



Hamburg Cove Yacht Club

Membership Package

41°23'01.9"N 72°21'04.1"W



Welcome

Hamburg Cove Yacht Club is dedicated to bringing together people who love boating and enjoy sharing their boating experiences through a variety of activities both on and off the water.

Founded in 1946, HCYC has a rich history of fellowship and community involvement. Donald G. Reynolds was the first Commodore and remained a member until his death in 2005. One of the first activities of the Club was to mark the channel in the Cove. HCYC fully funded this initiative, and members installed the stakes and markers. Our historic waterfront clubhouse at 13 Cove Road was purchased in 1963 and fully renovated in May 2020. Today, we are a thriving club of 125 members and families.

HCYC's culture is steeped in active stewardship and volunteerism. As a result, we encourage strong participation between an applicant and sponsor. The materials contained in this HCYC Membership Package will guide you through the applicant and sponsor process:

- Admissions Policy and Goals
- Application Process
- Membership Application Form
- Prospective Member Checklist

Please review this information carefully and let us know if you have any questions. We appreciate your interest in Hamburg Cove Yacht Club.

Sincerely,

The Officers and Trustees of HCYC



Admissions Policy and Goals

PURPOSE

This policy aims to define the membership process and provide the criteria by which membership applications will be assessed. This policy places a **significant responsibility on the sponsors** of membership applicants. Before sponsoring a membership candidate, potential sponsors should familiarize themselves with this policy and their responsibility.

HCYC MISSION STATEMENT

Hamburg Cove Yacht Club is dedicated to uniting people who have a love of boating. Members share their boating experiences with each other through a variety of activities both on and off the water. The Club's culture is built on active stewardship and volunteerism of its members not only to keep the Club in "Bristol Fashion", but to encourage growing camaraderie and friendship among the membership. **Applicants for membership in HCYC must demonstrate their commitment to active boating, a willingness to participate and contribute time to Club activities, and the personal and interpersonal attributes consistent with these principles.**

ADMISSIONS CRITERIA

While anchoring firmly on the above elements of HCYC culture, the Admissions Committee and Trustees strive to create and maintain a membership that is enriched by diverse individuals in terms of age, family status, walk of life, and boating experiences.

***Prospective members must demonstrate that they are and wish to continue as active boaters.** In addressing the goal of diversity and recognizing HCYC's unique location, the Admissions Committee may consider applicants who currently limit their boating activities to small crafts suitable for navigating Hamburg Cove. These may be enthusiastic younger boaters who plan to increase boat size as means permit, or may perhaps be more senior applicants who have a rich history of active boating but need to limit their current activities.*

***Prospective members must demonstrate their willingness to be enthusiastic, active volunteers and stewards of HCYC.** Evidence of volunteer willingness will be judged by the Admissions Committee and partly demonstrable. The Committee will share concrete examples of past volunteer experiences in the community or other organizations and gain applicants' commitment to engage in volunteering at HCYC.*

The sponsor will ensure that the applicant(s) actively participate in the required club functions outlined in the admissions procedure during the application process. The sponsor and the Committee will then be able to assess the volunteer enthusiasm of the applicant.

The most critical part of the Committee's work is assessing that the applicant's personal and interpersonal attributes are consistent with HCYC's culture and activities. The sponsor should make every effort to have the applicants participate in as many HCYC functions as possible during the application process.

The sponsor should introduce the applicant to as many HCYC members as possible in various situations. The sponsor's feedback to the Committee during the application process should include assessments of these experiences and the specific attendance records. There are three stages to the process:

1. Application process
2. Prospective membership
3. Confirmation as a full member by the Trustees



Hamburg Cove Yacht Club is excited to welcome all applicants. This document outlines HCYC's application process, stages, and activities. Each stage must be fully completed before the applicant moves to the next stage.

STAGE ONE— APPLICATION PROCESS

1. Each applicant must be sponsored by a current member. **The sponsor is responsible for guiding the applicant through all stages of the application process.** The sponsor should email the applicant's name and your intent to sponsor to admissions4hcytc@gmail.com.
2. Applicants are welcome to attend events as guests of a current member and should attend at least one event before completing their application. This event, along with any others attended before the Admissions Committee accepts a complete application, does not satisfy any Prospective Member Checklist requirements.
3. Together with their sponsor, the applicant must find two more members to stand as their seconders. Letters of support are required from the sponsor and two seconders. Letters should be submitted to admissions4hcytc@gmail.com and should include:
 - Applicant background information
 - Water-borne activities
 - Skills they would bring as a volunteer
 - The committees they are interested in serving
 - Current community involvement
 - How and for how long you have known the applicant
4. The applicant should complete and submit:
 - The Membership Application Form (enclosed and also posted on www.hcytc.com) to admissions4hcytc@gmail.com
 - \$750 application fee (see instructions on Application Form)

An application will not be considered complete until HCYC has received the application form, the letters of support from the sponsor and seconders, and the application fee has been deposited.



STAGE TWO – PROSPECTIVE MEMBERSHIP

1. The prospective member attends/takes part in three events found on the Prospective Member Checklist. **The sponsor is responsible for recording the prospective member's progress and submitting the completed checklist to admissions4hcyg@gmail.com**
2. The application will be presented for approval by the Trustees at their next meeting.
3. The date the Admissions Committee receives the completed Participation Checklist will determine the applicant's position on any waitlist.
4. Prospective Members or waitlisted applicants can attend HCYC events as an invited guest of any member.

