and dinner
 - DJ or band
- Set up dates, arrange for locations, including completing contracts if necessary - and notify the Yearbook Committee early.
- Establish a chairperson from Hospitality Committee to lead each party.
- Pay particular attention to the establishment "capacity" limits.
- Note that for some events, the location must have adequate cooking (not just reheating) facilities available so the Committee can prepare food. As well, very few provide ice.
- Obtain contracts whenever possible. Often arrangements are made far in advance and facility personnel may change or "forget" what was agreed to. A written agreement helps everyone.
- Provide the events schedule, including venue if secured, to the Yearbook Committee in time for printing deadline in February.
- Prepare invitations and reminder notices to be sent out by the appropriate committee
- General Meetings are held at almost all events; bylaws require members receive 15 days' notice.
- Check the files for text used on previous invitations.
- Draft an invitation for each event. Party Chairperson or Hospitality chair will email invitation to the membership starting at least one month in advance of the event.
- Invitations must include, as appropriate for the venue and occasion:
 - Date & time
 - Place (including directions)
 - Type of food & price
 - Program (e.g. time of General Meeting) and entertainment, if provided
 - RSVP contact information: name, phone, email address
 - If the establishment has a capacity limit, consider including:
 - "Attendance is limited"
 - "Reservations a must"
 - Link to the SBCC Website to rsvp to invite
- Be sure to include information and pictures about the event in *The Masthead*.
- Weekly, or as needed before the event, send out an email reminder to members, especially if RSVPs are required.

- Find willing workers to serve on the Committee – too many is never enough!
- Start recruiting early - even starting at the Holiday Party.
- Meet with Committee members to organize menu and decorations and assign tasks before each party.
- Tasks for Committee members to perform at the event:
 - Decorations
 - Table to take admission fees and check off pre-registered guests for accurate head count
 - Set up food service area (except catered events)
 - Set up serving/dining tables (except catered events)
 - Set up coffee pots (except catered events)
 - Cook and/or serve food (except catered events)
 - Clean up
 - Transportation of supplies and equipment
- Reimburse Committee members who purchased supplies (must have receipts).
- Pay/tip stewards.
- Pay entertainer.
- Pay establishment.
- Follow up events with a thank you and special mentions where appropriate in *The Masthead*, both to the establishment, its key personnel (e.g. the Commodore), and volunteers who helped make the event a success.

Finances and Record-Keeping

- The Hospitality Committee budget is intended to cover the funds needed to pay for facility rental fees. The goal is for attendance fees to cover all other costs (e.g. food and drink, decorations and entertainment).
- See spreadsheets set up by previous Hospitality Chair for recording revenue, expenses and RSVPs. Maintain these spreadsheets and records year to year so future Hospitality chair has current information
- If the venue requires a deposit, obtain a check from the Treasurer.
- Purchase items for the event, keeping careful track of all expenditures. Resist the temptation to buy too much.
- For each event, calculate the approximate cost of the party and set the admission price. Do not include the cost of the venue in your cost calculations. The best-attended parties are those that are affordable.
- After each event, and before preparing a report for the Treasurer, reimburse Hospitality Committee members for any expenses they have incurred on behalf of the event, and obtain receipts. Be sure to note on the receipt that the member was reimbursed, and how much.
- Calculate revenue vs. expenses (each should be itemized) and prepare a report for the Treasurer immediately following the event. Deliver the report with cash and checks received at the event, after reimbursements have been made.
- If additional reimbursement is required, be sure to have properly completed forms and receipts for the Treasurer, along with instructions as to who to reimburse, how much, and where to send a check.

YEARBOOK

Committee

- The Committee Chairperson will act as the Editor in Chief of the yearbook. The Chair will organize a committee, make assignments, liaison with the printer, manage the production schedule to meet deadlines, and make final decisions.
- Ideally, there will also be a Photo Editor who will take the lead in collecting, organizing, and selecting photos, with input from the rest of the committee.
- No one person or even two can do an adequate job in preparing the yearbook; it needs a committee of at least five who are dedicated and diligent. It is essential to have 1-2 Flag Officers to consult on racing, membership, protocol and general guidance, and in general to have veterans of the club who can provide a historical perspective.
- It is important also to try to have 1-2 new members who can use the experience to become acquainted with many Club members in a hurry.

