

Policies And Guidelines For Members

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1. PHC Mission Statement

The Pamet Harbor Club's (PHC) mission is to be a welcoming place for a diverse group of Outer Cape Cod people. Members and guests congregate to enjoy one another as well as the venue's magnificent natural habitat. Through a careful combination of environmental stewardship, social recreation and efficient management, memorable experiences will be shared from one generation to the next. PHC means friendship, fellowship and camaraderie in a unique setting.

2. Volunteering

The Club depends on members volunteering to help with social events and to maintain and improve our facilities. Volunteering is a great way to meet and befriend other members.

All officers, board members, committee chairs, and committee members are unpaid volunteers.

Members have done most of the improvements to the facilities over years. Most recently, the new floating docks, the new kayak racks, and the new tennis backboard are all member-constructed.

In the spring a work party is scheduled to ready the club for the season. The Fall work party prepares the club for winter.

3. Staff

The Club has two paid staff, both part time: The General Manager and the Steward. The club is staffed mornings and some afternoons during high season, and sporadically in the shoulder seasons and winter.

The General manager handles the Club's day to day activities, sets up for events, keeps the membership lists, enrolls new members, is in charge of rental events, sends the emails, keeps track of supplies, schedules the tennis courts, and assists members in myriad ways.

The Steward is the General Manager's assistant. The Steward's duties include taking charge of the office when the General Manager is elsewhere, clubhouse repairs, tennis court & dock maintenance, cleaning, and generally keeping the property tiptop.

Members should give the staff the regard and respect they deserve, especially as the staff make requests or informs members of policies that apply to their activities. If members have complaints or comments about the staff, they should communicate them through the Commodore or executive committee.

4. Club Governance

Q: How is the Club governed?

A: The most important answer is that we are a club with democratically elected boards. Everyone in leadership is a volunteer. Nobody on the boards of directors is paid. Those who are elected to the offices, boards, and committees pay the same dues and enjoy the facilities just like everyone else. We encourage members to participate in our Club's governance by attending the annual meeting and contributing talent and time on boards and committees, even in the off-season. The Club works best when everyone feels a sense of ownership and participates in setting the Club's direction and activities.

Q: How is the Club organized?

A: The Club's governance structure may sometimes look complicated, but is actually quite simple in how it operates. The Club was founded in the 1960s as a corporation with members investing money and owning shares. Some of those shares have been passed down through the generations in families, and others have been sold. There are now approximately 260 shareholders with over 1200 shares. Not all shareholders are club members.

Q: Why do we operate both a for-profit and non-profit entity?

A: When the club was founded, a corporation was formed to purchase the real estate and conduct Club's business. Shareholders of Pamet Harbor Yacht and Tennis Club, Inc. (PHYTC), own the real estate, fixed assets and facilities.

In 2006, , the Pamet Harbor Club, Inc. (PHC) a non-profit 501(c)(7) corporation was formed to satisfy various municipal requirements. PHC was approved by the state of Massachusetts in 2006, by the IRS in 2008 and began operating in January, 2009. PHC pays rent to its landlord, PHYTC. The for-profit corporation also rents the facilities for events like weddings. The PHC board makes all decisions and appoints committees to manage membership, organize activities and the run the social club. Together PHYTC and PHC employ the Club's General Manager and Steward. They are the only paid positions.

Q: How do the boards of director's work?

A: Both organizations have separate functioning boards that focus on different things. (They also have separate accounting systems, bylaws, tax returns, etc. and we painstakingly maintain the separation.) PHYTC functions as a landlord. PHC manages all member activities. The boards have some overlapping memberships but each has some board members who do not serve on the other board. The boards meet at the same time, but we carefully keep separate minutes. Much of the operating work for both organizations is done by a smaller executive committee. This committee elected by the boards of directors makes recommendations for policy and plans to the appropriate board for approval.

Q: How do the Annual Meetings work?

A: Each organization's bylaws require an annual meeting. Beginning in 2014, the two annual meetings are conducted sequentially on the same day. PHYTC and PHC have nominating committees that offer a slate for the election of members of the boards of directors and a Treasurer at the annual meeting. Under the by-laws, PHC members are permitted to attend the PHYTC annual meeting, can vote on non-capital items, including election of board members and officers. Only PHYTC shareholders can vote on capital items.