STAGE THREE - FULL MEMBERSHIP

1. At the Trustees Meeting, a motion will be made to grant full membership status:
 - o If motion is approved, and an available regular membership position is open: the applicant will be notified of full membership by the Admissions Committee and receive a letter of welcome, an HCYC burgee, membership card, the door code, and name tag. New members are responsible for dues and other payments required by HCYC (e.g., capital assessment, dock charges, etc.).
 - o If motion is approved, but no regular membership position is available due to the membership limit of 125: the applicant will be placed on a waitlist until a membership position becomes available.
 - o If the motion is not approved: the Admissions Committee will inform the sponsor, and the application fees will be refunded within 15 days.



Application for HCYC

(To be completed by applicant)

Electronic Submission:

1. Download this form to your computer
2. Open the file using a PDF reader application (Adobe Acrobat, Preview, Foxit, etc.)
3. Fill in each required field. Typed names can replace signatures
4. Save the completed form as: "your name HCYC Application"
5. Email the completed form along with Letters of Support to admissions4hcyc@gmail.com
6. Mail a check made out to HCYC for the \$750* application fee to:

HCYC Treasurer
PO Box 742
Old Lyme, CT 06372

Manual Submission:

1. Fill in each required field. Write in sponsor and seconders' names; you do not need actual signatures
2. Email a scan or photo of the completed application along with Letters of Support to admissions4hcyc@gmail.com or mail the documents to:

HCYC Secretary
PO Box 742
Old Lyme, CT 06372

3. Mail a check made out to HCYC for the \$750* application fee to:

HCYC Treasurer
PO Box 742
Old Lyme, CT 06372

*APPLICATION FEE

If you withdraw your application or choose not to accept membership if offered, your \$750.00 fee is non-refundable. If membership is denied, your fee will be refunded.

By providing an email address, you consent to HCYC using it to distribute internal club messages, including dues and/or assessment notices.



Application for HCYC Membership

(To be completed by applicant)

APPLICANT	
Full Name	Email
Date of Birth	
Cell Phone	Home Phone
Occupation (if retired, previous)	

SPOUSE/PARTNER	
Full Name	Email
Date of Birth	
Occupation (if retired, previous)	

MAILING ADDRESS (this address may be used for club mailings including membership dues invoices)	
Street	Town
State	ZIP

CHILDREN UNDER 24	
Name	Date of Birth
Name	Date of Birth
Name	Date of Birth

HOBBIES & INTERESTS

REASONS FOR WANTING TO JOIN HCYC



Application for HCYC Membership

(To be completed by applicant)

Please tell us about your past and current boat ownership/boating experience as well as future plans for boat ownership if you currently do not own a boat:

HCYC is a volunteer-run organization. Members are encouraged to participate in its running. Please check which activities you are willing to be involved in.

Clubhouse Supplies	<input type="checkbox"/>	Chandlery	<input type="checkbox"/>
Building/Landscape Maintenance	<input type="checkbox"/>	Hosting Social Events	<input type="checkbox"/>
Newsletter	<input type="checkbox"/>	Bookkeeping/Accounting Skills	<input type="checkbox"/>
Cruises/Water Events	<input type="checkbox"/>	Technology/Computer Skills	<input type="checkbox"/>
Social Media Skills	<input type="checkbox"/>	Other Specific Needs of HCYC	<input type="checkbox"/>

BOAT OWNERSHIP	Boat 1	Boat 2	Boat 3
Type of vessel			
Builder			
Name			
Length			
Color			
Home Port			

BOATING ORGANIZATIONS TO WHICH THE APPLICANT BELONGS (or have in the past)

VOLUNTEER ORGANIZATIONS YOU (or your spouse/partner) ARE/WERE A MEMBER and POSITIONS HELD



Application for HCYC Membership

(To be completed by applicant)

APPLICANT NAME (printed)	APPLICANT SIGNATURE & DATE
	Typing or signing my name signifies my acceptance of the terms of application to Hamburg Cove Yacht Club

TO BE COMPLETED BY THE SPONSOR & SECONDRS

We the undersigned members of HCYC agree to sponsor and second the above applicant. We understand our responsibilities to help guide the applicant through the application process (see Application Process) and to keep a record of the activities that the applicant has taken part in (see Prospective Member Checklist). The Prospective Member Checklist should be given to the Admissions Committee Chair when completed.

NAME (printed)	
SPONSOR:	A typed name or signature signifies that the named member accepts the responsibilities involved in the application process
SECONDER:	
SECONDER:	

FOR CLUB USE

Date Received by Admissions	
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PROSPECTIVE MEMBER CHECKLIST

(To be completed by sponsor)

Note to sponsor: The sponsor is responsible for keeping track of the applicant's progress and recording their attendance on this sheet. All communication regarding the application process and status should only occur between the sponsor and Admissions Committee. **After the prospective member has participated in all three (3) membership requirements, submit the completed checklist below.**

Prospective Member: _____

Sponsor: _____

Sponsor signature: _____ Date: _____

PROSPECTIVE MEMBER CHECKLIST

Get Acquainted Activity with Admissions Committee Date: _____

Host / Co-host an HCYC Meeting or Event Date: _____

One of the Following:

Attend a Monthly Membership Meeting Date: _____

Attend a Work Party Date: _____

Attend an "On the Water" Activity Date: _____

Any Chore Acknowledged by the Rear Commodore Date: _____

Attend an HCYC Activity Date: _____

Attend a First Friday Date: _____

Attend an Event Approved by the Admissions Committee Date: _____

Date received by the Chair of the Admissions Committee: _____

