



## St. Paul Yacht Club Standing Rules and Regulations

The following document is a compilation of Rules, Policies and Procedures. It is written in a format where it may remain a whole document or parts may be separated from the whole document to stand alone. The Board of Directors may, from time to time, adopt Standing Rules and regulations for the management and conduct of the affairs of the SPYC and it shall have power to fix the amount of annual dues, fees, assessments and charges for the services to be paid by the members. Such Standing Rules and Regulations, which will be appended hereto, shall be posted in the office and available on the SPYC website.

The Standing Rules have been categorized using the following headings:

Preamble

General Rules for Safety and Security Policy

Operations Policy

Office Administration Policy, Fees Clubhouse Rules

Procedure for Regular Membership and Expectations of Member

Resident Live aboard Standing Rule

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- A. Credit Policy
- B. Appearance & Maintenance Standards

### Preamble

The SPYC is dedicated to providing an environment where all members can enjoy safe and affordable boating. To achieve this goal, everyone must adhere to certain rules and regulations. We are fortunate that there are organizations, like the Coast Guard, that have developed specific rules emphasizing safety while boating on inland waterways. The SPYC complies with all government rules and regulations and all rules with regard to Harriet Island Regional Park. The SPYC supports environmentally responsible boating practices, stipulated by the Environmental Protection Agency as well as by the Pollution Control Agency.

Although the SPYC is not an enforcement entity for the above agencies or any other agency, it stands firmly in support and strongly encourages its membership in the practice of responsible and environmentally safe use of the Mississippi River and adjoining waterways.

Everyone shares in the responsibility to make our club successful. This set of Standing Rules cannot be so inclusive as to cover all scenarios. It is not meant to be the last word in safe boating, SPYC security or member behavior. Instead, it is a set of rules to help chart our course into the future as a vital, healthy cooperative of like-minded boaters.

## General Rules for Safety and Security

1. All boats in harbors or on club property must conform to the club rules for safety standards and overall appearance, as established in appendix B, **SPYC Safety, Appearance & Maintenance Standards**. Any boat found to be unsafe or in unsound condition and/or appearance is to be corrected within 30 days of notification. Any identified condition on a boat which constitutes a fire, health or safety hazard must be corrected by the owner immediately.
2. All boats must meet applicable State and Federal laws and regulations for legal and safe operation, including marine sanitation devices that are certified and meet current Federal law.
3. Safety of family and guests is the responsibility of the boat owner. Children must be supervised. Life jackets are recommended for children while they are on the docks.
4. Docks must be unobstructed at all times. Walkways, fingers, and triangles must be unobstructed by any material, bicycles, plants, construction material, or any trip hazards. Boats must be tied in such a way that nothing (bow, pulpit, and anchor) extends over the main walkway.
5. No Swimming is allowed in the SPYC harbors. **No fishing is allowed in the SPYC harbor or from the SPYC docks.**
6. The walkways, docks, triangles, and fingers are designed for pedestrian traffic only. Riding of bicycles or other wheeled vehicles, except those required for handicap access, is prohibited. Storage of any material is prohibited.
7. All boats must be operated at closed throttle, no wake speed in the harbor(s).
8. Boaters are responsible for keeping security gates locked at all times. It is the boater's responsibility to arrange access for guests. Do not disclose the gate security code to guests.
9. Please respect your neighbors. All boaters and guests must conduct themselves so as to not create annoyance, hazard or nuisance to other boaters or guests. Quiet hours are as follows: Sunday through Thursday 10:00 PM until 8:00AM. Friday and Saturday: Midnight until 8:00 AM.
10. No political posters are allowed in the marinas or on any boats while in the harbor. **No "For Sale" signs are allowed on boats in the harbor.**
11. Home occupations are defined by the St. Paul Zoning Code, Sections 60.208H and 60412.7, except that no signs are to be posted. Any business that would require frequent or regular foot traffic on the dock from non-members is prohibited.