Production Schedule

- Working backwards, the yearbook is distributed at the annual April spring event, which means it needs to be delivered to the printer a month earlier, about mid-March. This means that the yearbook should essentially be completed by late February in order to go through a rigorous last proofing before going to the printers.
- A fair amount of the yearbook is simply repeated from year to year, so this can be started at any time. The earlier the boiler plate material is done the better—for instance, holding a first planning meeting in November and meeting once a month, with communications (especially about corrections to the working draft) done by email in-between meetings in order to have the book ready for final proofing by mid to late February.
- Experience has shown the following schedule works for April distribution:
 - As early as possible, solicit electronic photos from members through *The Masthead* and SBCC Facebook page. Do not overlook possibilities for other artwork, such as illustrations and paintings done by members.
 - At the same time, begin soliciting stories for the sections on Significant Accomplishments (racing) and Sailing off the Bay (cruising).
 - Request logs, reports and photos from Cruise Captains for the one-week and two-week cruises.
 - Request message and photo from the Commodore, Fleet and Regatta Captains. This will permit framing of the sections, while allowing text corrections to be made at a later date.
 - Assign committee members to work on the new member section at the first committee meeting.
 - Request updated information from the membership committee about 50-year members and deceased members.
 - Request updates to all racing pages, including winners of races from the Regatta Captain.
 - Request updates to all cruising-related pages, including winners of cruising awards from the Fleet Captain.

- Each page should be laid out in outline form until the photos and content for that page are secured; this will provide a continuous update for how many pages there will be.
- The majority of the photos should be in by mid-January. Utilize the committee to help select photos and ensure a wide variety of people and yachts.
- Request membership lists from the Membership Committee. Use the previous year's lists as placeholders until the new information is provided. This will usually be the last updated information to go into the book, so that it will reflect every possible existing and new members and associates.
- Allow at least one Flag Officer to proof the printer ready product early enough so any concerns can be addressed.

Content

- The yearbook is the face of our Club, and the guidebook for the year's activities.
- The primary requirement is that the Yearbook Chair must strive to have all information correct. It is extremely important that the member, yacht, racecourse and activity schedule are correct.
- The Yearbook Chair must thoroughly proofread every completed section at every step of the process. Have the respective committees also proof whatever they supply, and again after a redraft of their material. When proofs are returned from the printer they must be rechecked completely.
- The yearbook should contain many high-quality photos (150 – 200 suggested) and should represent a homogeneous mix of the SBCC membership, activities, functions, guests and boats.
- Choose the fonts carefully. Recently the yearbook has used Arial 9.5 for text, and slightly smaller for the membership lists.
- Inputs from other committees and officers should be received electronically, including scanned or digital photos.
- Recent yearbooks have had the following sections:
 - Front and Back Covers – thoughtfully select several photos or sketches and have the Committee help select the cover that is most appropriate, considering the yearbook cover will make a first impression, especially for prospective new members.
 - Cruise song
 - Flagship photo and information about SBCC's memberships, web URL, Facebook page, etc.
 - Content
 - Commodore's message and photo
 - Fleet and Regatta Captain's messages with photos
 - List of Officers, Governors and Committees including phone number and email for officers and committee chairs
 - Social and Racing schedules, on facing pages, with rough date synchronization between the two schedules across the page. Use different colors and/or fonts to distinguish at a glance between racing events, club events, and cruises and rendezvous.
 - New member introductions with photos
 - Honorary Life Member and Past Commodore photos

- Club awards history, description and origin
- Cruising and Rendezvous program
- Race and Sailing instructions, including thumbnail locator for racecourse section
- Lists of Race Trophies, Cruise and Rendezvous awards
- SBCC Awards history, highlighting last year's recipients
- Logs of the previous year's cruises
- Stories about significant races & off-the-bay cruises that members were involved in
- Member, email, yacht and fleet lists
- In Memoriam
- Ship's store with photo, items for sale and prices
- Code flags in color on the inside-back cover

Printing

- Start interviewing printers early so one is selected by January. Even if using the same printer, check in with the printer early to establish pricing so that the Commodore can prepare a budget. Consult with the printer also to determine preferred format and preferred delivery medium (CD, zip drive, email, etc.).
- Use high quality paper. Make sure the binding is tough enough to survive a year of use on the boat.

