



POLICY: Committee/Starter's Key

Background

SoPYC recognises the valuable contribution made by Club members volunteering on Committees and participating in on-water activities which benefit members and SoPYC alike.

Part of the Club's recognition of member's contributions is to provide beverages to committee members after meetings and during on-water activities. Food is also provided to volunteers when the event is conducted through accepted meal times – breakfast, lunch and dinner or runs for a full day such as Championship Regattas.

Purpose

The purpose of this policy is to define the approved use of the committee/starter's keys to ensure that the keys and benefits offered to members are used within acceptable and reasonable bounds. SoPYC is a responsible server of alcohol and is committed to taking reasonable steps to ensure that the safety and welfare of volunteers and members on and off the water is upheld during Club activities and subsequent social activity and travel.

Policy

A key will be issued to Committee Chairmen and Race Officers for the purpose of purchasing post meeting drinks and refreshments and meals for the Club start teams where an event is conducted through a recognised meal period i.e. Twilight Sailing. Flag Officers, Treasurer or General Manager may use the key when entertaining counterparts from kindred Clubs, Club sponsors and personnel associated with the business of the Club such as suppliers and contractors. The keys shall not be used for personal consumption of food and beverages. Personal use of a key will require a member to reimburse SoPYC for all personal purchases.

The following members and staff shall receive a key or have access to a key issued by the Sailing Administrator on an event basis. Incorporated in the schedule of approved key users is the annual expenditure allocated to the key. This may be amended from time to time by the Management Committee.

Key	Annual Allowance
1. Commodore (Entertainment)	\$2,200
2. General Manager (Entertainment)	\$1,000
3. Management (Commodore)	\$9,500
4. Planning (Commodore)	\$500
5. House (Vice Commodore)	\$1,500
6. Regatta (Rear Commodore)	\$4,500
7. Centreboard (Rear Commodore)	\$2,000
8. Finance (Treasurer)	\$1,000
9. Functions (Chairman)	\$500
10. Grand Sponsors (Chairman)	\$500
11. Membership (Chairman)	\$1,000

12. Pens & Moorings (Chairman)	\$1,000
13. Training & Development (Chairman)	\$1,000
14. Works (Chairman)	\$500
15. Sailing (Captain)	\$1,000
16. Cruising (Captain)	\$500
17. Power (Captain)	\$1,000
18. Starter – Keelboats	\$9,300
19. Starter – Twilight	\$500
20. Starter – Centreboard	\$5,100
21. Starter – Power	\$1,000

Club Sections may purchase post meeting beverages or food from section funds should they desire however, any debit balance of the Section Fund shall be made up by the members of the section not from general SoPYC operating revenue.

It is considered undesirable that any liquor be consumed during meetings by attendees. The business of the Club should be conducted in a proper and business-like manner without the presence of alcohol.

Purchases of beverages on committee keys shall be restricted to standard tap beer, house wine by the glass or if more than four members are present a bottle, soft drink or hot beverages. No spirits shall be purchased on committee or starters keys. Members wanting spirits shall use their personal member key or pay cash at the bar.

Starters may purchase hot beverages or soft drinks prior to and during events using the starter's key. As starters may not leave the start box while an event is in progress, soft drinks and water are provided in the start box and support boats. Alcohol may be purchased at the conclusion of an event once the start team has completed their duties. Beverages shall be standard tap beer, house wine by the glass or if more than four starters are present a bottle, soft drink or hot beverages.

Where food is not provided by the club on support boats or the start box, a meal may be purchased when the event is conducted through a recognised meal period or runs for a full day with recognised breaks off or on the water. Food purchased from the bar shall be restricted to purchases from the Bar Menu or Salad Menu. Twilight starters may select their evening meal from the Bar Menu, Salad Menu or the buffet dinner available to members.

Any committee member or starter wishing to consume a meal from the Main Menu may do so upon paying the difference between the main meal choice and uppermost Bar menu price.

Purchases by the committee chairman or starters will only be processed with the committee key or starter's key. Staff will not process a transaction on the verbal instructions of a member. Staff who do so may face disciplinary action.

Committee and Starters expenditure on keys will be monitored by the Finance Committee each quarter to ensure compliance with the policy and to review usage levels which are expected to be contained within allocated amounts. Chairmen and Starters who exceed their allocation will be required to explain and justify over-expenditure to the Management Committee who may resolve not to extend the budget allocation once it has been spent.

SUMMARY OF POLICY GUIDELINES FOR USE OF COMMITTEE AND STARTER'S KEYS

1. Keys are issued to designated chairmen and starters (through the Sailing Administrator) for post committee meeting drinks and at the conclusion of on-water events;
2. Keys may be used by starters when on-water activities are conducted through a recognised meal break e.g. Twilight Sailing
3. Spending levels for food are governed by the Bar and Salad menu and buffet on Twilight evenings.
4. Main meals may be consumed by paying the difference between the uppermost Bar/Salad menu item and main meal cost.
5. Support the Club safety practices by consuming alcohol responsibly. Generally, this is considered to be two after meeting/event alcoholic drinks. Soft drinks, water and hot beverages are a suitable alternative. Members consuming spirits must pay for these beverages personally.
6. Alcohol should not be consumed during committee meetings.
7. Keys must not be used for personal consumption. Any personal purchases of food and beverage on committee/starters keys must be reimbursed to SoPYC.
8. No purchases will be processed without a committee/starters key. Staff are instructed not to accept verbal requests to add beverages/food to committee accounts and may face disciplinary action if found to have breached this rule.
9. Key expenditure is monitored quarterly by the Finance Committee. Any over-spending or purchases outside the policy will require a chairman/starter to explain and justify the overage to the Management Committee who may resolve not to permit further spending on the key.
10. The policy and use of keys may be reviewed by the Management Committee from time-to-time.