

# POLICIES and PROCEDURES MANUAL

SOUTHERN CALIFORNIA



YACHTING ASSOCIATION

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COPY#

ISSUED TO

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## **MISSION STATEMENT**

The Mission of the Southern California Yachting Association (SCYA) is to provide an organization for the support and promotion of amateur, recreational, and pleasure yachting in Southern California. This shall be accomplished through a forum that fosters local, regional, national and international yachting competition; coordination of race schedules, activities, and regattas; conducting seminars and providing training and education on race management and safety at sea.

Adopted 5 August 1995

# 1 SCYA BOARD PROCEDURES

In the course of doing business, the SCYA Board of Directors reviews and votes on important matters. The updated Procedures Manual is the vehicle used to incorporate these matters into the normal course of business. It also makes it convenient for SCYA Board members to locate the source of the decision. (Revised 11/03)

The Board Procedures are subdivided into four sections:

- Awards
- Meetings
- Accounting
- Miscellaneous

## 1.1 Awards

### 1.1.1 SCYA Midwinters

The standard for SCYA Midwinters' trophy awards is changed from three (3) entries to five (5) entries. (Adopted 4/13/88, Revised 4/7/95).

### 1.1.2 Deleted. See Section 2.2.4

### 1.1.3 Deleted

## 1.2 Meetings

### 1.2.1 SCYA Meeting Host Club

Clubs which have contributed to RBOC within the past 36 months are preferred as hosts for SCYA meetings. (Revised 6/02)

### 1.2.2 Board and Membership Meetings

There will be monthly Board meetings but no more than 9 General Membership Meetings, in January, February, March, April, May, June, July, October, and November. (Revised 6/02)

### 1.2.3 SCYA Guest Policy

The Policy for guests of SCYA at regular meetings is as follows: (Adopted 10/8/94)

This policy applies to all persons who are guests of SCYA at regular or special meetings involving food and/or beverage services. Persons who are guests of SCYA are generally limited to speakers, honorees, etc., and their families, usually limited to one accompanying guest (i.e., Admiral & Mrs. Barleycorn).

All guests must be approved in advance by at least one of the three serving Commodores. Approval will be in writing or electronically communicated to the Port Captain or his substitute at least 5 days prior to the event.

Guests will be approved by name and organization, rank or position, as indicated in the sign-in book and will be clearly specified as "Guest of SCYA," as a separate page, notation, or listing in the sign-in book.

Generally, guests should have SCYA place cards and designated seating. This should be the responsibility of the Port Captain or designee in conjunction with the approving officer.

All approved guests should be asked to notify SCYA through the approving officer, the Port Captain, or the host club as soon as possible if unable to attend as planned.

The Port Captain or designee will advise the Treasurer at a reasonably early time as to the expense to be borne by SCYA in this regard.

Nothing in this policy restricts any officer, director, delegate, etc., of SCYA from personally hosting guests at such meetings.

#### **1.2.4 SCYA Meeting Dinner Reservation Policy (Added 4/03)**

SCYA encourages the use of e-mail to make reservations via SCYA's web site. Receipt of all e-mail reservations will be acknowledged.

Dinner reservation cards are included in invitation packages ONLY UPON REQUEST. These reservations will not be acknowledged.

The Service Center does not take phone reservations.

Any reservations received after the deadline date will be accommodated, if possible, but with an additional \$5.00 fee.

If a person shows up without a reservation on file, and the host club can accommodate the party, the \$5.00 per person will be charged.

All "no shows" will be billed as follows: The first invoice is mailed directly to the no-show. Thirty (30) days later, if the invoice remains unpaid, a second invoice will be sent to the no-show's yacht club. Likewise, SCYA will attempt to collect from the person or the yacht club for any invalid checks, including any and all bank fees.

#### **1.2.5 January Installation Meeting Invitations (Added 6/03)**

The invitee list is at the discretion of the incoming Commodore. SCYA invitations to the January Installation Meeting are traditionally sent to SCYA staff, the officers of SCYA member yacht clubs, the Commodore of the Pacific Inter-Club Yacht Association of Northern California (PICYA), and the President and Legislative Advocate of Recreational Boaters of California (RBOC).

### **1.3 Accounting**

#### **1.3.1 Corporate Seal**

The corporate seal is now in service. It may be used for certificates, banking requirements, letters, commendations, legal requirements. It will be kept in the safekeeping of the Secretary. (Adopted 6/28/88)

#### **1.3.2 Area J Activities Budget**

SCYA shall annually budget monies deemed appropriate to support Area J activities to including US Sailing Championship events outside Area J. (Adopted 9/10/88, revised 5/5/95, revised 6/02)

#### **1.3.3 Check Signatures**

Only one signature will be required for the check signature procedure. (Adopted 1/5/91)

#### **1.3.4 Dues**

Clubs not in good standing will have their SCYA reciprocal racing privileges disallowed. (Adopted 4/3/92, revised 4/7/95)

Clubs who have not paid their dues by 60 days after January 1 may be suspended on affirmative vote of the Board of Directors. (Revised 6/02)

### **1.3.5 Petty Cash**

A petty cash fund of \$200.00 will be established for the SCYA Service Center. (Adopted 7/8/95)

### **1.3.6 Outgoing Commodore's Gifts to Staff (Added 6/03)**

SCYA shall budget SCYA outgoing Commodore's gifts for his/her staff. A Commodore who exceeds this subsidy does so at his/her own expense.

## **1.4 Miscellaneous**

### **1.4.1 Sail Number Fee**

The fee for assignment of US Sailing sail numbers is \$75. A fee of \$125, or higher may be charged for re-assignment of 4-digit or other "special" sail numbers. The SCYA Service Center shall furnish sail number assignment data to US Sailing at the end of each month, and the Treasurer shall remit to US Sailing \$25 for each sail number issued. (Revised 12/05)

### **1.4.2 Uniform Change**

The summer attire period for the SCYA area will begin the Monday following the start of Daylight Savings and end the Monday following the end of Daylight Savings. (Revised 12/05)

### **1.4.3 Long Range Planning Committee**

The Board shall establish a permanent Long Range Planning Committee. (Revised 6/02)

### **1.4.4 Ways and Means Committee**

Approved for the SCYA Ways and Means Committee to sponsor a monthly raffle which would feature nice gifts for winners and an occasional "big" gift such as a cruise to Ensenada or someplace. (Adopted 5/5/95)

### **1.4.5 SCYA Calendar**

Established that the SCYA Rear Commodore is in charge of the Calendar. The R/C should coordinate with the Harbor Associations to develop and maintain a two-year calendar. (Adopted 6/2/95)

### **1.4.6 Custom Burgees**

Approved that SCYA does not sanction custom burgees or other insignia for the staff in member clubs. (Adopted 6/2/95)

### **1.4.7 Midwinters T-Shirts**

Production of the Midwinters T-Shirts will be contracted to a vendor. SCYA will receive at least \$2.00 per shirt, retaining final approval of quality and complete rights to the design. (Adopted 5/17/96)

### **1.4.8 Club of the Year**

Criteria for Club of the Year are to be reviewed every 2 years. (Adopted 7/12/96)

### **1.4.9 Harbor Association Committee**

A Harbor Association Committee has been established to perform the overall coordination for: (Revised 6/03)

- Midwinters Venues
- Facilitate the scheduling of Opening Days within the respective Harbor Associations

- Race Management Seminars
- Articles of interest in the *Searchlight*
- Coordinate preparation of the Race Calendars among the clubs within the Harbor Associations for insertion into the master calendar

The Harbor Association Committee shall consist of an SCYA Director appointed from each Harbor Association. In the event that a Director is not available from a particular association, the SCYA Commodore shall appoint a representative for that association.