Distribution

- Distribute as many yearbooks as possible at club events in order to avoid mailing costs.
- The first distribution point is at the beginning of the season, traditionally at the Spring Party.
- Distribute yearbooks also at the Skipper's Meeting and again at Commissioning Day.
- Maintain a very careful checklist to keep track of who has received their yearbooks and how many copies:
 - Board members: 2 copies
 - Member: 2 copies
 - Associates: 1 copy
- Deliver at least two extra copies to the Club Historian.
- Deliver extra copies to the Regatta Chair for the committee bags.
- Deliver additional books to the Commodore for distribution to other GSB yacht clubs.
- At least a dozen books should be delivered to the Welcoming Committee for inclusion in New Member and New Associate packages.
- A sufficient number of books should be given to the Mailing Committee at Commissioning Day to mail to members and associates who did not pick up their books in person, along with a list of who did not pick up their yearbooks. Do not mail to people who have not paid their dues.

MAILING

- The Mailing Chair is responsible for Club mailings and managing mailing expenses. It is suggested that all mailings be scheduled and budgeted at the beginning of the year, with allowance for some unexpected mailings.
- Hard copy mailing: provide mailing services for all committees.
- Provide membership mailing labels to any committee requesting them.
- Pick up *The Masthead* from the Corresponding Secretary and mail out monthly to members without email.
- Send official email notices on behalf of the Club via Hosting Matters.
- Email guidelines:
 - Club business that affects the entire membership.
 - Announcements of important events including invitations, name races, etc.
 - Reminders to Board members a week before the next meeting.
 - Imminent changes in schedule from the Yearbook Chair.
 - Recent death or current serious illness of member (or former member if requested by a current member).
- All other items should be cleared with the Commodore or his/her designee.

NOTE:

Mailing yearbooks can be done by yearbook committee

Labels can be printed by webmaster

Email done by committee chairs via News email

The Masthead no longer has hardcopies to mail

Invitations sent out by Hospitality

Board members reminded by Commodore

Recent death or current illness notified by Commodore

FLEET SURGEON

- Provide medical information periodically through *The Masthead* on sailing-related health, treatments, issues, etc.
- Update cruising guide, medical section as needed.
- Participate in medical seminars hosted by the SBCC.

FLEET CHAPLAIN

- Provide a blessing of the fleet at Commissioning Day ceremony
- Support the membership
- Visit member(s) in hospital
- Provide monthly commentary for *The Masthead*
- Provide spiritual support and guidance. Any such assistance will be privileged and confidential.

PROGRAM

Mission of Program

- Provide entertainment and knowledge to members and guests
- Help create an awareness of the Club by opening up our seminars to non-Club members
- Assist in setting up the four General meetings
- Support membership in finding and closing on new members

Program Events

General meetings

- Installation: every other year – see below
- Spring Party: Hospitality has the lead
- Commissioning Day: Hospitality has the lead; Commodore does the event scheduling. Bring honor guard.
- The Blast: Hospitality has the lead; speakers
- Boatyard Party: Hospitality has the lead; speakers

Notes

- No general meeting should include more than two events (not including a General Meeting).
- When events are run by the Hospitality Committee, they will be responsible for invitations, RSVPs, collection of money, etc.
- Some events are a collaboration of multiple committees (i.e. Commissioning Day, Cruising Awards). Coordinate with other committees accordingly.

