



**GALLIPOLIS BOAT
CLUB**

MEMBER HANDBOOK

APRIL 2013

WELCOME ABOARD

The Commodore, Vice Commodore, Board of Directors (Dock master) and all of our club members would like to welcome you, your families and guests to the Gallipolis Boat Club.

This booklet contains important information about Boat Club policies, procedures and rules. These policies, procedures and rules are general guidelines for the conduct and behavior of all members, guests and visitors. They are not all inclusive and may be changed as necessary based on general consensus and necessity.

The club is open from April to October for the boating season depending on current weather and river conditions. These dates may be extended or shortened for safety reasons based on approval of the Board of Directors. During the boating season our club offers several functions for all to enjoy, from a Luau to the Annual Bean Dinner. Activities feature great food, music, etc. We encourage everyone to attend with only one requirement... ENJOY!!

For the most up to date information about the Gallipolis Boat Club, upcoming events and meetings please check our web site.

www.gallipolisboatclub.org

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ORGANIZATION

The Gallipolis Boat Club Inc. is a non-profit corporation organized in the fall of 1950. Since then the club has grown significantly. Our scope is to organize and maintain a club that promotes safety and recreation in boating. We also want to provide an opportunity for social entertainment and amusement for the members, families and guests. The Directors of the club will make all necessary decisions to keep these goals a reality.

The club is located at: 111 Vine St.
 Gallipolis, OH 45631
 740-446-3262
 www.gallipolisboatclub.Org

By water, we are located 4 tenths of a mile up the Chickamauga Creek at mile marker 273 on the Ohio River.

Our membership includes new boaters and river pioneers with a vast array of boating knowledge and experience. They come from all parts of Ohio and West Virginia. Weather you are a novice or a pro, own a large or small boat, houseboat, sailboat, cruiser, jet ski... we can accommodate you.

The club has a current capacity of 6 docks with 142 slips and 8 privately owned boat houses. Two of the

docks are covered and all have electric and water hook ups. For security we have dusk till dawn lighting and a full time Dock Master.

The club also offers: Ethanol Free Marine Fuel, oil, ice, wearing apparel and other items. Clean restrooms with showers, trailer storage, picnic areas, gas grills, trash collection, dry camping, boat launch ramp and plenty of parking.

BOARD OF DIRECTORS

The club is governed by nine Directors. Seven are elected by the general membership at the annual meeting with four being voted on at one meeting and three at the next annual meeting. They are elected for two years and may be re-elected twice. The Secretary-Treasurer and Dockmaster are paid employees of the club and are permanent non-voting members of the board. The Commodore and Vice Commodore are elected to a one year term by the seven elected board members. The Commodore is the Chief Executive Officer and is in charge of all operations. He/she is the supervisor of all paid employees and must be present at all meetings (may be delegated to The Vice Commodore). The Vice Commodore will take charge of The Commodores

responsibilities if he/she can no longer fulfill the responsibilities of that office. Any member is eligible for election to the board by submitting their name in writing or by being nominated from the floor at the meeting. The Board of Directors have the authority to replace any director by a majority vote of the elected directors. Board members must follow member handbook and have no special privileges

MEETINGS

ANNUAL / SPECIAL / MONTHLY

All our club meetings are governed according to Roberts Rule of Order. At all annual or special meetings a quorum must be present (a quorum constitutes 20% of current membership). The monthly meetings require 4 Board of Directors to be present for a quorum.

The annual meeting is to be held at a public place in close proximity of the club. The meeting location, date and time will be set by the Board of Directors.

Special meetings may be called by the Board of Directors or any 10 members. A written notice must be sent to the membership within 5 days of the meeting. A date, time and place will be specified in the notice.

The monthly club meetings are held on the 2nd Saturday of the every month. Location is generally at the club picnic area. In case of inclement weather an alternate location will be set and members notified of the change.

In the event that a quorum is not established at any of the meetings, The Commodore will reschedule for the earliest possible date and time.