**1.4.10 Board of Directors Meetings**

It shall be policy to allow the Commodore or designee of member clubs to attend Board of Directors meetings. (Adopted 1996)

**1.4.11 Manning Cup**

The date of the Manning Cup shall be held in March starting in 1997 as requested by the Alamitos Bay Yacht Club. (Adopted 8/2/96, revised 6/02)

**1.4.12 SCYA Awards Presentations**

The SCYA Awards presentations have been rescheduled to coincide with the events they recognize. The new schedule is in Section 5 SCYA Award Presentation Schedule. (Adopted 8/2/96, revised November 2000)

**1.4.13 Bereavement and Hospital Visit Policy (Added 4/03)**

The following are suggested guidelines in the event of the passing or serious illness of past or current SCYA officers, directors, or other staff, and officers and staff commodores of SCYA member clubs:

- The Commodore advises the SCYA Service Center when it is appropriate to send an appropriate card and/or flowers.
- The Service Center notifies the Board of directors as to the service arrangements in accordance with the family wishes.
- The Commodore mentions the passing at the next SCYA meeting and a moment of silence is observed with the sounding of eight (8) bells.
- At the direction of the Commodore, place a short obituary notice in the SCYA publication *Searchlight*.
- If the services are local, the Commodore arranges for representation.
- Based on the desires of the family, the Commodore arranges for hospital visits.

**1.5 December Joint Meeting of the Board of Directors**

The December Board Meeting is a joint meeting of the current year's Board and the incoming Board. At the conclusion of business of the current year's Board, that meeting shall be adjourned. A Staff Commodore shall then swear in the incoming Board, which will then conduct its first meeting. (Adopted 10/6/01)

## **2 SCYA PERPETUAL AWARDS**

SCYA Perpetual Awards are given for service above and beyond the call of duty. They cover everything from selfless acts of kindness to sportsmanship on or off the water. These awards recognize individuals inside and outside the yachting community. Proper maintenance of these trophies rests with the recipients. Any damage to the perpetual trophy and subsequent repairs is the responsibility of the recipient.

There are two categories of Perpetual Awards: Service and Performance. The awards are given as prescribed in Section 5. (Revised 12/05)

### **2.1 Service Awards**

#### **2.1.1 Warren Ewert Memorial Trophy**

The Warren Ewert Memorial Trophy is awarded in recognition for serving SCYA with distinction in the true Corinthian spirit.

The trophy is a brass sextant on a teakwood base and cost approximately \$1,400. The three current Commodores select the recipient.

#### **2.1.2 George and Kay Fisher Memorial Trophy**

The George and Kay Fisher Memorial Trophy is awarded to a couple who has rendered distinguished service to yachting in Southern California over a long period of time.

The trophy is a large silver bowl with two handles mounted on a 8" X 8" X 6" wooden base. The three current Commodores select the recipient.

#### **2.1.3 James M. (Jim) Webster Memorial Trophy**

The James Webster Memorial Trophy is awarded in recognition of an outstanding contribution to yachting. The individual need not be actively engaged in sailing events or the winner of a number of races, nor a yacht owner, or be or have been a flag officer of a yacht club. The individual may be, among other things, a race committee member, a member of the press, or someone who has displayed exceptional sportsmanship, or someone not directly associated with yachting who has made an outstanding contribution to yachting.

The trophy is a clock and barometer mounted on a wooden base. The incoming Commodore selects the recipient.

#### **2.1.4 The Marine Order of the Golden Key Award**

The Marine Order of the Golden Key Award is given to an Amateur Radio Operator. These "Hams" have provided for the safety, comfort and convenience of yachtsmen in the highest tradition of the Amateur Radio Service. The award is in recognition of outstanding service to yachting communications. The honoree is selected by the Radio Communications Committee.

The trophy is a telegraph key mounted on a 12" X 10" X 8" wooden base.

#### **2.1.5 Honorary SCYA Commodores**

The Honorary SCYA Commodore is selected by the incoming Commodore and announced at the January installation meeting. It is not necessary to select an honorary Commodore every year.

## **2.2 Performance Awards**

### **2.2.1 Andy Gram Memorial Trophy**

The Andy Gram Memorial Trophy is awarded to a member of a yacht club affiliated with SCYA who has distinguished himself or herself in Olympic yachting activities. The recipient is selected by a committee appointed by the SCYA Board of Directors.

The trophy is a large silver bowl mounted on a 12" X 12" X 8" wooden base.

### **2.2.2 SCYA Commodore's Challenge Trophy**

Racing for the SCYA Commodore's Challenge Trophy is a Junior event, similar to the Lipton Cup. It is usually sailed in September in one-design boats of not less than 12 feet overall length with a crew of two boys or girls who must be under 20 years old as of December 31st of the race year. The defending club issues a challenge in May or June to all SCYA clubs.

### **2.2.3 Peggy Slater Memorial Trophy**

The Peggy Slater Memorial Trophy is awarded to a female who best demonstrates outstanding contributions to the enhancement of woman's participation in sailing, or individual achievement in the sport of sailing.

Peggy Slater was a very active world sailor. Her boat, Valentine, was at the heart of many of the races she won and or in which she was a participant. The Peggy Slater Memorial Trophy was first awarded in 1991. It is an antique binnacle, originally a gift from Peggy Slater to her friend Joan Semper of Del Rey Yacht Club. After Peggy's death, Joan donated the binnacle to SCYA for the creation of a trophy in Slater's memory.

Nominations are submitted by SCYA member yacht clubs, sailing associations, and Harbor Associations. The selection process is described in the Deed of Gift. The selection Committee shall meet at the call of the chairperson in late November or early December. The trophy is awarded as prescribed by the Board of Directors of SCYA. (Revised 11/06)

### **2.2.4 Sportsmanship Trophy**

The Sportsmanship Trophy is awarded in recognition of the display of outstanding sportsmanship on and off the water. It is not limited to sailing skippers and could include crew, support staff, judges, or other worthy individuals.

Nominations for this award shall be submitted in writing to the Secretary of SCYA by Harbor Associations or any recognized organization if not part of a Harbor Association. (Revised 4/03)

The Sportsmanship committee selects a recommended nominee and presents its recommendation to the SCYA Board of Directors for approval.

### **2.2.5 SCYA Transpac Trophy**

The Transpac is a race held in odd numbered years from Los Angeles to Honolulu. The Transpac Trophy is awarded to the boat with the best corrected time sailing under an SCYA

member yacht club burgee. It was first awarded in 1939. There is no Deed of Gift. However, in 1972, a document was established with the essentials of such a deed.

The trophy is a large silver plate with the western coastline of California, Baja California and the Hawaiian Islands. The grids on the "Chart" contain the names of the winners. The recipient of the Transpac Trophy is selected by the SCYA Regatta Chair.

### **2.2.6 SCYA Club of the Year**

The Yacht Club of the Year Trophies are used to encourage participation in SCYA and promote Corinthianism in Yachting. The criteria used to judge the Member Clubs shall be limited and content shall be kept simple. The Criteria shall be divided into three categories:

- Corinthianism in Yachting
- Civic Involvement
- SCYA Participation

There are three perpetual SCYA Club of the Year Trophies, one for each type of membership:

- Senior
- Regular
- Associate

The recipients of the trophies are selected by the Club of the Year Committee and the outgoing Commodore. Trophies are awarded to the Member Club in each membership category which accumulates the highest number of points as established in the Club of the Year criteria.

### **2.2.7 SCYA One-Design Awards**

The One-Design Awards are awarded for performance and participation in one-design class racing in SCYA member club events.

Applications for the awards shall be submitted to the SCYA Fleet Captain by October 31st. The recipients are selected by the One-Design Committee.

The One-Design Participation Trophy is awarded to the yacht club that hosts the largest one-design regatta. The "largest" one-design regatta is determined by taking the number of boats in a class and multiplying that number by the length of the boats. The regatta must be organized and hosted by a single SCYA member yacht club. It may include more than one class, but only the largest class as defined above will be considered.