5. Safety and Storms

The Club should be a safe place for members and their guests. Members can help by picking up broken glass and sharp objects from the sand or waterfront areas, and by notifying the staff about hazards on the courts, walks, dock, or deck.

In the event of an emergency, medical or otherwise, dial 911 for assistance.

Members take responsibility for anything stored at the club when severe weather is predicted. Hurricanes and nor'easters bring high water, and winds that can damage boats at the dock or on the racks. Moored boats should be hauled out and small craft removed from the racks.

When a severe storm is forecast, members form a volunteer work party to get boats off the racks and docks, remove wind screens, place deck furniture inside, and to batten down everything possible. If their small craft on the racks are locked on, members need to remove the locks and ensure the boats are moved to a secure location. If the General Manager does not have the key or combination, in order to prevent damage to the racks cables and locks will be cut, and the boat moved

6. Guests

PHTYC is a private club that exists for the pleasure, recreation, and enjoyment of its members.

Guests of members are welcome, but must be accompanied by their hosting member. Members are responsible for the conduct of their guests. Members may not give permission for someone to use the Club when the member is absent.

In Family memberships, children and grandchildren are members not guests. In Individual and Dual memberships, children and grandchildren are guests, so the member must be present when they are at the Club.

Restrooms are available for members and guests. Please help keep them clean.

7. Kitchen

The Club's kitchen is for the shared enjoyment and use of members.

Members are welcome to use the refrigerator, stove, sinks, prep areas, coffee maker, electric tea kettle, kitchen utensils and propane grill.

If members plan to use the stove, please make arrangements in advance for the propane to be turned on.

If there is left over food for others to consume, either from social events or from members, please clearly label and date the food.

Paper products are available for members' individual casual use.

Please wash, dry, and place kitchen items back where found. Cleaning supplies are provided. If you cannot find something ask.

Please air dry coffee makers and electric tea kettle.

Please wipe clean all counters, sinks and stove and grill.

Make sure propane is turned off for the grill

All trash must be removed.

8. Clubhouse and grounds

The Club is situated on some of the most beautiful and fragile coastal environment in Truro. Our clubhouse and facilities are unique on the outer Cape.

The grounds, clubhouse, and deck are always available to members (although use may be limited during rental events).

Club members have a strong commitment to protecting our environment. We rope off areas and put down wooden walkways to protect the dune grass. In some areas we have planted dune grass and other native species to prevent erosion and encourage dune development.

When staff are on duty, the clubhouse is open. All members can use the clubhouse any time except during rental events. The key to the clubhouse is in a lockbox next to the sliding door. Ask the staff or other members for the combination. Please do not share the combination with non-members. If no staff members are present, the members need to discuss among themselves who will be responsible for making sure the clubhouse will be locked when they leave. Please make sure the key is put back in the lockbox and the lockbox is securely closed.

Members gather to watch magnificent sunsets from the deck. Sometimes watching sunset are during social events, but often members come on their own and socialize with others who have also come.

After using the deck, please put cushions back into the box located on the deck and close and secure the umbrella. After using the porch or large room, please sweep or wash up any messes so the area is ready for the next members to enjoy. Brooms and mops are in the hall closet.

During the shoulder seasons and winter, the gas fireplace heats the large room quickly and creates a cozy gathering place. The flat screen TV can be used for watching sporting and other events, or for media that members bring. The sound system located in the cabinet in the hallway accepts any device with a USB connection. If there is no staff member present, Please make sure that the fireplace, TV, sound system, and coffee maker are turned off when you leave.

9. Dock

All members should use the docks in a safe and orderly manner. Children under 8 years of age on the docks should wear a PFD and be accompanied by an adult. Rental event guests are not permitted on the docks.

All moorings in the harbor are assigned by the Truro Harbormaster and are not associated with the Club.

Members are welcome to bring guests to join them on their boat, however members should accompany them.

The west side of the dock is for loading and unloading. Please do not leave vessels tied up on the west side for extended periods of time.