Other meetings

- Installation of New Officers (every other year)
 - Program is responsible to obtain the venue for this event to be run in early to mid-January in the first year of the new officers
 - Coordinate with the incoming Commodore
 - Send out the invitations to the general membership

Seminars

Key Elements of Seminars

- Act as Event Chairman for each event
- Select topics
- Schedule facility at least 2 months before the event
- Announce coming events by article in *The Masthead*, the SBCC Facebook private group and email
- Invitations should be emailed at least three weeks before the event
- If including refreshments, pick up prior to the event
- Collect all donations either before the event or at the event. Checks should be made out to SBCC.
- Optional: Have name tags at the door
- Work with Membership and Welcoming to identify new members. New members and prospective members should be identified on their name tag.
- Program Committee should contact the Fleet Captain and the Regatta Captain for relevant seminar topics.

Important Metrics

- Attendance of Program Events
- Number of non-members/potential new members attending events
- Number of new members identified through Program events

Schedule

- *August (every other year):* Develop survey of the membership for potential seminar topics
- *October - November:* Organizational and planning meetings
- *December:* Finalize event schedule
- *December of every other year:* Arrange the venue for Installation lunch (Change of Watch)
- *January – April:* Winter seminars

Venues

The West Islip Public Library (WIPL) has been very helpful and friendly to the SBCC for events including Program events. WIPL does not charge for SBCC events to use their space, but they will require their application form to be filled in and submitted to them before they will make a final approval for a specific room and date. Be sure to ask in the WIPL form for whatever else is needed, like a projector to connect to a computer, etc.

Public Speakers

Public organizations like the US Coast Guard and some private organizations like TowBoatUS will provide public speakers at no charge. Some public speakers have charged a fee or requested that they be reimbursed for their travel expenses.

CHANTYMAN

- Support the Officers, Governors and Committees in the planning and operation of the Club at Board meetings and Club functions.
- Provide singing and instrument playing at the Blast and Boatyard Party.
- Provide recreational music.
- Involve as many members as are interested.

WELCOMING

- Contact new members to inform them of their approval by the Board. Invite new members to work on committees – especially Hospitality.
- Send Welcoming letter to newly confirmed members along with the Welcoming package which consists of:
 - Full Members and Jr. Members
 - 2 current Yearbooks
 - 1 burgee
 - 3 decals
 - 1 GSB Yacht Racing Association book
 - Lanyards with name tags for each member (identifying them as new members)
 - Associates:
 - 1 current Yearbook
 - 2 decals
 - 1 GSB Yacht Racing Association book
 - Lanyards with name tags for each member (identifying them as new associates)
- Contact new members and associates before major events to encourage their attendance. Reach out to sponsors to invite the new members that they have sponsored. Encourage sponsors to introduce new members to other seasoned members
- Let the Commodore know if new members are in attendance so they may be introduced and welcomed.

GSBYRA DELEGATE

- Represent SBCC at all GSBYRA meetings and report to SBCC Board.
- Assist with PHRF Racing at GSBYRA Race Week as needed.
- Encourage SBCC Members to participate in GSBYRA events and championships.

WEBMASTER

- The Webmaster coordinates all the technical functions of the club, including:
 - Managing the hosting site for the various services the club uses
 - Maintaining the website (Word Press)
 - Coordinate maintenance and usage of the membership database
 - Work to consolidate technology used by various committees
 - Maintain the email newsletter system DadaMail.

- Responsibilities (and frequency of work) include:
 - Making updates to website (many changes made when season starts, then maybe one change a month)
 - Standards: Make update on appropriate web page, also make a “What’s New” entry on home page to announce the change including a URL to the changed page
 - Remove old “What’s New” items as required
 - Paying for renewals to domain names and hosting services (annually)
 - Providing Interface between the Membership system and the DadaMail newsletter system. Updates are done with the Membership system with a few exceptions.
 - Maintain a folder on web for cloud storage for the storage of documents
 - Maintain secure admin accounts for all services (set up once during change of team members)
 - Maintaining the Purchase web site using software called EasyCart.