The One-Design Performance Trophy is awarded to the skipper of the boat that wins the regatta described above.

### **2.2.8 SCYA Multihull Perpetual Award - Alter Cup**

The Multihull Perpetual Award is presented to the winner of the US Sailing Area J Alter Cup trials. The winning team represents Area J in the national US Sailing Multihull Championship for the "Alter Cup."

### **2.2.9 Brock Trophy**

The Brock Trophy is awarded to the winner of the SCYA Offshore Championship, a US Sailing Area J sail-off usually held in August. If there is no sail-off, the trophy is not awarded. It is presently housed at Long Beach Yacht Club. The winner of the sail-off represents Area J at the US Sailing national Offshore Championship.

### **2.2.10 E.E. Manning Series Trophies**

The Series is raced annually at Alamitos Bay Yacht Club per agreement with SCYA. The event is open to sailboats not exceeding 20 feet overall length without a fixed keel and is usually raced in March.

Four trophies are awarded:

- The E.E. MANNING CUP will be awarded to the winner of the class with the largest number of competitors.
- The SKIMMER TROPHY will be awarded to the winner of the second largest class.
- The KOBER PERPETUAL TROPHY will be awarded to the winner of the Naples Sabot class.
- The HOST CLUB TROPHY will be awarded at the discretion of the race committee to the most deserving junior sailor.

#### **2.2.11 Old Timers Perpetual Trophies**

The Old Timers Trophies are awarded for club participation in "Old Timers Night." One trophy is given to the club with the largest number of Staff Commodores present, and one to the club with the highest percentage of living Staff Commodores present. "Old Timers Night" is held at a general meeting selected by the Commodore.

#### **2.2.12 SCYA Junior/Youth Team Race Championship for the Harold Adams Perpetual Trophy**

The trophy will be awarded to the SCYA member yacht club sponsoring the winning team after two days of series racing. A team may consist of three boats skippered and crewed by junior members all from the same club (1 team from any club) who shall not have reached their 21st birthday in the year of competition. A team can be selected to represent a club through a sail-off at club level. The event is held yearly.

#### **2.2.13 St. Francis Yacht Club Nagy Team Race**

This is an open event for any Southern California sailor who has not reached his or her 21st birthday by the date set by the St. Francis Yacht Club for the Nagy Series. The event is held yearly usually in July in Lasers at the St. Francis YC Tinsley Island Station. Request to participate by an SCYA member club team is made directly to the St. Francis Yacht Club.

### **3 SCYA SPONSORED EVENTS**

Southern California Yachting Association sponsors and conducts several events throughout the year. The events sponsored by SCYA are described in this section.

#### **3.1 The E. E. Manning Regatta**

The E. E. Manning Regatta is an annual SCYA regatta for small boats (20 feet and under not having a fixed keel) and is run by Alamitos Bay Yacht Club. There are four trophies:

- The E.E. Manning Cup for the winner of the class with the largest number of competitors
- The Skimmer Trophy for the winner of the second largest class.
- The Host Club Trophy for the most deserving Junior Sailor chosen by the Race Committee.
- The Kober Trophy for the winner of the Naples Sabot class.

#### **3.2 The Jesse Carr Regatta Eliminations**

The Jesse Carr Regatta is a Pacific Coast Yachting Association event held annually in the waters of the current PCYA Commodore.

SCYA conducts an elimination series that results in four entries in the Jesse Carr Regatta Eliminations, as follows:

- Two yachts from clubs between Santa Barbara and Newport Beach
- Two yachts from clubs between Dana Point and San Diego

The SCYA representative to PCYA coordinates selection of a host club.

#### **3.3 SCYA Midwinter Regatta**

The SCYA Midwinter Regatta is the largest Regatta in the United States. It is held on Presidents' weekend in February. Venues are hosted by multiple yacht clubs in Southern California and Arizona. Competition divisions may include:

PHRF  
IOR  
IMS  
Dinghies  
One-Designs  
Multihulls  
Cruiser Navigation  
Model Boats

There are permanent perpetual trophies and "take home" trophies for each competition division. Regatta headquarters is at the Midwinter Chairperson's Yacht Club or another location chosen by the Chairperson. (Revised 4/03)

#### **3.4 SCYA Commodore's Challenge Trophy Regatta**

The regatta is sailed by crews of not less than two, nor more than five boys or girls under 20 years old as of December 31st. Boats are determined by the challenge acceptance of the previous year's winning club of a one-design boat not less than 12 feet in length overall.

SCYA issues a solicitation of challenge to all member clubs in May or June. The defending club then selects one of the challenges and notifies all SCYA member clubs of the challenge selected. This notice contains the boat selected, the dates that the race will be held, and will request secondary challenges from other clubs.

### **3.5 SCYA One Design Awards**

The One Design Awards are presented to the host yacht club and the winning skipper of the largest one-design regatta. The largest one-design regatta is determined by taking the number of boats in a class times the length of the boats. The regatta must be organized and hosted by a single SCYA member club. It may include more than one class, but only the largest class (as defined above) will be considered.

The Participation Trophy is awarded to the host yacht club. The Performance Trophy is awarded to the skipper of the boat that wins the regatta.

Applications for the above awards must be submitted to the SCYA Fleet Captain by October 31st each year and must include a complete readable set of results.

### **3.6 SCYA St. Francis Yacht Club - Nagy**

This is an open event for any Southern California sailor who has not reached his/her 21st birthday by the date set for the Nagy Series. It is sailed in Lasers. SCYA selects a host club to conduct the sail-off. Four team members are eligible. Winners will go to the Tinsley Island Station of St. Francis Yacht Club to compete in the series. The sail-off is usually held in June.

### **3.7 Race Management Seminars**

SCYA conducts seminars on how to manage sailboat races. These seminars are co-sponsored by the five harbor associations. The curriculum was developed by SCYA and is approved by US Sailing. Attendance at the seminars and passing the associated test are prerequisites for an individual to become an SCYA Principal Race Officer or US Sailing Club Race Officer. The purpose of the seminars is to provide information for the novice and updates for the experienced race committee. The goal is to standardize race management practices throughout the area.

### **3.8 Other SCYA Sponsored Seminars**

SCYA conducts seminars of interest to the boating community (public). (Revised 4/03)

### **3.9 Racing Rules 101 (Added 6/03)**

SCYA Racing Rules 101 is an educational program that consists of seminars that present the basic right-of-way-rules in a simple format. The goal is to increase racing participation. Racing Rules 101 is sponsored by SCYA, promoted by each Harbor Association and hosted by individual member yacht clubs.

## 4 SCYA SANCTIONED EVENTS

An SCYA sanctioned event is an event that SCYA approves in one of two ways:

- With a formal agreement by which SCYA adds the event to SCYA's insurance policy.
- Without a formal letter of agreement.

When there is no formal agreement, there is an aura of oversight. Implying that this will be a "good" and "safe" event, exhibiting consistent behavior. It lends credence to an event, and therefore exposes SCYA to some risk. Generally this risk is covered through the Club's general liability policy and a recognized CRO is covered under US Sailing's general policy

The US Sailing Area J championships are conducted by a yacht club selected by the US Sailing Area J Council and/or SCYA. The National Championships are conducted by a yacht club selected by US Sailing. Information for the Area J Championships is distributed by the Area J Council and SCYA. It notifies member clubs of dates, location, and boats to be used. Winners of the Area J Championships are eligible to advance to represent Area J in the US Sailing National Championships.

All competitors, skipper and crew, must be members of US Sailing and an SCYA member club.

The events sanctioned by SCYA are described in this section.