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12. All pets must be leashed when not on your boat and restrained on the boat so they cannot charge at people walking on the dock. Any droppings on the fingers, walkways, or park land are to be cleaned up immediately and disposed of in the rubbish containers. Owners must control barking dogs so that neighboring boaters are not disturbed. **All Park rules regarding pets MUST be followed when in park, including the requirement that all pets must be leashed when on the docks or park property.**
13. All repair/service persons MUST be authorized by the office prior to starting work and provide an insurance certificate of at least \$300,000.00 liability and have SPYC listed as an additional insured. The boat owner is responsible for arranging access to the dock for repair and service personnel and must be present during the work if outside marina business hours. Do not disclose the gate codes to the repair/service personnel. Exceptions may be approved, in advance, on a case-by-case basis by the Marina Manager if circumstances require it.
14. When storing boats, remove all valuables, secure ladders to boat and check on boat during time in storage. Unattended boats in the boat yard may not be plugged into power without the boat owner on the marina premises. Unsecured ladders and unattended power cords are subject to confiscation by SPYC personnel.
15. All slip-holders must attend an orientation meeting during their first boating season at the SPYC. Every effort must be made by the applicant and/or crewmembers to be present. Applicant with SIGNIFICANT scheduling conflicts must contact Marina Manager for their options. Slippage maybe rescinded if no effort is made by the new boater to comply.
16. Fueling of boats is not permitted in the slips. Absolutely no fueling is allowed on the docks, fingers or walkways.
17. Oil must be disposed of in the used oil recycle tank and used filters must not be left in the drain tray on top of the tank.
18. Boats stored in the boat yard may not be used as living/sleeping accommodations.

## Operations Policy

These are meant as guidelines and exceptions may be made on a case by case basis by the board.

1. In the event of an emergency during the boater's absence, the SPYC staff is authorized to take any action deemed necessary with regard to boats in the harbors.
2. Only vessels commercially produced by a U.S. Coast Guard registered manufacturer will be considered for dockage at the SPYC unless specifically approved by the Board. Owners of non-standard boats must submit a photograph and current survey of the boat for consideration of dockage by the Board. Plans for major modifications must be submitted to the Board for approval before work is started. Changes to the existing design of a boat which materially and substantially alter the exterior appearance must be approved by the Board.
3. Approval for a slip will depend on slip availability, the boat length, width, draft, height, appearance, power, heating system, waste disposal system and operational safety of the boat as observed by the Board and/or marina manager as well as procedures followed for application process. The SPYC Fleet Measurer/Dockmaster will measure all boats and file a complete report with the SPYC Manager.
4. All boats must be of a cruising type with adequate self-contained power, in good operating condition, and capable of moving under their own power in case of emergency.
5. Slip transfers must be in accordance with Bylaw Article VI: A voting member is entitled to the following: Have the option to transfer his/her slip lease in the event of the sale of voting member's boat if purchaser of said boat stays within the harbor. The new purchaser/slip holder must comply with all rules and requirements set forth by the SPYC board. Associate membership slips are not transferable.
6. No slip-holder is allowed to grant temporary use privileges for their slip or any vacant slip. Vacant slips may be assigned to other boats at the discretion of the Marina Manager.
7. All boats must be in their assigned slip. Any boat in the wrong slip or not assigned a slip will be towed to its slip or pulled out of the water, and a service charge will be assessed. The marina manager may grant temporary slip assignment prior to the boat arriving at marina.
8. All boats shall be secured with adequate lines and in a manner acceptable to marina operations. Reference nautical rules and standards for recommended line sizes.