Dock space is reserved for members paying for dinghies, power, and sail boats up to 14 feet. The south dock is for power/sailboats 12-14 feet. All boats should be tied to the dock bow first.

While members paying are guaranteed a space for their craft, exact locations are not reserved.

Annual Members may launch boats in the water anytime after the floating docks are installed; Summer Members may put boats in after May 15 if the floating docks have been installed. Annual Members should remove boats before the floating docks are removed in the Fall. Summer Members should remove boats by October 15.

Boat trailer storage is not permitted in the parking lot. Off-season dry storage of dinghies or small watercraft is prohibited.

Overboard discharge of sanitary tanks or other refuse is prohibited.

Tidal heights range significantly, with over a 13-foot range at times from high to low. Depending on the size of the boat, access navigable water can be limited at low tide.

Please remove seaweed that accumulates on docks from very high tides.

No cleaning of fish at docks, on the club grounds, or in the clubhouse.

Swimming is not permitted from the docks.

Wash-down water (non-potable) is available on the dock. After use, coil the hose; turn off both the nozzle and the source spigot by the clubhouse.

Restrooms are available for members and guests. Please keep them clean.

The Club is not responsible for any damage to boats moored, docked or launched at the club.

10. Small craft

The Club has 94 rack spaces for small craft – kayaks, paddle boards, canoes and sunfish. Members may pay the fee for multiple racks subject to availability.

Members claim racks on a first come basis. As rack spaces fill up when high season begins, members can consult with the club manager about available spaces. The highest racks are difficult for some members, so stronger, taller members can do a favor to others by using the upper racks. Please show the General Manager which kayaks are yours and which rack space you have chosen.

The club owns a dolly for moving kayaks with ease. Ask the club manager or staff member how to access it and use it.

Sunfish hulls should be stored on the bottom two racks. Masts and spars can be stored in the middle space between racks.

In order to best utilize our limited launching space small craft should be removed from the racks shortly before launching and returned to the racks as soon as possible after the return. If a boat needs to be in the launching area for an extended time, for example, to rig a sunfish, please position it in a way that does not hinder other members as they launch.

Annual members may use the racks as early in the Spring as they want, and remove their craft from the racks when they will no longer use them in the Fall. All craft should be removed from the property by Thanksgiving.

Summer members may put their craft on the racks beginning May 15 and must remove them from the club grounds by October 15.

There is no off-season dry storage of kayaks, sailboats (including masts and spars), or paddle boards.

When a member plans to be off Cape for an extended period, they should notify the Club Manager so their craft can be moved to a back rack, thus freeing more easily accessible racks for people who are on the Cape.

The hose with non-potable water near the launching area can be used to wash down small craft. After using the hose, members should coil the hose and turn off both the nozzle and the source spigot by the clubhouse.

Members who have small craft they do not keep on racks, or guests who bring small craft to go out with members may launch from the club, and then remove the craft from the club grounds by the end of the day.

We encourage members to use the deck, kitchen, and restrooms after they return to shore. Please hose mud and sand off your feet and water shoes to ensure that sand or mud are not tracked into the clubhouse.

A few times a year, when the tides and winds are right, we have a group kayak trip followed by a drinks and food on the deck. Members of all skill levels are encouraged to join. Members may organize more adventurous trips for people with advanced skills and a boat adequate to the plan.

11. Tennis

The Club maintains three tennis courts, 1 hard court and 2 clay courts, that are open to all members and their guests. The hard court becomes available for play by May 15, or earlier in the spring when weather permits. Clay courts become available once yearly maintenance is completed and conditions permit. The general manager will post notice when the courts are suitable for play. The courts remain open for use into the fall season as long as weather permits.

In high season, a tennis pro is available for lessons and racquet repair. Please check with the general manager for the tennis pro's schedule and contact information.

The club maintains a small number of racquets that members may check out at no cost. Tennis balls can be purchased in the club office when needed.

The club provides tennis balls for all scheduled mixed double round robin matches for the tennis season.

Courts are reserved three times a week for mixed doubles round robin play. Courts may be reserved for additional mixed doubles round robin matches upon mutual agreement of tennis players. All members and their guests are encouraged to participate in regularly scheduled mixed doubles round robin play, regardless of skill level.