### 4.1 Women's Sailing Convention

The Women's Sailing Convention is an annual event of on-the-water instruction and class seminars for women of all levels of boating experience. It is designed to promote women's sailing, enhance their knowledge of all aspects of the sport, and foster their interest and participation in sailing activities. The convention was founded by Gail Hine in 1989 and is usually scheduled for the first Saturday in February.

### 4.2 The George D. O'Day Trophy (US Singlehanded Sailing Championship)

Competitors must reach their 16th birthday before December 31. In addition to Area J representatives, US Sailing selects one representative from the top finishers in principal single-handed classes to compete in the National Championships. S/C S.A. "Bud" Zucker donated the trophy that is awarded by SCYA to the Area J representative.

### 4.3 The Clifford D. Mallory Cup (US Men's Sailing Championship)

This competition is usually sailed in triple-handed boats. The skipper must be male; the crew can be male or female. Skipper and crew must have reached their 18th birthday before December 31.

### 4.4 The Mrs. Charles Francis Adams Trophy (US Women's Sailing Championship)

This competition is usually sailed in triple-handed boats, but may be larger. Skipper and crew must be female. All but one crew person must have reached their 18th birthday before December 31. The remaining one crew person must have reached her 15th birthday before December 31.

#### **4.5 Prince of Wales Bowl (US Match Racing Championship)**

This competition is usually sailed in triple-handed boats, but may be larger. This is a competition between yacht clubs rather than individuals. No crew member, after being entered or participating in an Area J event, may crew for another yacht club in the same year except as a substitute under the conditions set by US Sailing for the championship.

#### **4.6 Sears Cup, Bemis and Smythe Trophies (US Junior Triplehanded, Doublehanded, and Singlehanded Championships)**

This competition is sailed in triple-handed boats for the Sears Cup, double-handed boats for the Bemis Trophy, and single-handed boats for the Smythe Trophy. Skippers and crew must have reached their 13th but not their 19th birthday before December 31. Once a crew has participated together, no member of that crew may participate on any other boat in this event during the same year.

#### **4.7 The Alter Cup (US Multihull Sailing Championship)**

Two representatives from Area J, one the Area J Champion and the second the champion from a different multihull class, may be invited to compete in the US Sailing National Championships.

#### **4.8 The Brock Trophy (US Offshore Championship for the Lloyd Phoenix Trophy)**

The Brock Trophy is awarded by SCYA to the Area J representative. The Area J representative may be selected by resume if there is no sail-off. That skipper plus a minimum of four crew must have raced together in at least five regattas under IOR, IMS, Americap, PHRF, MORC, Offshore One-Design, Level Class racing, or Portsmouth number rating systems in the current racing season.

## **5 SCYA AWARD PRESENTATION SCHEDULE**

SCYA Awards are presented at General Meetings. The schedule was developed to honor the recipients in a timely manner. Some trophies may be initially presented at the event and re-presented at the indicated SCYA meeting.

### **5.1 January Installation**

The following are presented: (Revised 12/05)

- Warren Ewert Memorial Trophy
- Peggy Slater Memorial Trophy
- Jim Webster Perpetual Trophy
- Club of the Year
- George L. and Kay. B. Fisher Memorial Trophy
- Honorary Commodore
- Commodores Challenge Cup

### **5.2 February (Revised 12/05)**

- One Design Awards
- Andy Gram Olympic Trophy
- Maritime Order of the Golden Key
- Sportsmanship Trophy

### **5.3 April**

The E.E. Manning Series Trophies are presented for the regatta sailed in March.

### **5.4 June**

The Alter Cup (Multihulls) Trophy is presented for the regatta sailed in May

### **5.5 October**

Trophies and recognition are awarded for: (Revised 12/05)

- Old Timers Night (2), if scheduled in October. Otherwise the trophies are presented at the General Meeting during which the Old Timers competition is held.
- Junior/Youth Team Race Champions
- Harold Adams Trophy

### **5.6 November**

Trophies are presented for: (Revised 12/05)

- Transpac Trophy (in odd numbered years)

## 6 SCYA COMMITTEES

The Southern California Yachting Association (SCYA) has a large amount of work to accomplish each year. In addition to the Officers and Directors, it takes committees to accomplish this work. The committees described herein are considered a minimum per SCYA Bylaws. The Commodore shall appoint other committees as necessary to conduct the affairs of the organization. It is not mandatory that all committees be staffed each year.

All SCYA files shall be maintained at the SCYA Service Center.

### 6.1 Appeals Committee

#### **Purpose**

The Appeals Committee decides appeals of decisions of protest committees/juries which are presented to it in accordance with the guidelines published in the SCYA Yearbook.

The SCYA Appeals Committee shall serve as the SCYA "Association Appeals Committee" within the context of Rules 70 and 71 and Appendix F of *The Racing Rules of Sailing* and shall perform the duties described therein for member clubs of SCYA. This committee may also be called upon to serve sailors and organizations not part of SCYA but that are within Area J of US Sailing. (Revised 12/05)

#### **Procedure**

The Committee shall decide, review, log, and track appeals and report status to the Board. It shall insure the publication and distribution of appeals decisions within the SCYA area.

#### **Organization**

The Committee Chairman is appointed by the Commodore and reports to the Vice Commodore.

The Appeals Committee shall be composed of five members. All members shall be certified US Sailing Judges. The Chairman shall be selected from the members of the Committee. Members of the Committee shall serve three-year terms. The terms shall be staggered so that the terms of not more than two members expire in any year. The Chairman shall serve a one-year term. There shall be no limitation on the reappointment of members to this Committee. The Chairman shall serve no more than four consecutive terms

Each year no later than January 15<sup>th</sup>, the Chairman shall nominate/re-nominate individuals to fill expiring terms. These nominations shall be forwarded to the SCYA Board of Directors, and are subject to their approval. Appointees shall take office on notice of approval.

In the event of an unscheduled vacancy on the Committee, the Chairman shall nominate a candidate or candidates to fill the vacancy on an interim basis. This nomination shall be presented to the SCYA Board of Directors for their approval. The term of an interim member shall coincide with the member whose place has been filled.

Each year no later than January 15<sup>th</sup>, the Chairman shall nominate a member of the committee to serve as Chairman for the following year. This nomination, upon approval by the Committee itself, shall be forwarded to the Commodore of SCYA, and is subject to his/her approval.

In the event of a vacancy in the office of Chairman, the vacancy shall be filled from and by agreement among the committee members pending appointment in the manner described above.

Should a member recuse him/herself from participating in a particular appeal, the Appeals Committee may, at their discretion, temporarily replace that member with an otherwise fully qualified Judge from the area.

## **6.2 Audit Committee**

### **Purpose**

The Audit Committee provides verification of the work of the Treasurer in an after-the-fact review. The Committee also provides financial advice throughout the year.

### **Procedure**

In October of each year the Audit Committee shall perform the following tasks:

- Verify reconciliation of bank statements.
- Examine a random selection of checks and trace them to their supporting documentation.
- Review
  - Receipts and disbursements journals
  - Tax returns
  - Systems for internal controls

The Committee shall report findings to the Treasurer and Commodore, and present an annual review to the Board in December.

### **Organization**

The Committee Chairman is appointed by and reports to the Commodore. The Chairman should have a thorough understanding of accounting controls. The Committee may consist of one or more individuals.

## **6.3 Bylaws Committee**

### **Purpose**

Provide expertise to the Board on matters pertaining to updating, changing or rescinding existing SCYA Bylaws.

### **Procedure**

The Bylaws Committee shall review the Bylaws for accuracy, clarity and consistency within the current purpose, goals, objectives, and intent of SCYA. The Committee shall review all determinations adopted by the Board during the year that effect SCYA policy, organization or procedural matters. Any recommended amendments to the Bylaws shall be drafted by this committee and presented to the Board for action.

### **Organization**

The Bylaws Committee shall consist of the Jr. Staff Commodore as Chairman, the Judge Advocate, and the Secretary.