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9. Slips and/or slipcovers may not be altered without the approval of the Board. Covers must be of an approved design and approved material.
10. No boat rental, subleasing or chartering is allowed in the SPYC Marina.
11. Before purchasing a new boat, you MUST contact the Marina Manager prior to arrival. The new boat MUST fit completely inside your slip; if it doesn't fit you will have to apply for the correct size slip. NO BOAT will be allowed to hang out past end of fingers.
12. Dock inspections of the lower harbor and upper harbor will be made by operations staff or Dockmaster on a regular basis to ensure compliance with rules and regulations. Dockmaster will determine problems or necessary repairs and forward a report to the Board of Directors or Marina Manager as appropriate. Dockmaster shall report the operating condition of pump out systems and ensure a work order request is submitted; identify any member who is not in compliance with city, state, park or SPYC Standing Rules; walk the docks and reports issues that should be addressed to the appropriate staff committee chair or board; may collaborate with the SPYC employees, subject to the discretion, direction and approval of the Board of Directors or Marina Manager per said task.
13. Persons with Resident Live Aboard status may shrink-wrap their boats for the winter months with translucent or white shrink wrap. The SPYC strongly recommends the following: *Boats should not be wrapped in a manner that reduces the safe ventilation needed for heating in the winter season. Boats must have operating CO detectors, winter and summer. SPYC strongly recommends that persons with Resident Live Aboard status have an annual furnace inspection by a certified technician. The technician should also verify the ventilation needs of the vessel, given the wrapping of the boat.*
14. No winter storage structures may be built in the boat yard other than framing secured on the decks of the boat. Covers may be shrink wrap, fitted canvas covers or tarp material with an appropriate support structure.
15. Second boats that fit inside the footprint of the slip or leased space are allowed. Second boats that do not fit within the footprint of slip or leased space are not allowed. Tenders or dinghies stored on the boat or in the water must not be longer than the slip width, and must not extend past the end of the slip by more than 3 feet.
16. All storage boxes located on the docks must be the approved type, purchased through the Marina Manager's office and installed by staff.
17. Garbage and refuse must be deposited in dumpsters provided. These are for common household waste only. They are not to be used for electronics, tires, appliances, furniture, construction material, hazardous materials, shrink wrap materials or tarps.

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18. A voting member in good standing may take a leave of absence of up to three years with written application to the board with the understanding that he/she will be eligible for the first available and appropriate length slip upon return. Sale of boats and transfers of slip void this right. Members must continue to pay annual member dues during the absence.
19. A voting member in good standing will, upon payment of the \$100 application fee, immediately go to the top of the slip waiting list.
20. No more than two non-guest vehicles are allowed per boat on an ongoing basis in any parking area.
21. Additional vehicles may be stored upon payment of a storage fee. No storage will be permitted without Marina Manager approval.
22. In order to promote an active boating community continuous storage on land through multiple summer and winter seasons is not allowed. In the case of major restoration or re-fit projects boat owners are to communicate a plan and timeline to the Board so progress can be monitored.

### Office Administration Policy, Fees

1. Fees must be paid in full, a lease signed and a compliant Certificate of Insurance on file, before a boat will be launched, lifted, stored or docked.
2. Summer storage/dockage fee is due at launch or April 15th whichever occurs first. Winter storage/dockage fee is due at pull out or October 15th, whichever occurs first. Winter storage fee includes haul-out, hull pressure wash, blocking in the upper harbor storage lot and launch in the spring. It is the owner's responsibility to move the boat to an assigned temporary slip in the upper harbor to facilitate haul-out. Vessels not in the upper harbor and/or moored stern in toward the walkway will be charged a fee for retrieval. Vessels unable to return to their assigned slip in the spring will be charged a fee to move the boat from the launch well to its assigned slip.
3. Summer slip rental deposits must be received by the office no later than December 1<sup>st</sup> for the following summer season. The deposit is not refunded if suitable slip/storage is offered and refused.
4. Invoices are due upon receipt. Interest rate of 18% (annual rate) and/or late fee will be charged on all past due accounts. Please refer to **SPYC Credit Policy** for complete detail.
5. Due date for membership dues is April 15th, each year and will be billed along with summer season fees.