Each membership has the right and shall be allowed to cast 1 vote. Voting may be in person or by response to a letter ballot circulated by the Board of Directors. An exception would be when electing the Board of Directors. Proxies or private letters will not be allowed for this purpose.

ORDER OF BUSINESS

Unless the regulations are suspended by a majority of the members present at any meeting, the order of business at all meetings is to be as follows:

Call to Order

Membership Participation

- The reading of the minutes of the last general or annual meeting
- Report of Finances
- Report of the Board of Directors
- Reading of committee reports
- Unfinished business
- Election of Directors (if in order at the meeting)
- New or miscellaneous business
- Adjournment

SECRETARY-TREASURER

The Secretary-Treasurer is a paid employee of the boat club. He/She is to keep all records of membership, send out notice of the annual meeting, record and preserve minutes of meetings. He/she will be the custodian of all funds and record keeping

property of the club. Accounting for the same at the annual meeting and when asked to do so by the Board of Directors. All money is to be deposited in a local bank that is approved by the Board of Directors. All bills over \$200.00 shall be paid after approval of the Secretary-Treasurer and two Directors. Commitments for more than \$10,000.00, hiring or subcontracting extra help other than occasional labor must be approved by the membership before said commitment is finalized. On the expiration of his/her term, all funds and record keeping property of this club will be turned over to their successor or Board of Directors. A thorough review shall be made at least once a year by a qualified person appointed by the Commodore.

DOCKMASTER

The Dockmaster is a paid employee of the boat club. He/she is the facility manager. This position comes with the responsibility and authority to operate the facility and direct its members, provide a safe environment and maintain the club property. Routine duties include but not limited to: Fuel and retail product sales, minor maintenance, security/surveillance and enforcement of club rules. The Dockmaster has the responsibility of being the

ambassador and teacher in order to make membership pleasant. With those broad responsibilities, the Board of Directors has given the Dockmaster complete authority (within the guidelines of club policies and procedures) over the operation of the club and its members. This allows him/her to make decisions without delay. In the event of a disagreement with a decision made by the Dockmaster, that cannot be resolved, the member may appeal it to the board.

MEMBERSHIP / CO-MEMBERS

The Gallipolis Boat Club invites prospective members to join the club through current advertising and/or current member sponsorship. After completing the application, a review of the prospective member is made by the board. A recommendation for membership is made to accept or reject the applicant.

Membership is recorded in the name of 1 adult family member. It covers their respective spouse and children up to 18 years old. Individuals not meeting this criterion will be considered guests. If they use the club regularly we encourage them to seek formal membership.

In the case of joint or multiple ownership of a boat (other than dependent family members), all shall apply for separate membership.

In order to have a successful organization, consistent participation by the members is necessary. All members are encouraged to contribute time and effort to benefit to club. There are many jobs that must be done throughout the year. Some of these jobs are physically demanding and dirty. Other jobs require time to plan and coordinate. Input and ideas that benefit the club are always welcome and will be considered. Through member participation we can also keep operating costs down. What ever your individual strengths are, we encourage all members to participate and help our club grow strong.

CLUB DUES

The club provides maximum service at minimum cost. The largest source of revenue is from dues and dockage fees. Payments must be made promptly to maintain the clubs operating cash flow. Membership fees, dockage and payment dates will be determined by the Board of Directors for the next boating season starting on October 1st (beginning of fiscal year). This decision will be made before December 31st of the

same calendar year. An increase of up to 10% may be applied. Anything higher must be voted on at the annual meeting by the membership.

- Invoices will be mailed in November unless otherwise directed by the Board of Directors. In such a case members will be notified of the directed changes.
- Payments in full must be received or postmarked no later than 15 days prior to opening day so that dockage assignments can be ready for opening day.
- Invoices not paid in full will be assessed a 10% penalty and dockage assignment will be forfeited.
- After opening day, members who have not paid in full will be dropped from the club roster and must reapply for membership. If accepted, applicants must pay an initiation fee and begin seniority from the date of acceptance.
- There will be no refunds on dues and dockage after opening day
- Members who default on payment beyond 30 days of due date may have their boat removed from the water, and placed on land at the members expense and risk. Assigned dockage will be lost.