## **6.4 Calendar Committee**

### **Purpose**

The Calendar Committee is responsible for the publication of the annual SCYA Calendar and the preparation of the 2-year calendar which is currently submitted to *Santana* for publication.

### **Procedure**

The Committee oversees the annual compilation of calendar schedules from the five Harbor Associations and other sources as needed. The combined data are used for

publication and distribution of the Calendar throughout Southern California. The Committee obtains information from at least the following sources:

- Harbor Association calendars, including race schedules and opening days
- US Sailing Area J championship events
- Race Management Seminars
- Medical Emergencies Afloat, Safety at Sea, and CPR Seminars
- Newport to Ensenada Race seminars
- SCYA racing events
- SCYA Women's Sailing Convention

The following time line is recommended:

Mid July - Request preliminary calendar information from all Harbor Associations, the US Sailing Area J Director, and the SCYA Fleet Captain.

Early November - Submit a preliminary calendar back to the Harbor Associations and race officials at SCYA member clubs.

November - Concentrate on getting information back.

December - Submit data to the publisher, currently *Santana*. Work with publisher's personnel to resolve problems and finalize the information.

The Committee shall work with the participants to assist the resolution of opening day conflicts between Harbor Associations. Note: Some Harbor Associations may submit race calendar data directly to the publisher with an information copy to SCYA.

#### **Organization**

The Rear Commodore is the Chairman of the Committee. Committee members are appointed by the Rear Commodore. The Committee shall consist of two individuals in addition to the Rear Commodore, one of whom is on the Board.

## **6.5 Club of the Year Committee**

#### **Purpose**

The Club of the Year Committee shall administer the SCYA Club of the Year program. The Club of the Year program is intended to promote Corinthianism in yachting, encourage civic involvement, and reward participation in SCYA activities. The committee is responsible for encouraging the clubs to participate in the program, and for administering the program according to this procedure.

#### **Procedure**

The Club of the Year points accrual schedule is currently November 1st to October 31st, to provide for timely announcements and trophy awards. The Committee performs the following tasks:

- In December of each year provide the criteria to the Commodore of each member club.
- Encourage each club to engage in the program, and to identify a contact person
- Receive documentation from member clubs in support of activities and systematically track club points accrual.
- Provide articles to the boating media such as, *Santana* and the *Log* as well as to the *Searchlight*
- Review the previous year's criteria and bring suggested changes to the Board for approval.
- Advise the Trophy Chair of the winners in sufficient time for trophies to be engraved for awarding at the November meeting.

**Organization**

The Committee Chairman is appointed by the Commodore and reports to the Rear Commodore.

**6.6 Coast Guard and Navy Liaison Committee****Purpose**

The Coast Guard and Navy Liaison Committee insures that SCYA is aware of USCG and USN activities or procedures that might affect SCYA and its member organizations.

**Procedure**

The Committee shall maintain contact with US Coast Guard and US Navy representatives to insure that SCYA is aware of any activities or procedures that might affect SCYA and its member organizations.

**Organization**

The Committee Chairman is appointed by the Commodore and reports to the Vice Commodore.

**6.7 Commodores Cruise Committee****Purpose**

Commodores Cruise Committee, with the Commodore, schedules, coordinates, publicizes and monitors the annual SCYA Commodores Cruise. The cruise is normally scheduled to coincide with the September meeting.

**Procedure**

The Committee, with the Commodore, sets the attendance criteria, invites the Commodores of member clubs, coordinates the event with the host club, coordinates publicity monitors attendance and controls arrivals.

**Organization**

The Committee Chairman is appointed by the Commodore.

**6.8 Radio Communications Committee****Purpose**

The Radio Communications Committee keeps the SCYA Board apprised of activities in maritime communications.

**Procedure**

The Committee reports to the Board concerning activities in maritime communications that affect SCYA member clubs. It proposes recipients for the Marine Order of the Golden Key award, convenes a panel to choose the recipient, invites the recipient to attend the November meeting, and assists the Commodore in the award presentation.

**Organization**

The Committee Chairman is appointed by the Commodore and reports to the Rear Commodore.

**6.9 Harbor Association Liaison Committee****Purpose**

The Harbor Association Liaison Committee provides overall coordination between SCYA and the Harbor Associations.

**Procedure**

The Committee provides the overall coordination for:

- Opening Days
- Race Management and other SCYA-sponsored Seminars

**Organization**

The Committee Chairman is appointed by the Commodore and reports to the Vice Commodore.

## 6.10 Historian

**Purpose**

The Historian is responsible for the collection, inventory, preservation, retrieval and suitable display of the archives, memorabilia and other items of historic significance belonging to SCYA.

**Procedure**

The Historian shall collect items of significance by working directly with the following:

- Service Center
- Old Timers Committee
- Protocol Committee
- Trophy Committee
- Yearbook Committee

The Historian shall investigate and develop a storage facility for SCYA archive material. When a suitable facility is established, the Historian is charged with maintaining and updating the archives.

The Historian shall interface with Historians of other yachting-related organizations and report significant matters of interest to the Board.

**Organization**

The Historian is appointed by the Commodore and reports to the Rear Commodore.

## 6.11 Insurance Committee

**Purpose**

The Insurance Committee shall oversee SCYA insurance needs.

**Procedure**

The Committee is SCYA's primary interface with the insurance companies.

The Committee shall review and evaluate the insurance coverage and premiums for SCYA. It shall make recommendations to the Board based on its reviews. Each year the committee shall submit to the insurance carrier the names and drivers' license information of SCYA volunteers who may use personal vehicles to conduct SCYA business. The SCYA volunteers will include the Officers, Treasurer, Secretary, Midwinters Committee, Trophy Committee, and may include others as deemed appropriate by the Board. (Revised 4/07)

**Organization**

The Committee Chairman is appointed by the Commodore and reports to the Rear Commodore.

## **6.12 Judge Advocate**

### **Purpose**

The Judge Advocate provides counsel to SCYA, its Board of Directors, officers and employees in the conduct of SCYA activities.

### **Procedure**

The Judge Advocate shall advise the Board on legal matters affecting SCYA as requested by the Commodore. The Judge Advocate's duty is owed to SCYA as an entity and not to any individual member, director, officer or employee.

### **Organization**

The Judge Advocate is appointed by and reports to the Commodore. In accordance with the Bylaws, the Judge Advocate is also a member of the Board. It is recommended that the Judge Advocate be a practicing attorney.

## **6.13 Junior Program Liaison Committee**

### **Purpose**

The Junior Program Liaison Committee maintains cognizance of the junior programs within the SCYA area.

### **Procedure**

The Committee keeps the board informed of activities in which SCYA is or could be involved, and recommends ways in which SCYA could support junior sailing programs.

### **Organization**

The Committee Chairman is appointed by the Commodore and reports to the Fleet Captain.

## **6.14 Legislative Committee**

### **Purpose**

The Legislative Committee keeps the Board apprised of legislative activities within the State of California and the nation that may affect California boaters.

### **Procedure**

The Committee promotes dissemination of this information to SCYA constituents, and presents action options to the Board for their consideration.

### **Organization**

The Committee consists of the Recreational Boaters of California (RBOC) Vice President-South, the RBOC President, when that person representing SCYA is elected to serve in the office by the RBOC Board. Other SCYA directors who are directors of RBOC may serve on the Committee. RBOC directors are appointed by the SCYA Board for three-year terms. They may be reappointed to additional three-year terms.

## **6.15 Long Range Planning Committee**

### **Purpose**

The Long Range Planning Committee develops the long range goals and implementation strategies for SCYA.

**Procedure**

The Committee shall prepare long range plans for SCYA, which shall include defining long range goals and developing the strategies for actualization. The Committee shall keep the Board apprised of the status. All plans shall be submitted to the Board of Directors for approval.