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6. Slip fees are not refundable.
7. Boaters may be charged an hourly fee for work they did not or could not do for which staff had to provide service. Please refer to fee schedule, posted at marina office.
8. Boaters will be charged a seasonal fee for placing and storing small boats and trailers in storage yard. All trailered boats and trailers must be identified with the owner's name. Approval must be given and fees are to be paid prior to arrival in storage yard. If the office isn't notified and we have to find the owner, they will be charged DOUBLE the normal fees. (See rate sheet in office). Any unidentified trailer, boat, or other item is subject to immobilization.
9. The initiation fee is due immediately following new membership approval by the Board of Directors. Please see fee schedule, posted at marina office.
10. Commons Fees (formerly referred to as "base utility charge") are charged to all slip holders to cover utilities and maintenance of common areas including, but not limited to sewer, water, lighting, and trash removal.
11. Official parking stickers must be signed for. Marina Manager will keep records of tag numbers. Each slip holder is permitted two tags.
12. Marina Manager is to be in charge of the clubhouse calendar, allowing members to reserve the Clubhouse. A fee will be charged to member for reservation. Please refer to fee schedule, posted in marina office.
13. All Clubhouse rules will be posted in a visible spot in the Clubhouse.
14. Final approval for slippage requires signed lease and current Certificate of Insurance for minimum of \$300,000.00 liability and SPYC must be listed as an additional insured. A Certificate of Insurance must be provided annually thereafter.
15. A change in slip assignment must be requested in writing, dated, and if a waiting list exists, added to that list along with payment of the \$100 application fee. Changes are subject to approval by the Marina Manager, and may be subject to marina conditions.

## Clubhouse Rules

Club rules are available in the Marina office and shall be posted in the Clubhouse.

1. No smoking is allowed in the clubhouse.
2. No alcohol sales of any type are allowed.
3. No pets are allowed inside the clubhouse.
4. No equipment or furniture may be removed from the clubhouse.
5. All trash must be deposited in the yard dumpster.
6. Food items are not to be left in the refrigerator or freezer.
7. All Events must provide their own supplies. Existing supplies are reserved for the SPYC Social Committee (i.e. paper products, plastic ware etc.).
8. The clubhouse is to be left in good condition and clean after each use. (The Member responsible for the Event or Rental will be assessed for any unusual cleaning, repair or replacement costs)
9. Event or Rental Items may not be left or installed in the clubhouse without SPYC Marina Manager approval.
10. Events shall not limit usage of the Bathrooms, Showers & Utility rooms to SPYC Members, Associate Members and their guests.

## Clubhouse Usage:

SPYC Members, Associate Members and Employees may use the SPYC clubhouse for private events, subject to Clubhouse rules, ordinances and state law. The Clubhouse is a benefit to SPYC Members. The private usage should be reflective of that and shall be restricted to members. Exceptions must have SPYC Board approval.

Usage fee will be charged for all private parties held in the clubhouse. Please refer to the SPYC Clubhouse Event Type for usage fees. Reservations will be honored by usage fee paid date and may be requested through the Marina Manager.

Limited commercial or political usage may be allowed on a case-by-case basis with prior approval from the Board of Directors.

## Procedure for Voting membership and Expectations of Member

Associate members may apply to become a voting member after a 1-year probationary associate membership.

Application process for membership is as follows:

- a. Application forms may be obtained from the office or on the SPYC website.
- b. An application form must be completed and signed by the applicant and two regular members who agree to be sponsors before the application is submitted.
- c. During the probationary year, applicant must attend an orientation program.
- d. During the last month of the probationary period, the application is presented at the monthly board of directors meeting. If membership is approved, the applicant is inducted at the following General Meeting. The initiation fee and attendance at an orientation program is due prior to induction.