DOCK ASSIGNMENT

A member may wish to change his/her assigned dock/slip. A new member may also request a specific dock/slip. The requested dock/slip must be unoccupied. To receive or seek an assignment or reassignment the member must send a completed request in a timely manner to The Commodore before opening day. A list will be generated for the upcoming season. Requests not granted must be renewed before next boating season. As requested docks/slips become available, priority will be given as follows:

- Any member that has to relocate for any reason not of his/her own doing will have the first choice at any opening of the same type they occupied before.
- The member who has the most consecutive paid seasons of dockage beginning with the most recent and counting back.
- In case of a tie, the number consecutive years of membership starting with the most current and counting back.

The opening day list will be posted at the fuel dock during the season. If you request reassignment or assignment after opening day, a secondary list will be generated and maintained on first come, first serve

basis. Consideration for these requests will be applied after the first list is exhausted. The Board of Directors, through the Dockmaster reserves the right to approve or deny any request based on safety considerations.

FUEL DOCK

The fuel dock (gas house) is open for normal business on Tuesday through Sunday from 9AM or 10 AM to 7PM. Transits and emergency fuel requirements will be accommodated at all times if possible. Payment is due in full at time of purchase. Cash, approved checks and credit cards are accepted. An additional fee will be applied to credit card purchases.

NO SMOKING IN OR AROUND THE GAS HOUSE

The club telephone and marine band radio is located in the gas house and normally monitored by the Dockmaster. However, the Dockmaster has many other responsibilities and cannot be available to answer calls all the time. Please leave a message and someone will respond in a timely manner. Emergency calls/messages will be passed on as quickly as possible. Please keep in mind that the club is not responsible for such calls/messages not reaching

members promptly, especially when members are away from their boats or slips.

PROPER FUELING PROCEDURES

Proper fueling procedures are very important in preventing onboard fires. Gasoline vapors are heavier than air and can spread rapidly into enclosed spaces. You should check the bilges and all closed compartments for gasoline vapors. The sniff test is the most effective method for detecting fuel leaks. When fueling regardless of who or how many boats are waiting take your time and follow these steps.

- Extinguish all cigarettes and open flame before approaching the gas house.
- Secure your boat to the dock so there is no movement.
- Switch off engine(s) and all electrical switches.
- Close all hatches, doors and ports to keep gasoline vapors from entering your boat.
- Make certain all passengers are off the boat.
- Fuel your boat and avoid spills. Monitor the nozzle at all times.
- Do not overfill.
- Wipe up all spillage.
- Open hatches, doors and ports to ventilate.

- Turn blower on for a minimum of 4 minutes.
- Do the sniff test.
- Start engine(s).
- Re-board passengers.
- Untie from the dock and cast off.

SHORE OPERATIONS

All guests and visitors are required to register with the Dockmaster at the time of arrival. They must abide by the club rules and regulations during their stay. If a club member's arrival is delayed, the member may notify the Dockmaster by phone of guests they have coming to enjoy the club facilities. Without the members authorization guests will not be allowed to stay on club property.

- **Visitor:** A non-member using the club facilities on a temporary basis.
- **Guest:** A member's friend or relative using the club facilities on a temporary basis.

Members will be responsible for the conduct of their guests and should advise their guests of the club rules pertaining to them. Any uncooperative guest or visitor will be asked to leave the premises.

Each member must take an active role in maintaining surveillance at the club. If you see a stranger wondering around, a vehicle driving around or anything suspicious, get a license number and immediately inform the Dockmaster or a board member. For your own safety **DO NOT GET INVOLVED PERSONALLY**. Let the Dockmaster handle these situations. The Board of Directors can and will prosecute if trespassers are caught for vandalism, theft or destruction to club property.

The restrooms/showers are maintained for the exclusive use of club members, guests and visitors. No animals are permitted in the restrooms/showers except for the impaired.