The Committee shall continually monitor progress against the plans and shall revise the plans as necessary.

**Organization**

The Committee Chairman shall be elected by the committee members at the committee's first meeting of the year. Committee members shall be the Vice Commodore, Rear Commodore, one Staff Commodore, and two Directors. The Staff Commodore and Directors are appointed by the Commodore, subject to Board approval, and are limited to a two-year term.

**6.16 Media Relations Committee**

**Purpose**

The Media Relations Committee is the public relations arm of SCYA. It keeps the boating public informed about SCYA activities. The Committee prepares news releases and submits them to the media within media deadlines.

**Procedure**

The Committee collects information for news releases from SCYA meetings, interviews with Commodores, Board members and member clubs. The Committee shall take or coordinate the taking of photographs and furnish copies of photos along with news releases when appropriate.

The Committee shall review appropriate publications and update the "news release list" and personal contact names for the Service Center.

**Organization**

The Committee Chairman and an assistant are appointed by the Commodore and report to the Rear Commodore.

**6.17 Membership Committee**

**Purpose**

The Membership Committee receives, tracks, maintains status, and monitors all requests for membership in SCYA. The Committee insures compliance with SCYA Bylaws concerning membership.

**Procedure**

Organizations requesting membership are sent an application, brochure and membership packet. Upon receipt of the application, letters are requested by the applicant in support of its application. The letters are from local member clubs and are sent directly to the Membership Committee. The applicant's documents are reviewed for completeness and accuracy. The applicant is presented to the Membership Committee by the Chairman.

The Membership Committee is convened during a regular Board of Directors meeting. When it is time for Membership Committee business, the Commodore shall turn over the

meeting to the Membership Committee Chairman. The Commodore will recess the Board of Directors meeting and the Chairman will conduct Membership Committee business. After the membership business is completed the meeting is turned back to the Commodore who will reconvene the Board meeting.

After Board approval, final acceptance of new members or member status changes shall be by vote of the general membership.

#### **Organization**

The Committee Chairman is the Rear Commodore. The Committee is composed of the voting Board of Directors.

### **6.18 Merchandise Committee**

#### **Purpose**

The Merchandise Committee shall focus on the development of merchandising as a major profit center for SCYA. This shall be accomplished by supplying merchandise of a maritime nature to the yachting community.

In cooperation with sponsoring SCYA Committees, the Merchandise Committee procures and supplies all merchandise to member Clubs for SCYA sponsored events.

#### **Procedure**

The Committee maintains SCYA merchandise for sale to members and promotes sales at meetings and functions. The Committee directs and runs the merchandise operation.

The Committee determines items suitable for SCYA. It generates ideas for products suitable for marketing without infringing on the traditional domain of member yacht clubs. It develops sources for these commodities and services.

The Chairman reports status of sales and inventory to the Board of Directors. The Committee assists in budget formulation by providing a projection of sales for the next year.

#### **Organization**

The Committee Chairman is appointed by and reports to the Commodore.

### **6.19 Midwinter Regatta Committee**

#### **Purpose**

The Midwinter Regatta Committee administers all aspects of the SCYA Midwinter Regatta. The Midwinter Regatta is a popular annual event conducted simultaneously at a number of selected SCYA member clubs for the mutual enjoyment and benefit of the competitors, host clubs, and SCYA. The Midwinter Regatta Committee is responsible for the overall planning, promotion, execution and wrap-up of the annual SCYA Midwinter Regatta.

#### **Procedure**

The Midwinter Committee is active throughout the entire period following the regatta (normally February) through the following year. Its activities include:

- Interact with the SCYA Board and the relevant SCYA Committees, including One Design, PHRF, Multihull, Trophy, and Sponsorship Committees.
- Establish and administer a budget, a schedule of tasks, and responsibility for their completion.

- Interact with the Harbor Associations, One-Design Fleets, and Handicap Fleets for calendar coordination and to encourage participation. Also consider calendar coordination for the subsequent year when dealing with active fleets that have their own calendar.
- Identify and select qualified Host Clubs. Establish the assignment of the various boat classes to the Host Clubs. Define the Host Club's responsibilities for publicity, merchandise sales, social activities, and sailing events. Make sure that the financial responsibilities are clearly defined per SCYA guidelines.
- Publicize the event, both directly and in coordination with the Host Clubs.
- Define and obtain suitable merchandise for sale to the competitors via the Host Clubs.
- Outline the Trophy requirements. Review the perpetual trophies.
- Hold final briefing meetings with the Host Clubs. Clarify any issues and resolve problems. Issue a contingency heavy weather plan.
- Review Midwinter Committee procedures.
- Identify and select SCYA officials to represent SCYA at the trophy ceremonies. Make them responsible for the trophies.
- Establish a headquarters location for the Committee on race weekend. Collect the race results promptly, and transmit to the media.
- Compile an official report, including a financial summary, participation and race results data, and recommendations for the subsequent year.

### **Organization**

The committee is composed of the following members: the Chairman, the Vice Chairman, the Deputy Vice Chairman, the SCYA One Design Chairman, a Trophy Chairman, a Tee Shirt Chairman, a Publicity Chairman, a Sponsorship Chairman and, as available, a representative from each of the Harbor Associations in which a racing venue is located. Nothing herein shall prevent an individual from serving in more than one position except that the Chairmanship, Vice Chairmanship and the Deputy Vice Chairmanship shall be held by separate individuals. The Deputy Vice Chairman and Vice Chairman are expected to advance from the introductory position of Deputy Vice Chairman to Vice Chairman and then to Chairman. The tours of duty in each post run from the date of one regatta to the next, except that the outgoing Chairman is expected to present his own official report. The Chairman is appointed by the Commodore, and reports on behalf of the Committee to the Vice Commodore. Additionally, the suggested selection of the introductory Deputy Vice Chairman each year shall be ratified by the Board.

## **6.20 Multihull Committee**

### **Purpose**

The Multihull Committee promotes multihull activities within the SCYA area.

### **Procedure**

The Committee maintains cognizance of these activities and keeps the SCYA Board informed.

The Committee advises the Board of possible opportunities for SCYA to support the overall activities and competitions.

The Committee maintains a database of all multihull sailors in the SCYA area and provides mailing lists to the host club of the SCYA Midwinters and US Sailing Area J Alter Trials as well as to any SCYA clubs that request such lists.

The Committee maintains a list of multihull organization Commodores and coordinates the publication of those in the SCYA Yearbook.

The Committee coordinates, with the SCYA Trophy Chair, the awarding and safekeeping of the SCYA perpetual for the US Sailing Area J Championship for the US Sailing Multihull Championship for the Alter Cup.

**Organization**

The Committee Chairman is appointed by the Commodore and reports to the Fleet Captain.

**6.21 Old Timers Night Committee**

**Purpose**

The Old Timers Night Committee is responsible for all work associated with "Old Timers Night."

**Procedure**

The Committee shall schedule, promote, and coordinate the activities of the annual Old Timers Night. For information about the perpetual trophies for Old Timers Night refer to section 2.2.11 of this manual.

**Organization**

The Committee Chairman is appointed by the Commodore.

**6.22 One Design Committee**

**Purpose**

The One Design Committee develops and maintains contact with the one design fleets throughout the SCYA area.

**Procedure**

The Committee is responsible for the coordination of all one design activities within the SCYA area. It administers the annual SCYA "One Design Awards" and advises the Board of award winners. It provides liaison between SCYA and member clubs relating to one design fleets sailing in the respective club's area.

**Organization**

The Committee Chairman is appointed by the Commodore and reports to the Fleet Captain.

**6.23 Opening Day Committee**

**Purpose**

The Opening Day Committee maintains cognizance of each member club's opening day schedule. The Committee may make recommended changes, create and publish the overall schedule. It interfaces with and provides input to the Calendar Committee.