- Tools used:
 - **Website:** Word Press (free), Filezilla (free FTP client), Microsoft Office Word & Excel (licensed). A photo and/or video editor would be helpful if we did more pictures and videos on the website (using Picasa and Faststone [free] and Jalbum (licensed).
 - Easycart: purchase site software.
 - Email: DadaMail application on web server. Paid license (forever).
 - Membership application: MySQL database server on web server (included) and customized screen using PHP Generator (licensed). Sq1 Editor EML Lite sql editor (free). Advanced Compiler (free) for desktop program installation.
 - Folder on Web Site for Cloud storage

- At the end of each year, provide the Historian with a USB Drive containing the following:
 - Complete Website contents as of the end of the year
 - Complete Membership database including program as of the end of the year (dump of databases)
 - Electronic copies of all *The Mastheads* for the year
 - Recording Secretary minutes for the year
 - Electronic copy of the yearbook, including covers

Note: copy includes current year and all previous years

STOREKEEPER

- Obtain store inventory, files and closing inventory figures from previous Storekeeper.
- Utilize a journal or electronic method of keeping track of orders, sales and inventory. Also track items transferred to the budget of other committees for which no “sale” is made (i.e. new member burgees and decals, burgees to other yacht clubs, etc.).
- Identify items to purchase and resell to SBCC members.
- Ordering items in smaller quantities may be a little more expensive; however, if too many items are ordered they may sit in inventory for years and become damaged or otherwise unsellable.
- Consider the selling price when evaluating new product purchases.
 - Be sure to include all “extra” charges when setting item prices (tax, shipping, artwork, small order surcharges, etc.).
- Burgees must be ordered in accordance with the specifications in the Constitution. No deviation is accepted.
- Prepare *The Masthead* articles promoting current inventory items. Include contact information for the Storekeeper so members may contact you to purchase items.
- Submit to the Yearbook Committee information including items available to purchase.
- Club burgees should always be in stock – these are frequent sellers.
- Plan to set up a table at Spring, Commissioning and Boatyard functions to maximize sales. (**Note:** The Blast and the Holiday Party are catered and no need to setup a table)
- Burgees are not to be sold to Associates.
- Create a monthly inventory list with items sold and funds collected.

List of suppliers:

- Pride Embroidery (Maria is contact, Bay Shore)
 - Most the embroidered items
- Stitches and Screens (Mike McNulty is contact, Brightwaters)
 - Hats - minimum ordered required
 - Roger Ramsdale Shirt - minimum ordered required
 - Decals
 - Can Cozies
- Prestige Flags (Adel Bravo is contact)
 - Burgees (normally order 25 for reasonable price)
 - Officer flags
 - Flags to Order (February of the odd year)
 - Commodore
 - Vice Commodore
 - Rear Commodore
 - Past Commodore Flag & Bullion
 - Recording Secretary
 - Fleet Captain
 - Fleet Chaplain
 - Race Committee
 - Treasure

HISTORIAN

- Collect and maintain a complete set of hardcopy yearbooks and newsletters dating from the inception of the Club, filed in chronological order to facilitate retrieval of historical data. A small supply of duplicate copies is maintained for the use of the members.
- Ensure that historical documents are stored in proper containers, in an area that prevents mold and mildew damage.
- Digital copies of older yearbooks and current ones are kept online by Webmaster.
- A digital copy of the club data is delivered to Historian each year in a USB drive and it contains:
 - Complete copy of web site and purchase web site and its code
 - Complete copy of membership database and programs to support it
 - Complete copy of all Club Documents grouped by year including Board minutes.
 - Complete copy of Yearbooks stored in folders by year.
 - Complete copy of *The Mastheads* stored in folders by year
- Copy of the treasurer's folder that he keeps for his financial reporting. He backups his data to this special folder himself.
- Copy of any documentation that each chair feels is important and submits it to Webmaster for safe keeping.
- The entire structure of the USB drive is in a folder format that can be viewed, searched and read.
- The USB drive is stored along with hard copy documents.
- Research, and if possible, answer questions of historical nature by reference to the Club file of yearbooks and newsletters.
- Write occasional retrospective articles for *The Masthead* highlighting events that occurred at various times in the past, reprinting interesting excerpts from prior issues, or discussing other historical topics appropriate to a column titled "The View Astern".
- Provide input to the annual Yearbook "Looking Astern" section.
- Perform such other functions of a historical or research nature as the Club officers may request.
- Attend Board meetings to provide historical perspective or background on subjects under Discussion

LEGAL

- Support the club on all legal matters