Prospective members are expected to demonstrate their interest in and commitment to the goals of the SPYC by attending and participating at Club meetings, social events and work parties.

Upon notification of favorable action by the Board on the application, and payment of initial membership fee, full recognition of membership, with its voting and fee reduction privileges, will be granted.

## Resident Live aboard Standing Rules

Definition of a Resident Live aboard at the SPYC: Resident Live aboard must be voting members of the SPYC. They must have the SPYC as their primary year-round address (e.g., voter registration, driver's license, mailing, etc.) and they must use their boat as their primary residence. A letter of intent to be a year around resident of SPYC must be filed with the SPYC. (This would establish the Live aboard waiting list. It would maintain live aboard status during extended absences from marina i.e. 9 months in marina, 3 months in another location. Also would eliminate extended stay boaters avoiding meeting Live aboard criteria)

Becoming a Resident Live aboard at the SPYC:

1. Live aboard Slip: A Live aboard Slip must have access to metered electricity, metered natural gas or Board of Directors approved heating system and fuel, and access to the waste removal system.

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2. **Live aboard Boat:** The Live aboard boat must have capabilities to receive safe and approved heating fuel to a safe and approved heating system, ability to move under its own power from and into its slip, adequate insulation to avoid use of external insulation during winter months (without specific yearly approval from the Board of Directors), and show proof of a permanently deactivated waste overboard pump out system.
3. **Slip Location:** The Lease with the City of St. Paul allows up to 25 Live aboard slips at the SPYC. The specific slip for each Live aboard boat may vary from year to year depending on boat size, utilities available at the slip, marina and river conditions. Specific slip location assignment is the responsibility of the Board of Directors. The Board of Directors may delegate this responsibility to a committee or to the Marina manager as necessary.
4. **Slip Priority:** From the letter of intent list of Live aboard the next available vacant Live aboard position will be offered to the oldest dated letter of intent seeking a slip. (If no Live aboard need the vacant slip it can be leased to a Recreational boater for the summer season.)
5. **Membership:** Application for voting membership in the SPYC must be submitted to the marina manager at the time of move-in to the slip and will be held for the one-year probationary period.
  - a. A one-year live aboard probation period is begun upon move-in to the slip and spans an entire year including summer and winter boating seasons.
  - b. Primary residency is changed to the SPYC.
  - c. All fees throughout the probation period must be paid.
  - d. A survey of the live aboard vessel and engine/s will be completed within the last 5 years.
  - e. Documentation of required insurance as specified by SPYC.
  - f. If failing to attain Voting Membership status after the one-year probationary period, the provisional live aboard will willingly vacate the assigned slip by the end of the summer boating season and may not stay for a second winter season
  - g. Review and approval or rejection by SPYC Board of Directors. (This review is to be conducted at next Board meeting following the one year probation period regardless of month)

NOTE: The Bylaws under Article VI state: “A regular member is entitled to the following privileges...: Have the option to transfer his/her slip lease in the event of the sale of regular member’s boat if purchaser of said boat stays within the harbor. The new purchaser/slip holder has to comply with all rules and requirements set forth by the SPYC board.”

6. **Slip Rights:** The purchaser of a SPYC Resident Live aboard boat from a voting member has the right to move aboard the boat in an authorized slip upon purchase of the boat as a “Provisional Live aboard”. Purchaser is to be informed by the SPYC of the

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qualifications required in above article 5. a. through g. to achieve permanent “Resident Live aboard” status.

All of the above referred qualifications and regulations are to be observed. After the one- year probationary period, the Provisional Live aboard application for regular voting membership into the SPYC is submitted by the prospective live aboard, by the marina manager, or by a sponsoring board member, to the SPYC Board of Directors for approval or denial. If approved, the Live aboard becomes a permanent “Resident Live aboard” and a voting member of the SPYC. If the application is denied, the owner of the boat must move off the boat for the winter seasons but may remain a recreational boater upon approval of the Board of Directors. The boat may be required to move to another slip by the Marina Manager thus providing an available vacant Live aboard slip.