Parking is only permitted in designated areas. There is **ABSOLUTELY NO PARKING** in the fire lane. Due to safety and congestion considerations, speed is limited to 5 miles per hour or less on boat club property. Reckless operation of vehicles will result in disciplinary actions. Members, guests and visitors that will be gone for an extended period of time are required to notify the Dockmaster. They should also leave a set of keys behind in case their vehicle must be moved for safety reasons such as high water, fire, etc. Should a vehicle need to be moved and keys are not left behind, it will be moved at the owner's

expense. The Gallipolis Boat Club assumes no responsibility for this action.

Members who use the club's property, such as pumps, battery charger, high pressure sprayer, adapters, etc... are required to return the items promptly after use and in the same condition as received.

Safety stations are located on each dock. Each station is equipped with an all-purpose fire extinguisher, life ring with rope and a shepherd's hook. Familiarize yourself with their locations for faster response time in the event of an emergency. A 110 volt bilge pump is available at the gas house for emergency pump out. The club's marine radio is located at the gas house and is monitored on channel 16. If a call is made to the club base and not answered by the Dockmaster, any member who hears the call can respond.

BOAT OPERATIONS

Each member is responsible for safe and courteous boat operation. Knowing how to operate in varying conditions is a part of good seamanship. Keep in mind the rules and proper courtesies of boating.

- When leaving your slip, the boat must move slowly.

- All dock channels must yield the right of way to the main channel.
- Movement in the club basin and Chickamauga Creek is restricted to **NO WAKE and/or IDLE SPEED**. Wakes are not only hazardous but contribute to shoaling and bank erosion. Watch your wake. Boats on shore or rafted together are susceptible to damage from large wakes. If your wake is too big reduce your speed. You are responsible for damage caused by your wake.
- The first boat in the channel has the right of way. Small runabouts and cruisers should give houseboats and larger cruisers a wide berth in the channel.
- Keep clear of skiers. Don't trail or operate near skiers.
- Stay away from Tow Boats and Barges. They need lots of room. They leave large wakes in their path and the suction in the rollers (waves) can easily capsize a smaller craft. Do not stop or ski in the path of these large boats. It takes approximately one quarter of a mile at full reverse to stop a Tow Boat or Barge. Should an emergency arise and you find yourself caught or disabled in the path of a Tow Boat or Barge get help immediately. Let your presence be known by radio, flare or distress flag.

- Stay away from locks and dams, unless you intend to lock through. If you do lock through, be prepared and know the procedures. If in doubt ask for assistance.
- Do not drink and operate a boat. The leading cause of all boating accidents is alcohol related. Remember, the same alcohol laws apply to the river as does on land.

SELLING BOATS

The assigned dock/slip cannot be sold or bought as a part of the sale of the boat. Dockage remains assigned to the member unless he/she requests a refund. Refund requests must be in writing and turned in before opening day. Requests will not be considered after opening day. Once a boat is sold, the new member must follow established dockage assignment policies and procedures. Membership in the club cannot be bought or sold as a provision of the sale of the boat. The new member must follow established membership policies and procedures. If a member purchases a part ownership in another member's boat, the buyer must show proof of co-ownership by submitting a copy of the boat license/registration to The Commodore. Further, should the co-owner buy

the remaining interest in the boat he/she must qualify for that particular dock/slip by going through established dockage assignment policies and procedures. This is directed at maintaining the integrity of the assignment procedures.

WINTER STORAGE

The Boat Club offers winter storage for boats. Winter storage fees will be applied and electricity will be provided. All other amenities will be discontinued during the off-season. An electric meter will be provided and read monthly. Electric usage will be billed monthly. The club is not responsible for any property left after closing day without any type of prior arrangements made. The club reserves the right to order all property left after closing day, to be removed at the owner's expense.

CAMPING

All members, guests and visitors are welcome to take advantage of our space made available for dry camping (no electric, water or sewage). The

Dockmaster will assign an area for you to park and explain the fees. Campers may use all the club facilities and can stay a maximum of 14 days or longer if additional time is needed with prior approval of the Board of Directors or Dockmaster. Before checking out with the Dockmaster please make sure your assigned area is clean of all trash and debris.

