

## **DOCK MEETING PROCEDURE – How Dock Slips are assigned.**

### **OVERVIEW:**

The Dock Seniority List is posted on the Website (most current version) and at the club. Every Member is entitled to One Slip and/or Jet Ski, assigned by their number on the Dock Seniority List. Any member can decide to request a boat slip. If there is an available slip, and the members boat fits the criteria, a slip will be assigned by the Fleet Captain at the meeting.

### **NHYC DOCK SENIORITY LIST**

The New Hamburg Yacht Club Membership Roster is not the same as the NHYC Dock Seniority List. The Dock Seniority List is carried over from Year to Year and is maintained by the Fleet Captain and/or his designee.

### **HOW TO GET ON THE DOCK SENIORITY LIST**

Two forms need to be filled out – both of which can be found on the Club Website:

- Members who are seeking a boat slip for the first time need to complete the following form and hand it to the Fleet Captain and/or his designee:
  - *NHYC Dock Waiting List Application*
- Members who have a PERMANENT Boat Slip **MUST** fill out the following form EVERY Year in order to receive the required sticker that must be posted on the vessel:
  - *NHYC Dock Agreement – Must also include:*
    - *Copy of Current Registration*
    - *Copy of Insurance Policy*
    - *Signed Copy of the NHYC Dock Agreement*

Members who filled out an NHYC Dock Waiting List Application and hand it in to the Fleet Captain and/or his designee will have the date added to the top of their Application and then be added to the Dock Waiting List in the order it was received. If more than one application is received on a given night, then the applications will be numbered in the order they were received.

### **HOW TO SELECT A SLIP**

Members **MUST** attend the annual Dock Meeting, generally held on the last Saturday in April, in order to have an opportunity to select a Dock Slip. This will be the only time each year that Members will have the opportunity to select a dock slip. Jet Ski Docks will follow the same process as the Regular Dock Selection Process.

If a Member cannot attend this meeting, they **MUST** send a written letter or e-mail informing the Fleet Captain and/or his designee the name of the person who will be speaking for the member. Only this person will be allowed to speak for the member.

## THE ANNUAL MEETING

The Annual Meeting is run by the Fleet Captain along with a team selected by the Fleet Captain that contains the Financial Secretary, Dock Captains and anyone else that the Fleet Captain determines is needed to allow the meeting to run smoothly.

### REQUIREMENTS:

Members who have a PERMANENT slip\*, requesting a slip for the first time or are FLOATING must:

- Attend the Annual Meeting, \* (Current PERMANENT Slip Holders only need to attend if you wish to change your slip).
- Have all required paperwork completed.
- Have a Boat with the correct Registered Boat Length for the Slip – All Slips are marked on the Dock Map with MINIMUM/MAXIMUM length requirements.
- Once you receive your Slip please see the Financial Secretary to pay or be billed for your slip.
  - All Payments and Fees are listed in the Dock Application Forms.

All members or their designee who attend the meeting **MUST** sign the SIGN IN sheet. This sheet will be used to call members who to change their slips or get a new slip. Failure to sign this sheet will mean that you will not be called during this meeting. This list is used to call members up to select slips.

Only names that have signed the Sign In sheet will be called.

### HOW THE MEETING WILL BE RUN

Names will be called in Seniority Order and each member will have the opportunity to see what slips are available to be selected. An Announcement is made to the people in attendance as to who is being called up and what their current slip is. They will have the opportunity to select a new slip or stay with their current slip. Once that person has selected a slip, the Dock Map will be immediately updated and recorded with one of the Dock Captains and, if the boat length has increased/decreased – an adjustment will be made with the Financial Secretary for the correct financial charge.

Once the slip is selected,

- An adjustment for the slip will need to be paid if there is a change in length of your boat
- If the slip assignment is new – you will need to see the financial Secretary to pay for the slip at the meeting or be billed.
- The Dock Paperwork will need to be handed to a Fleet Captain for review.
- If all paperwork checks out – you will receive a current year sticker which needs to be displayed on your vessel in the harbor.

## **SELECTING A DOCK SLIP:**

The Dock Meeting is held in 3 Phases as follows:

### **PHASE 1**

Seniority List 1<sup>st</sup>

Members who currently have a Dock Slip will be called in order of Seniority Starting from #1 until all current Members have been called and selected their slip.

If a Member has selected a slip, and a more desirable slip opens up further in the process, they will be able to step up and have the opportunity to reselect a slip once the current member is finished.

### **PHASE 2**

Dock Waiting List 2<sup>nd</sup>

Once the Seniority List has been satisfied, Members on the Dock Waiting List will have the opportunity to move over to the PERMANENT Seniority List, filling all remaining vacancies. Once all Vacancies are filled, the Dock Waiting List will be reset.

### **PHASE 3**

Any Remaining Members who need to 'Float' their boat will then be offered a 'temporary' slip for that season.

This last portion of the meeting takes into account several factors:

- Any Member who has a PERMANENT slip whose boat does not currently fit into their slip.
- Any Member on the Waiting List who does not have a slip and wishes to 'Float;' their boat for the season.
- Slips will be assigned at this level based on several factors but primarily size of boat

## **FLOATING SLIPS**

A FLOATING Slip is a slip that has been assigned to you by the Fleet Captain. This is not a PERMANENT slip and you may be required to move your boat during the season.

Members who are FLOATING in a slip may be required to move from that slip with 48 hours' notice if the Member who owns that slip is going to put their boat into the water. The Fleet Captain will notify you and relocate you to another slip. If you are FLOATING in a slip this year, that does not mean that you will be FLOATING into the same slip next year.

## **ADDITIONAL SLIPS**

Should there be any unclaimed slips after the meeting has concluded, and both the SENIORITY and DOCK WAITING LIST have been satisfied, then members have an option to select a second slip for their boat or Jet Ski provided that there is still one available for the current season as a FLOATING slip.

## **RECONCILIATION**

Once All Docks have been selected, and all three phases of the meeting have concluded, the Dock Meeting Team will reconcile the Dock Seniority list to ensure the accuracy of the Paper Map and Electronic List. Once the Accuracy has been determined to be 100% correct, The Fleet Captain, the Persons responsible for the Paper and Electronic Maps/Lists will sign the final Original copy of the Dock Map for the current year. This will be posted on the bulletin board and on the Club Website. This will be the official record for the year.