

# LYC Policies

## A. LYC Cruise Policies

### Introduction

The Landings Yacht Club (LYC) organizes and conducts both Long and Short Cruises each season. In each case, LYC commits to utilization of a limited number of dockage assignments provided by our host marinas. Members who register their intent to participate consume one of these assignments. Failure to utilize our committed assignments leads to revenue loss on the part of the marina and future reluctance to host LYC vessels.

Accordingly, the following cruise registration and cancellation policy has been developed and implemented.

### Cruise Registration

- A 48-hour advance notice will be sent via email before each cruise registration begins.
- Everyone registering within the first 24 hours after registration opens will have an equal chance of getting a slip.
- If the number of boats exceeds the number of slips, a lottery will be conducted to determine who has a slip and who is wait-listed. If this occurs, you will be notified within a few days of your status.
- Anyone registering more than 24 hours after the registration opens will be added to the cruise waitlist in sequential order.
- FOR LYC SHORT CRUISES, a \$25 PER BOAT nonrefundable deposit will be required at the time of registration for each cruise except when the host marina requires cruisers to make a deposit for dockage to the marina.
- FOR LYC LONG CRUISES, a \$25 PER PERSON nonrefundable deposit will be required at the time of registration for each cruise. Deposits will be credited toward costs of the cruise.
- A check for the balance of the long cruise cost is due by the date provided by the cruise leader to hold the slip or position on the waitlist. Failure to do so will cause you to move to the end of the cruise waitlist and your reservation will be offered to the next boat on the waitlist.
- Members are encouraged to provide gratuities to marina staff as appropriate for services rendered.

### Cruise Cancellations

LYC recognizes that life events can make cruise cancellation necessary. However, as noted above, the LYC has experienced several cancellations resulting in unused dockage after the host marina made additional efforts to accommodate our group. These late cancellations may prevent the LYC from obtaining dockage at the host marina in the future, if we continue to under-utilize the dockage they have made available. Accordingly, cancellation requests must be received by the

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Cruise Leader at least 14 days prior to the scheduled event to allow the host marina sufficient time to offer the unused dockage to other boaters.

For similar reasons, intent to NOT participate in pre-planned events such as meals or similar commitments must be communicated to the Cruise Leader 14 days prior to the planned event to allow proper headcounts for the event.

### **Cruise Refunds**

- The cruise balance checks will not be cashed until the cruise is completed.
- Deposit fees will only be automatically refunded if you are not offered dockage for the event within 7 days (for Long Cruises), or 2 days (for Short Cruises) of the scheduled start. If you decide not to wait and wish to withdraw from the waitlist immediately (and notify the Cruise Leaders of your intentions) your deposit will be refunded.
- Anyone who cancels within the time frame specified will have their check returned **IF** LYC has not incurred any significant costs due to the cancellation (such as prepayment for meals, transportation, event expenses, etc., but not nominal expenses such as cruise folders).
- The LONG CRUISE LEADERS must communicate any cancellation to the Fleet Captain with their recommendation on reimbursement, excluding the \$25 nonrefundable deposit. The Fleet Captain can approve complete or partial refunds up to 2 weeks prior to the cruise. Refunds for cancellations within 2 weeks of the cruise must be approved by the LYC board.
- REFUNDS FOR LONG AND SHORT CRUISES cancelled by the board, due to weather, will be determined by the LYC Board.

### **Notifications**

As part of overall Cruise Planning, the LYC Cruise Leader must always know both where his members are (for safety purposes) and how many cruise participants he/she has for any event (for budgeting). This is especially true for slip assignments and restaurant commitments where preliminary commitments or counts must still be honored (and paid for). If head count commitments have already been made, and time is short, a refund (or partial refund) may not be possible.

While it is understood that unexpected events may arise that make it impossible to go on a cruise or make it to a particular event, it is the Member's responsibility to keep their Cruise Leaders informed if they will not be going on the cruise, leaving early, or not attending an event. In every cruise package and/or email that will be distributed to cruise participants, the Cruise Leader's contact information (cell phone number) will be made available for that purpose. Text messages are acceptable and preferred.

In general, you should notify the Cruise Leaders:

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- If you cannot attend the cruise
- If you are leaving the cruise early
- If you will not attend a scheduled event during the cruise
- When you arrive at the cruise destination safely
- When you return to the Landings safely.

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## B. LYC Dinner/Dance and Event Policies

### Introduction

The Landings Yacht Club (LYC) organizes and conducts several dinner/dances and other events each season. In each case, LYC commits well in advance to incur food and other related expenses. The per person charge is determined by number of members who register their intent to participate. Cancellations lead to revenue losses to the club.

Accordingly, the following registration and cancellation policy has been developed and implemented.

### Registration

- A 21-day advance notice will be sent via email before each event
- Registration for all dinner/dance and other events which include provisions for food will end 7 days before the event.
- Seating capacity for each event will be included in the advance notices.
- If registration exceeds seating capacity, a waitlist will be created in the order additional registrations are received. In sequential order, as registered guests cancel, or additional seating capacity is realized, those on the waitlist will be given the option to register for the event.

### Cancellations

- Registered guests for dinner/dance events and other food-provided events that cancel 7 days or more before the event will receive a full refund.
- Registered guests for dinner/dance events and other food-provided events that cancel 6 days or less before the event AND whose place is not taken by a waitlisted participant will receive no refund.

### Refunds

- Registered guests who cancel as described above and thus qualify for a refund will receive the refund within 2 weeks after the date of the event.

### Notifications

- Several events have “table captains”. Being invited by one of them to sit at their table does not automatically register you for the event. All participants must register and, in this case, indicate their table captain at the time of registration.