RULES

Rules governing the conduct and privileges of members may be changed or amended when deemed necessary by The Board of Directors. All changes will be posted on the docks and the membership will be notified in writing within 30 days.

1. Boats must be operated in the channel and basin at **NO WAKE** speed.
2. Boats must stay to the right side of the channel when passing oncoming boats. Overtaking and passing is not permitted in the channel.
3. Boats must stay to the right side of the channel at its mouth, if entering should cause a passing problem with boats in the channel. After the channel clears, then the waiting boat may proceed up the channel.

4. Any damage to **No Wake** or **Channel Markers** is to be reported to the Dockmaster. Intentionally damaging signs, buoys and/or markers is prohibited.
5. Bicycles, motorized vehicles/motorcycles and skateboards are not to be rode on the docks or fingers, with the exception of motorized wheel chairs.
6. Bicycles, motorized vehicles/motorcycles, jet skis, motorized surfboards, etc. are not to be stored on the docks or fingers. All docks must be kept clear of electric cords, ropes, etc. Hoses must be kept hanging at the edge. Dock boxes must not be larger then 1/2 of the finger width of the dock, and upon agreement of both members using that finger.
7. Animals/pets are not permitted to run at large or be a nuisance. Animals/pets must be kept on the owner's boat or on a leash under supervision in the areas designated for pets.
8. Open fires and charcoal burners may not be used on boats at the docks. They may be used in the parking lot or picnic areas. Electric and propane grills are permitted when used on boats at the docks. Propane grills may be used on the patio area in a area approved by the Dockmaster.

9. Fueling of boats may only be done at the Gas House. Fuel must be dispensed into an approved marine type fuel tank. Fueling boats in the parking lot, from shore or on the docks is strictly prohibited.

- Boats equipped with a diesel engine(s) will tie off at the dock by the launch ramp. This will allow the diesel tanker access to the boat. This is the only exception to fueling from the shore.
- For maintenance purposes only: If old gas has to be drained from a boat and fresh gas put in, then only enough gas may be refilled to get engine running and boat to the gas house. This must be done at the launch ramp area

Both of the above mentioned situations require that the Dockmaster be notified prior to any actions. A minimum of 2 fire extinguishers must be out on the dock and readily available in case of an emergency. The member assumes all liability for any and all damages resulting from spills and/or fires.

10. Storage of gasoline or other combustible materials including use or storage of kerosene heaters shall not be permitted in boats, boat houses or on the docks.

11. Oil, oil/gasoline soaked rags and other combustible materials must be disposed of properly and promptly. See the Dockmaster for instructions and guidelines if necessary.
12. All garbage must be deposited in the trash receptacles provided. Use cigarette receptacles provided and don't flick butts in the water or on the ground. Recycle bins have been provide for cans and plastic, this is located by the main dumpster please use them, we all benefit from recycling.
13. All boats must be wired in a manner consistent with current electrical codes and must be in compliance before connecting to dock receptacles. Boats not in compliance with current electrical codes will not be allowed to use electrical receptacles. Tampering with electrical boxes or receptacles is strictly prohibited. High amperage equipment such as refrigerators, heaters and air conditioners must be reported and are subject to additional charges. Warm or hot plugs must be reported immediately to the Dockmaster .Shore cords when unplugged from the boat shall be unplugged from the receptacle on dock also
14. Sitting on or boarding any boat without the owners permission is prohibited. The only

exception is in case of an emergency (boat taking on water or a fire).