### Summary Sheet

All boats in harbors or on club property must conform to the club rules for safety standards and overall appearance, as established in appendix B, **SPYC Safety, Appearance & Maintenance Standards**. Any boat found to be “unsafe” or in unsound condition and/or appearance is to be corrected within 30 days of notification. Any identified condition on a boat which constitutes a fire, health or safety hazard must be corrected by the owner immediately.

Fueling of boats is not permitted in the slips or boat yards. Absolutely no fueling is allowed on the docks, fingers or walkways.

All pets must be leashed when on the docks and park property.

Oil must be disposed of in the proper manner. See staff for proper disposal.

When storing boats, remove all valuables, lock ladders to boat and check on boat during time in storage. Unlocked ladders and unattended power cords are subject to confiscation by SPYC personnel.

Before purchase of a larger boat, it is strongly advised that a slip-holder contact the Marina Manager. There is no guarantee of slip availability for a different boat.

Dock inspections of the upper and lower harbor will be made by operations staff or quartermasters on a regular basis to ensure compliance with rules.

All slip-holders must attend an orientation program for prospective slip-holders. This must take place during their first year. Applicants with SIGNIFICANT scheduling conflicts must contact marina manager.

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## Appendices

- A. Credit Policy
- B. Appearance & Maintenance Standards

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### Appendix A: Credit Policy

#### Recurring Charges (Annual Slip Fees, Winter Storage, etc.)

All statement amounts are due by the designated due date. A \$25.00 per month late fee will be added for each month that the balance remains unpaid and a 1 ½% interest will be charged on the outstanding balance. Partial payments will be accepted. However a monthly late payment fee will still be charged on the balance due and the following will also apply:

#### Slip Lease Holders

Anyone with an outstanding balance in excess of 30 days from the date of the invoice may:

1. Not be extended any additional credit or a contract for the following season.
2. Not have summer slip rights or be eligible for winter storage.
3. Be sent a written notice of delinquency and given 15 days in which to pay any outstanding balance or establish an approved payment plan and notified that their slip may be assigned to another boater.

#### SPYC Members

Anyone with an outstanding balance in excess of 30 days from the date of the invoice may:

1. Not be extended any additional credit.
2. Not have summer slip rights or be eligible for winter storage.
3. Be sent a written notice of delinquency and given 15 days in which to pay any outstanding balance and notified that their slip may be assigned to another boater. Members will also be notified that their membership privileges will be suspended until outstanding balances have been paid in full.
4. Not be permitted to vote or hold any elected or appointed officer or director position, or receive any member discounts for the remainder of the calendar year.
5. Any Board Member whose account becomes more than 60 days past due and has not made arrangements for an approved payment plan will forfeit his/her position as an Officer or Director of the SPYC.
6. The Board of Directors at its option may elect to terminate the membership of any member with an outstanding balance in excess of 90 days. If membership is terminated for non-payment by the Board of Directors, the member would be eligible to reapply for membership in the manner prescribed for new members and would be eligible for slip assignment or for placement on a waiting list provided all past due amounts have been paid.

#### Financial Hardships and Payment Plans

In an effort to assist members through possible financial hardships and to be financially responsible to all members of the Club, the St. Paul Yacht Club Board of Directors has adopted the following policy:

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Any member may request, in writing, a payment plan in the event of financial hardship. The request should include the reason for the hardship and must be completed on the form provided by the SPYC. The request should be sent to the Marina Manager before an account becomes delinquent (in excess of 30 days from the invoice date). The Marina Manager has the authority to approve payment plans.

Members may apply for a Financial Hardship Payment Plan only if their account and/or any current payment plans are not delinquent at the time of request. Any established payment plans must be completed before the next boating season. Members receiving payment plans will not be charged interest or late fees on payment plan amounts as long as the terms of the payment plan are adhered to and remain current.

