

CHANNEL ISLANDS YACHT CLUB

POLICY STATEMENT

FOR

MEMORIAL SERVICES

April 15, 1996 (corrected 5-25-15), (corrected 5-6-2024)

I. Policy Statement: It is the policy of the Channel Islands Yacht Club (CIYC) to offer assistance and support, at the request of the family, to members in good standing for memorial services. This policy applies to members and their spouses.

II. Purpose: The purpose of this statement is to formalize the process for assisting with memorial services, provide guidance to members on how to proceed when facing such situations, establish a responsible organizational structure, and develop procedures for both the Club and members to use when such matters arise. In general CIYC will, if requested by the member, or spouse do the following:

A. Furnish the Club House and all facilities (including the bar and bartender) for memorial services. There will be no charge for use of the Club House. See comments pertaining to Bar and Food Charges later in this statement.

B. Assist the family in notifying boat owners who may wish to participate in memorials at sea and other items related to such services.

III. Organizational Structure: In order to implement this policy in an effective manner, the following formal organization structure will be created and maintained. It is the direct responsibility of this group to assist the member or spouse, when assistance is requested. CIYC members serving in this organization must be cognizant of the fact that they are working with either a member or a member's family in a time of great stress and display a sense of compassion and willingness to help.

A. The Commodore: This organization will report directly to the Commodore and this officer is directly responsible for staffing and overseeing the operation of this group. Members, their spouses, or immediate family members desiring to use the Club for memorial services or seeking assistance with memorials at sea, must so notify the commodore or one of the two Chairpersons (see below).

B. Chairperson(s): Two Chairpersons will be appointed by the CIYC Commodore for a term of one calendar year. One representative will be from the CIYC Board of Directors and the other will be from the Channel Islander's Members. Spouses, or immediate family members desiring to use the Club for memorial services or seeking assistance with

memorials at sea, must so notify either the Commodore or one of these Chairperson(s). In the event the Commodore is notified, it is the responsibility of this officer to notify both chairpersons. These individuals have the responsibility of assisting the party making the request and coordinating the activities of all functions within the organization. It is their responsibility to obtain the required information. The more important items include, but are not limited to: the date and time for the service(s), who the family would like notified (i.e. entire club or selected individuals), and any special instructions that might be desired by the family. Further, they will insure the requesting party is aware of basic guidelines for memorial services (see Guidelines section of this procedure).

C. Rear Commodore, Bar Manager and Internal Administration: On receipt of notification from either or both of the Chairpersons that a member wishes to use the Club for a memorial service, the Vice Commodore, Bar Manager and Internal Administration are responsible for the following items: Make certain the Club House is open at the appointed time, insure that the premises are in satisfactory condition, have a bartender(s) on hand to serve beverages, obtain flowers, have the bar stocked, obtain and make available a CIYC Guest Register, guest name tags, arrange for a clean-up crew, and any other item dealing with house and grounds. The Chairpersons may notify one or more of the identified individuals. On receipt of this notice, the party notified will immediately contact the other two to insure they are aware of events. These individuals will develop and implement a strategy for the conduct of the memorial service at CIYC's Club House.

D. Vice Commodore, Fleet Captain and Port Captain: These officers are in charge of all water activities connected with a memorial at sea. In this regard, they will: Assist in the identification of a sufficient number of boats to make the sea trip, secure dock space for each boat to board and off load passengers, and direct individuals to the proper boat. This group will report directly to the two Chairpersons and will handle any other duties that may be assigned to them. The Chairpersons may serve notice on one or more of the above individuals that a member wishes to have a memorial at sea. On receipt of such notice, the person notified will immediately contact the other two individuals to make certain they are aware of the situation. These three individuals will then formulate and implement a plan which insures each of the above objects are accomplished in a professional manner.

E. Chaplain: On receipt of notice from one or both Chairpersons that a member wishes to have a memorial service, the Chaplain will work with the proper parties to make certain the events move forward in a respectful and professional manner. The Chaplain will be prepared to deliver the eulogy at the memorial service if requested to do so. Further, this Officer will be available to provide assistance to the member, spouse or family member.

F. CIYC Hospitality Committee: The Chairpersons will notify the CIYC Hospitality Chairman that a member has requested a memorial service. At either this time or a later date, the Chairpersons will provide the Hospitality Committee Chairperson with as much information as possible. Specific items that should be addressed include: The date and

time of the service, what type of services are being requested, any specific instruction regarding the notification of members and related items. On receipt of this information, the Hospitality Committee Chairperson will utilize the services of the Channel Islanders' Telephone Committee to notify the designated members. At this time, the members will be informed of the date and time of the services(s).

IV. Basic Guidelines:

A. The member, spouse or designated family member must contact the Commodore or one of the Chairpersons and request a memorial service'

B. If a memorial at sea has been requested, all arrangements will be handled by the appointed CIYC individuals (see organizational chart).

C. The Club House will be made available for the memorial service at no charge. CIYC will furnish one wreath as well as flowers for each boat for the memorial at sea.

D. The Club will also furnish a floral arrangement for the food table. If the service is held in a church or funeral home, the Club will send a floral arrangement.