**Procedure**

The Committee contacts each member club and Harbor Association requesting the date of their Opening Day. Upon receipt, the Committee issues a preliminary schedule to the Commodores and Harbor Associations for comment.

The Committee provides the Service Center, Calendar Committee, and Yearbook Committee with a copy of the schedule for distribution and printing in the SCYA Yearbook.

**Organization**

The Committee Chairman is appointed by and reports to the Commodore. The Committee is composed of a Chairman, assistant, and the SCYA Service Center.

**6.24 PHRF Liaison**

**Purpose**

The PHRF Liaison maintains contact with PHRF of Southern California.

**Procedure**

The Liaison keeps the SCYA Board apprised of new requirements and changes that would affect SCYA member clubs.

**Organization**

The PHRF Liaison is the President of the PHRF of Southern California.

**6.25 Portsmouth Handicap Committee**

**Purpose**

The Portsmouth Handicap Committee serves as a resource for SCYA clubs and individuals that race under this handicapping system, and who want a local connection with the US Sailing Portsmouth Numbers Committee. The Committee is responsible for maintaining liaison with the US Sailing Portsmouth Numbers Handicap Committee, and for providing a local source for advice and guidance concerning relevant interpretations, updates and changes.

**Procedure**

The Portsmouth Handicap Committee maintains contact with the US Sailing Portsmouth Numbers Committee Chair and participates in the annual review of the handicapping data to be published by US Sailing in the Portsmouth Yardstick.

The Committee maintains liaison with the multihull and other Southern California handicapping organizations. The Committee assists racers and race committees as requested and helps resolve relevant questions from individuals and race committees

**Organization**

The Committee Chairman may be the West Coast Representative of the US Sailing Portsmouth Numbers Committee. The Committee Chairman is appointed by the Commodore and reports to the Fleet Captain.

**6.26 Policy and Procedures Manual Committee**

**Purpose**

The Policy and Procedures Manual Committee is responsible for updating and publication of the Policy and Procedures Manual.

**Procedure**

The Committee shall review the Policy and Procedures Manual and all determinations adopted by the Board during the year that effect SCYA policy, organization or procedural matters. Any required amendments, additions, or deletions shall be drafted and the

revised manual presented to the Board for approval. It shall publish revisions from time to time.

#### **Organization**

The Committee Chairman is appointed by and reports to the Commodore.

### **6.27 Yachting Protocol Guidelines Committee**

#### **Purpose**

The Chairman of the Yachting Protocol Guidelines Committee is the resident SCYA expert on matters of protocol. The Committee edits, publishes, and markets the SCYA *Yachting Protocol Guidelines*.

#### **Procedure**

The SCYA *Yachting Protocol Guidelines* was first published in 1995. The Committee answers questions on protocol, yachting procedures, dress and practices. When necessary, it investigates answers through literature searches and contact with other yachting organizations that may be specialists regarding the information of interest. Committee tasks include:

- (1) Supervise the marketing and distribution of the SCYA *Yachting Protocol Guidelines* book to SCYA member clubs and members of the yachting community at large.
- (2) Research and investigate existing and changes in yachting protocol.
- (3) Maintain a file of editing suggestions and corrections to the Guidelines.
- (4) Monitor inventory, recommend reorder when appropriate, and supervise editorial changes and printing.
- (5) Provide articles on protocol for the *Searchlight*.
- (6) Provides information on Opening Day protocol.

#### **Organization**

The Committee Chairman is appointed by the Commodore and reports to the Commodore. The committee shall consist of at least two people.

### **6.28 Race Management Committee**

#### **Purpose**

The Race Management Committee shall produce, present and publicize the annual SCYA Race Management seminars in coordination with the Harbor Associations and advise the Board on all matters relating to Race Management.

#### **Procedure**

The Committee shall update presentation materials to reflect the current standards as approved by US Sailing.

The Committee shall present the schedule of seminars for inclusion in the annual SCYA calendar; and keep the Board apprised of actions, attendance, expenses and items appropriate for their interest. It shall obtain approval of all expense items, maintain receipts, and submit to the Board periodically a summary report.

The Committee shall submit a copy of the attendance sheet to the Club of the Year Committee Chairman.

#### **Organization**

The Committee Chairman is appointed by the Commodore and reports to the Vice Commodore. The Committee shall be composed of a Chairman, assistant and the SCYA Service Center.

## **6.29 Safety at Sea Committee**

### **Purpose**

The Safety at Sea Committee shall maintain liaison with the Safety at Sea programs being promoted within the SCYA area by other organizations such as Orange Coast College, the USCG Auxiliary, and US Power Squadron.

### **Procedure**

The Committee shall keep the Board apprised of these efforts and recommend to what degree SCYA can support, publicize, promote and participate in these activities.

### **Organization**

The Committee Chairman is appointed by the Commodore and reports to the Vice Commodore.

## **6.30 Trophy Committee**

### **Purpose**

The Trophy Committee shall keep an accurate accounting of all SCYA trophies, including their location, arrange for the purchase and engraving of all SCYA and "keeper" trophies, and maintain a master list of all Deeds of Gift.

### **Procedure**

Throughout the year the Trophy Committee performs a variety of duties:

- Estimate quantities, order and deliver Midwinter trophies.
- Coordinate Manning Regatta trophies with ABYC and order.
- Collect, clean and polish perpetual trophies prior to their next award.
- Prepare installation awards
- Prepare plaque of appreciation for the outgoing Commodore.
- Respond to requests for special plaques.
- Recommend re-deeding trophies where appropriate.

### **Organization**

The Committee Chairman is appointed by the Commodore and reports to the Vice Commodore. The Committee shall have two or more members.

## **6.31 Web Master Committee**

### **Purpose**

The Web Master Committee shall develop, and maintain an SCYA web site on the Internet for the benefit of SCYA and its member clubs.

### **Procedure**

The Committee shall research, establish requirements, implement, and maintain an SCYA web site.

### **Organization**

The Committee Chairman is appointed by the Commodore and reports to the Rear Commodore.

## 6.32 Women's Sailing Committee

### Purpose

The Women's Sailing Committee is responsible for the overall planning, promotion, execution and wrap-up of the annual SCYA Women's Sailing Convention.

### Procedure

The Committee prepares and oversees publication of two issues of *White Caps and Waves* per year. In addition, it:

- Maintains the mailing list
- Collects relevant articles, information etc. for publication
- Writes, edits and publishes *White Caps and Waves*
- Supplies the mailing list and document to a mailing service to mail

The Annual Women's Sailing Convention requires a great deal of coordination. For the most part it consists of:

- Preparing Press Releases and Announcements
- Setting planning meeting dates
- Preparing a budget
- Planning sub-committee review and selection of souvenir merchandise to be offered. Oversee final merchandise procurement, event-logo ID, delivery and inventory control
- Establishing financial record-keeping
- Enlisting personnel for planning and assignment of subcommittees
- Preparing agendas for meetings
- Preparing recap notes of planning meetings and mailing to planning sub-committee members
- Planning workshop subjects
- Soliciting and coordinating presenters
- Soliciting boats for use by attendees and coordinating their arrival, slips etc.
- Soliciting sponsors
- Coordinating facility services, food, rooms, flowers (centerpieces) etc.
- Acquiring items for raffle and organizing their subsequent presentation
- Preparing and coordinating workshop handouts
- Coordinating with merchandise sales subcommittee, inventory control, sale and delivery of merchandise at convention, post-convention follow up
- Collection and organization of registration materials
- Name tags
- Preparation/publication of event program
- Extensive post-convention follow up of: thank-you letters to sponsors, raffle donators, presenters, coaches, etc., financial accounting
- Periodic demographic sampling of attendees with questionnaire and tabulation of acquired information

### Organization

The Committee Chairman is appointed by the Commodore and reports to the Vice Commodore. The committee shall consist of two or more individuals. One member of the Committee may be a member of the Board of Directors or a Staff Commodore.