15. Boats may be driven by other members or qualified mechanics test driving a boat. The Dockmaster must be notified that permission was granted and that the proper insurance is in place. The actual member/owner of the boat assumes all liability.
16. Loud playing of music, television sets or other electrical devices is prohibited between the hours of 12:00 PM (midnight) and 9:00 AM.
17. Chairs and coolers must be arranged to allow room for others to pass safely. The docks must also be clear for emergency services (EMS, Fire Department or Police) to be able to respond to whatever the emergency might be.
18. There is to be nothing attached to the docks or fingers that may cause damage such as rot or deterioration of the wood. Any additions or modifications must have prior Board approval.
19. Boisterous behavior, profanity, nudity, drunkenness, the use of illegal drugs or any other type of unacceptable social behavior is not permitted on club property.
20. Any behavior that threatens or endangers a person or their property is strictly prohibited. In the event of physical violence of any type, the police will be called. This will result in an

immediate suspension until the Board of Directors can make a decision on the proper course of action. This can range from reinstatement of club privileges to expulsion from the club with no refund. Criminal charges can and may be filed depending on the severity of the offense.

21. Visitors using the launch ramp must register with the Dockmaster and pay a launching fee.
22. Visitors must use the slip assigned to them by the Dockmaster. Members may not lend their slip to non-members.
23. Overnight visitors and guests must register with the Dockmaster.
24. Only members, guests or registered visitors are permitted on club property. (parking lot, shower building, camping area or the docks)
25. Trailers must be parked in the designated area as soon as possible after launching. Owners ID must be on the trailer. If a trailer is to be left in the trailer parking area for an extended length of time, the Dockmaster must approve it and a fee will be charged. Any unauthorized trailer in the parking area will be towed at the owner's expense.
26. Reckless driving or parking in the fire lane is prohibited. All vehicles in the fire lane will be

towed at the owner's expense. Please park only in the designated parking areas.

27. Any person on The Gallipolis Boat Club property with no evidence of membership, visitors not properly signed in or the Dockmaster not being informed of guests by the member, will be considered trespassers and asked to leave.
28. The Dockmaster is the direct representative of The Commodore and the Board of Directors and is responsible for the enforcement of all club rules and regulations. Where published rules do not cover a specific problem The Dockmasters determination will be final.
29. Members, guests and visitors agree to use the Gallipolis Boat Club's facilities at their own risk and hold the Boat Club blameless in the event of an accident, injury, death, etc. even though caused by acts of the Boat Club, it's Executive Committee or paid employees.
30. Members will be held responsible for familiarizing themselves with the membership handbook. Familiarizing themselves with the handbook will help promote a positive boating experience.

DICIPLINARY ACTIONS

The rules, regulations and policies of The Gallipolis Boat Club shall be followed by all members. Disobedience, disregard and violating any of the Club's established rules, regulations and policies can and will result in suspension or expulsion from the Club. The Dockmaster and the Board of Directors will attempt to resolve all problems promptly.

If a rule is violated a letter will be sent to the member explaining the infraction. Repeated violations of the same rule or multiple infractions or letters will be cause for the Board of Directors to suspend or expel the member.

Failure to pay dues, fees, disrespect for the Club or its members and conduct unbecoming a member will be cause for the Board of Directors to suspend or expel violators.

Any physical contact and endangering a person's life or property will be cause for immediate suspension. Depending on the severity of the violation the police will be called and criminal charges can and will be filed. The member will stay suspended and not allowed back on Club property until the next Board meeting. At that time the case will be reviewed and voted on.

A written notice will be mailed to the member stating the reason for the possible suspension or expulsion, the place, date and time of the next meeting of the Board of Directors. The notice will be mailed to the member's last known address 5 days prior to the meeting. The member will have the opportunity to answer at the next available meeting.

If the member is suspended or expelled, he or she will have the right to appeal. Upon written request by the member the secretary shall put the request on the agenda, for the Board of Directors consideration of appeal. This will be done at the next available meeting after the expulsion at this time the Board of Directors will make a final decision on the suspension or expulsion and the decision will stand.

Appeals must be filed with the Secretary or Dockmaster within 15 days after notice of suspension. If not filed the suspension stands with no recourse for the current season.

Dean Holben Commodore
Tom Farris Vice Commodore
Michael C Fulks Director
Andy Steele Director
John Lehew Director
David Lehew Director
Todd Wright Director

We hope this booklet will give you the information and understanding of our policies, procedures and rules. Have a safe and enjoyable boating season!

