



# San Luis Yacht Club

Established 1937 P. O. Box 247 Avila Beach, CA 93424

## Outline for YC New Member Club House Orientation.....

1. Before getting together, have them read over the YC Constitution, Bylaws and Rules & Regs and make sure they know how to find all these things on the Website.
2. I start the physical orientation right at the front door. Talk about the key card entry and that all access is recorded as to when and who had access.
  - a. Note the Commodore etc phone numbers outside in case of emergency.
  - b. Tell them who can use the door key and that children and "help" may not be in the clubhouse alone a member must be present at all times.
  - c. Cards may NOT be given to anyone that is not an adult Flag Member this can be punishable by suspension or losing membership.
3. Mention the security cameras and the fact that they are only on the; Entry, Bar area and Liquor locker.
4. Discuss the nature of the main room
  - a. That they are welcome to come at any time, but they should check the calendar on the website to see if the Clubhouse has been reserved for a large party.
  - b. Tell them to "remember to leave the YC in better condition than when you found it" This includes sweeping the floors and **cleaning** the tables if the member brings anything in from the beach. Make sure all lights and fans are off and all windows and doors are secured/locked.
  - c. Show them where the brooms etc are kept.
  - d. Any issues with the Clubhouse should be directed to the Rear Commodore.
  - e. Show them how to activate the lights and fans and work the TV.
  - f. Tell them how to use the coffee maker, fireplace (flu vent valve) and the BBQ.
  - g. Show them how to get the extra tables and chairs out and that they are to be put away when finished.
5. Bathrooms and showers can be used at any time.
  - a. Please clean up after yourself and empty the trash in the bathroom if full.
  - b. Show them where the paper products are kept.

6. Kitchen can be used by anyone at any time....
  - a. Show how to use the stove/oven/exhaust fan and how to clean it properly
  - b. Show how to use the microwave and dish washer     **PUT AWAY DISHES AFTER BEING WASHED.**
  - c. Show paper products and that if they use all of something for a party or even a small group, please replace it.
  - d. Empty the trash cans when full     Do not fill it up especially with smelly items  
And just leave it there.
  - e. Show where the linens are kept and where to put the dirty ones, in the closet.
7. Bar is available for water and soft drinks with the members to put \$1/soft drink in the register area.... No need for security on this....
  - a. If the member has a party, they can bring their own drinks in and use the bar area and go over operation of ice maker and sinks for washing glasses. Ice is  
not for personal coolers to be taken out to the beach!
  - b. **NO GLASSES ARE TO BE TAKEN OUT OF THE CLUBHOUSE FOR ANY REASON!**
  - c. Go over the operation of the cork screw     Don't break any glasses while showing  
them this.. ;!)
8. Trash enclosure
  - a. Show them the enclosure and combo for use.. Be sure to lock when done.
  - b. Show where extra trash bags are kept.
9. Give them a tour of the attic area and show what is kept up there.
10. Go over the way they can reserve the clubhouse and, again, remind them to check the on-line calendar.
11. End by emphasizing the "All Volunteer" nature of the YC and how and where they can contribute and participate     Note the Member in Good Standing requirements of all members.