## 6.33 Yearbook Committee

### Purpose

The Yearbook Committee, working with the Service Center Administrative Assistant, acts in an advisory capacity for the annual publication of the SCYA Yearbook.

#### **Procedure**

The Yearbook Committee shall work with the Administrative Assistant to secure the following information for the Yearbook:

Member Yacht Clubs - Incoming Bridge information and Club updates.

By-Laws Committee - changes from the previous year

Vice Commodore and Rear Commodore-elect - SCYA Meeting dates

Incoming SCYA Bridge - Organization Chart

Media Relations Committee - Photographs of trophy recipients

Area J Director - Update US Sailing information

Area J Council

Championship representatives

US Sailing certified judges

US Sailing Senior Race Officers

US Sailing Club Race Officers

US Sailing National Officers

SCYA individuals appointed by US Sailing to its committees

#### **Organization**

The Committee Chairman is appointed by and reports to the Commodore. The committee shall consist of two or more individuals. One member of the Committee may be a member of the Board of Directors or a Staff Commodore.

### **6.34 Budget Committee**

#### **Purpose**

The Budget Committee prepares an annual budget for SCYA.

#### **Procedure**

The Committee prepares a suggested budget for the new year in November. It requests input from committees having specific needs (i.e. Women's Sailing Convention, Midwinters). The budget shall be approved by the Board and is presented to the newly-elected officers and Directors at the December meeting.

#### **Organization**

The Committee Chairman is the current Commodore. The committee includes the current Treasurer, Treasurer-elect, Vice Commodore, Rear Commodore, and Rear Commodore-elect.

### **6.35 Sportsmanship Committee**

#### **Purpose**

The Sportsmanship Committee oversees the nomination and selection of the annual winner of the SCYA Sportsmanship Trophy.

#### **Procedure**

The Committee prepares selection criteria, solicits nominations from the Harbor Associations or recognized organizations which are not members of Harbor Associations, and tracks receipt of nominations. It presents to the Board a slate of nominees and recommends potential winners, subject to Board approval. It invites the recipient to attend the appropriate meeting, and assists the Commodore in the award presentation.

#### **Organization**

The Committee Chairman is appointed by the Commodore and reports to the Vice Commodore.

### **6.36 Community Sailing Committee**

#### **Purpose**

The Community Sailing Committee acts as SCYA liaison with community sailing programs in the SCYA area which foster education and training.

#### **Procedure**

The Committee maintains contact with community sailing programs, keeps the Board apprised of these efforts, and recommends to what degree SCYA can support, publicize, promote and participate in these activities.

#### **Organization**

The Committee Chairman is appointed by the Commodore and reports to the Vice Commodore.

### **6.37 Programs Committee**

#### **Purpose**

The Programs Committee organizes programs that are of interest to SCYA member clubs. The programs are presented at the monthly SCYA General Meetings.

#### **Procedure**

The Committee consults with the Commodore to select appropriate topics and speakers for general meetings and makes all arrangements for the programs with the assistance of the Port Captain.

#### **Organization**

The Committee Chairman is appointed by and reports to the Commodore.

### **6.38 Sailors with Special Needs Committee**

#### **Purpose**

The Sailors with Special Needs Committee acts as SCYA liaison with disabled sailor programs and associations in the SCYA area which foster education, training, and regattas.

#### **Procedure**

The Committee maintains contact with disabled sailing programs, keeps the Board apprised of these efforts, and recommends to what degree SCYA can support, publicize, promote and participate in these activities.

#### **Organization**

The Committee Chairman is appointed by the Commodore and reports to the Vice Commodore.

### **6.39 Sponsorship Committee**

#### **Purpose**

The Sponsorship Committee solicits sponsors for SCYA events such as the Midwinter Regatta.

**Procedure**

The Committee may work independently or through a sports marketing firm. Any contracts with a marketing firm and with sponsors themselves shall be approved by the Board. Sponsorship may be financial or in-kind.

**Organization**

The Committee Chairman is appointed by and reports to the Commodore.

**6.40 Medical Emergencies Afloat (MEA) Committee****Purpose**

The MEA Committee organizes and presents one or more SCYA seminars annually concerning medical emergencies that may occur while boating.

**Procedure**

The Committee develops the curriculum for MEA seminars, prepares seminar hand-outs, and works with host site representatives to identify local presenters and the logistics of each seminar as well as seminar publicity. There are usually two seminars held each year in Harbor areas selected by the Chairman. The Committee solicits input from the Board concerning seminar locations.

**Organization**

The Committee Chairman is the Fleet Surgeon and an assistant who are appointed by and report to the Commodore.

**6.41 Race Coordination, Race Challenge, Youth Sailing Committee****Purpose**

The Committee coordinates SCYA sailboat racing events such as the Manning Regatta, Commodores Challenge Trophy Regatta, Junior Team Race Championship regatta for the Harold Adams Trophy, and St. Francis Yacht Club Nagy Qualifier. When new events are established, they become part of this Committee's responsibility.

**Procedure**

The Committee solicits venues, works with club Principal Race Officers and SCYA's Trophy Committee, and tracks the location of perpetual trophies.

**Organization**

The Committee Chairman is appointed by and reports to the Commodore. Two additional individuals can serve on this Committee. They are also appointed by the Commodore from the SCYA Board.

**6.42 Nominating Committee**

The purpose, procedures, and organization of the Nominating Committee are described in Bylaws Article 7, Section 7.3.

## **7 YACHT CLUB OF THE YEAR (Replaced 4/07)**

The Southern California Yachting Association (SCYA) sponsors a **“Yacht Club of the Year”** program for Member Clubs. The purpose of this award program is to promote Corinthian Spirit in yachting, foster the exchange of information among yacht clubs, encourage civic involvement and reward participation in SCYA activities.

### **7.1 Trophies**

There are three perpetual Trophies, one for each of the SCYA membership categories:

- Senior Membership
- Regular Membership
- Associate Membership

Each year the trophy is awarded to the club with the most points in the categories throughout the year. The clubs awarded the Trophies are selected by the Club of the Year Committee Chair based on the criteria described below. Points are accumulated from November 1st to October 31st of each year. The criteria may change year-to-year and shall be posted on the SCYA web site.

The COY Committee is the final authority to determine that criteria have been met.

### **7.2 Club Coordinator**

Each Club is encouraged to appoint a coordinator and notify the Club of the Year Committee of the coordinator's name and means of contact as that person will be the focal point for information flow to and from the COY Committee.

### **7.3 Criteria**

The specific criteria to determine the **“Yacht Club of the Year,”** criteria objectives, points allotted to each, and supporting data submission requirements are listed on SCYA's web site, [www.scya.org](http://www.scya.org), and may be updated annually upon Board approval. The general criteria, which may also be changed on Board approval, are:

**Corinthianism in Yachting**  
**Participation in the Midwinter Regatta**  
**Hosting an Active Junior Program**  
**Hosting Championship Caliber Regattas**  
**Club Racing Program**  
**Club Cruising Program**  
**Civic Involvement**  
**Charitable Activity**  
**Community Service**  
**SCYA Participation:**  
    **SCYA Meeting Attendance**  
    **SCYA Seminar**  
    **Yachting Association Membership**  
    **Dues and Yearbook Submission**  
    **Recreational Boaters of California Support**  
**Tie breaker**

## **APPENDIX A – DEEDS OF GIFT**

Typically trophies are donated to reward people or organizations for specific accomplishments. The trophy is given to SCYA using a Deed of Gift, an instrument containing the legal transfer, bargain and contract of ownership of the trophy.

The Deeds of Gift for the trophies owned and awarded by SCYA are maintained at the SCYA Service Center where they can be reviewed as needed.