If all terms and conditions of the payment plan are not met, the payment plan will automatically terminate and the outstanding balance, including all applicable late fees and interest, will be due and payable immediately, and all membership rights and privileges shall be suspended until full payment is received.

Appendix B: Safety, Appearance, and Maintenance StandardsSAFETY, APPEARANCE, AND MAINTENANCE STANDARDS FOR  
BOATS AND FACILITIES OF THE SAINT PAUL YACHT CLUB

The Saint Paul Yacht Club enjoys the special privilege of being located within a national park, on the 'Mighty Mississippi' River, and across from downtown St. Paul, the state's capital city! Being in such a convenient and attractive location has been a great benefit for our member and associate boaters. Over the years we have seen many changes in the areas around us. Some of it we initiated, and some of it was the result of federal, state, city and private interests in upgrading the facilities and appearance of the Harriet Island Park land and riverfront properties. The Saint Paul Yacht Club has and will continue to benefit from these upgrades, as well as our own improvements. In that vein, the Board of Directors of the Saint Paul Yacht Club is implementing Appearance and Maintenance Standards to be applied to all boats regularly and temporarily slipped in our harbors, as well our marina facilities. These Standards are listed below. They are effective immediately. Some of these Standards are already in place. Other Standards are new. These Standards are necessary for many reasons including, but not limited to, the following:

- (1) We lease our land within a national park system and within St. Paul city property; our lease requires that the property and facilities all be kept clean, in good repair and neat appearance;
- (2) We share this leased property as 'common property' and therefore must meet the highest standards possible in our use; and
- (3) The current and future financial viability of our Club is based on being attractive to existing and new boaters who are looking for convenient, attractive facilities from which to boat.

## Safety Check List

All boats should be checked at least yearly for the following safety items:

1. Engine compartment ventilation – engine compartment blowers must be in operational condition, including undamaged hoses to and from the blower.
2. Battery terminals - all positive battery terminals must be protected to prevent sparks if the terminals are shorted. A battery box or cover which prevents accidental contact with the battery terminals shall be acceptable.
3. Wiring – no uninsulated wires or splices are permitted low in the bilge where they may be exposed to immersion in water.
4. Backfire flame arrester – properly cleaned and installed backfire flame arresters must be present on any gasoline-powered engines, other than outboard engines.
5. Fuel system – no open fuel lines or leaks in any part of the fuel system are permitted.
6. Fire extinguishers – the minimum number of fire extinguishers as required by federal law shall be readily available. The extinguishers must be in serviceable condition.

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7. Marine sanitation device (toilet) – no overboard dumping of holding tanks is permitted. Any “Y” valves which would permit such dumping must be removed or permanently disabled.
8. Galley and heating system – no leaks in propane, natural gas, or other fuel is permitted. Propane tank enclosures must be vented overboard to prevent fumes from collecting in the bilge or inside the boat.

An inspection fee will be assessed to all slip holders to cover the cost of a staff inspection. The fee will be refunded if an authorized Coast Guard Auxiliary or Power Squadron Vessel Examiner performs a free Vessel Safety Check and proper documentation is submitted to the SPYC Office by June 15<sup>th</sup>.

### STANDARDS LIST

These standards may be somewhat subjective in interpretation. The Board will be responsible for determining subjective discrepancies.

1. The exterior of boats must be clean and in good repair. Large areas of peeling paint, open holes in boats, large rust spots on boats, torn boat or slip covers, torn screens or broken windows are not acceptable as on-going appearance. If repairs are required and will be delayed, arrangements must be made with the Board and Marina Manager for an acceptable timeframe to complete the necessary work.
2. If a boat is being repaired or remodeled while in the water, the owner is responsible for making sure that the project is handled in a safe, neat, environmentally sound manner, and that noise, project materials and debris are kept to a minimum. Substantial modifications to the appearance of the boat must be approved by the Board before construction has begun.
3. Docks, triangles, and fingers are to be kept free of plants, materials storage or containers, seating, hammocks, etc. except for those dock boxes or containers approved by the Board.
4. If debris from a boat owner’s work project falls onto the docks, triangles, or fingers, it is the responsibility of the boat owner to clean up and properly dispose of the debris in a timely and environmentally safe manner to prevent safety problems, and to prevent docks, triangles, and fingers from becoming messy, cluttered or damaged.
5. Power cords are to be run under the docks. Hoses are not to be left on the docks, triangles, or fingers unless in use. While in use, care should be taken to arrange hoses so that they do not present a tripping hazard to others walking on the docks. Approved hose holders are available from the office. Power cords and other utility lines (e.g. gas, water, cables) must be supported so that no part of the cord or line is in the water. Cords or other utility cables found in the water will be disconnected and the slip owner notified.

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6. Individual dock boxes must be properly located and secured to docks and/or fingers. Combustible materials may not be stored in dock boxes.
7. Ladders must be stored and secured on the owner's boat.
8. Paint, varnish, paint brushes, sanding supplies, power and hand tools, etc. must be safely and neatly stored when not in use. Remember the hazards that paint and other chemicals present and handle/dispose of them properly. Such materials should not be stored in an engine compartment,
9. Tarps and frames or similar material used to temporarily cover a boat (boats being repaired, winter live-aboard boats, etc.) must be securely fastened with no loose folds. Note: Winter tarps for live-aboard boats must be in good repair when in use and must be removed and stored away by April 15th of each year.
10. Wheelbarrows, wheeled utility carts, grills, bicycles, etc. must be neatly stored on the owner's boat at all times. It is recommended that these items be limited to avoid a 'storage locker' appearance on the deck or top of a boat.
11. Planters for flowers and other plant material must not be placed on the docks, triangles, or fingers.
12. Separate standards have already been established for major construction projects on boats in the water. Please contact the Marina Manager for this information.
13. Transients boats will be turned away from our harbors if they do not meet our standards as listed here.
14. Any pet waste material from pets of boat owners, members or their guests must be immediately and properly disposed of in accordance with St. Paul city ordinances. If a pet has an accident on the docks, the person responsible for the pet must pick up and properly dispose of the waste material, and quickly clean off the section of dock affected.
15. No food materials should be left or stored on the docks or fingers that might encourage birds or animals to feed there.
16. Slip covers must be in good condition, without tears, rips, or severely worn sections. Slip cover frames must be of an approved design.
17. The disposal of scrap metal, junk, used antifreeze or other material is prohibited in the boat yard.

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- 18 Any Sheriff boat sold shall be removed from the boat yard if purchased by non-members.
19. All vessels 15 years or older must submit to the SPYC an acceptable hull survey at least every 5 years. This survey must specify that the hull is sound with no leakage, and shows no wasting that might cause water leakage.

It is the intent of the Saint Paul Yacht Club Board of Directors that we communicate clearly and act reasonably with regard to establishing Appearance and Maintenance Standards, determining which boats/boat owners are not in compliance and establishing a plan for resolving any non-compliance situations. To this end, the Marina Manager and Dockmaster will periodically walk the harbors. If a problem exists with a boat in our harbors, the owner will be notified in writing within three business days and be given a timeline for solving the problem. If a boat owner cannot resolve the problem in that timeframe or disagrees with the determination that they are not in compliance with the Standards, they may appeal the situation to the Grievance Committee of the Board of Directors. Any grievance not resolved within the Grievance Committee procedures may be taken to the full Board of Directors for final review and decision.

We sincerely believe that implementing these Standards is in the best interests of the Saint Paul Yacht Club as a whole. We welcome any questions you may have and we appreciate your compliance with the Standards in the spirit of maintaining a yacht club and boating facility of which we all can be proud!