Tennis chairperson and General Manager maintains and distributes a list of active and interested tennis players for the purpose of arranging spontaneous and scheduled matches. Please inquire in the office for the list.

When the general manager or club steward is on duty, members should check in before using the courts.

All members may reserve court time by contacting the general manager or club steward by phone or in person up to a week in advance.

The hard court offers a backboard for individual or team practice. Scheduled play on the hard court trumps backboard practice.

Members who use the clay courts should sweep the courts and clean the lines after each use.

A sign will be posted when a clay court is unplayable.

Players should wear proper tennis shoes at all times. Shoes that mark or damage the courts are prohibited. Please, no flip flops or bare feet.

PHC thanks you for observing proper tennis etiquette.

12. Social events

Members come together in a diverse schedule of social events in every season. Some past events include Beer fest & Barbeque, 4th of July Cookout, Wine & Beer Tastings, Clambake, Ptown Harbor Sunset Sailing Cruise, Football Tailgate Party, and Winter Potlucks.

A volunteer Social chairperson and a committee oversee the social schedule. A volunteer event chair recruits a committee that plans, organizes and executes the event. Shared work in social events is an excellent opportunity to get acquainted with other members. A successful social schedule depends on a significant number of members' volunteering.

A deadline is set for members to sign up and pay for the event so organizers know how many to expect. Popular events may reach a maximum capacity so members signing up later may not be able to attend. The event committee buys food and supplies based on how many members sign up. Committee members should save receipts so the Club can reimburse them. If members sign up but do not attend, the Club cannot refund the fee.

13. Happy Hours

The Club has weekly Happy Hours featuring beautiful sunsets as soon as the weather is good in the Spring, and continuing through the Fall and Winter.

No reservations are necessary for Happy Hours. Members bring their own wine, beer or spirits. The club provides mixers and soda. Everyone brings an appetizer, so there is always a wonderful buffet.

Members sign up to host happy hours. Hosts arrive half an hour early to set up the tables for food and drinks. Hosts are responsible for the break down and clean up. If a member is a first-time host, a more experienced member is available help.

14. Winter Potlucks

During the cold months, from October to April, the club has monthly potlucks. One person or one couple chairs each potluck. Here are the guidelines:

Work with another member or members; you're going to need help: to set up and clean up afterwards, in the kitchen (2-3 people), someone to call tables

Call the callers at least 2 weeks before your event and let them know what the theme is and your plans for the event, and when you need to know how many and who is coming and what they are bringing. Contact Charlie Costa (Charlie@pametclub.com) at the same time you call the callers and provide him with the details of your event to send out to annual and winter members of the Club (not all are on the callers' list).

Consider having some entertainment or a game.

Purchase your supplies if needed (note: there are paper goods in closet and in kitchen): paper or plastic tablecloths (alternatively there are cloth ones in the closet by the porch door – if used wash afterwards in cool water and return to club clean and folded), dinner napkins for place settings (7 per round table), cocktail napkins, and small plates for appetizers and desserts, cream or milk for coffee, sodas: 2 liters each of ginger ale, Sprite, tonic water, club soda (check 'fridge first), bag of ice cubes for drinks. Check the 'fridge for decaf coffee, you'll need a cup and a half or so for the coffee maker, also fresh water (a gallon for coffee and extra from mixers).

Day of the event:

Set up tables, place table cloths and napkins, salt and pepper in cabinet near kitchen window, put 7 chairs around each table (depending on number of people)

Set up Appetizer table and a table for drinks and desserts

Set up coffee pot (ground coffee in the 'fridge, bring 2 gal. fresh water from home—there are bottles at the club for this)

Set out heating trays

Get serving spoons and forks from bin in closet next to side door

Put plastic liners in trash bins and baskets (liners are in bin in closet)

Starting a half hour before the event:

Plug in the heating trays (distribute plugs so all are not on same circuit)

Plug in the coffee maker, set out sugar, stirrers, mixers and ice, pour cream in creamers

ID tables for calling

Array dishes on heat trays as they are received

Immediately following the event:

Tables are to be left up, but chairs must be folded and stored under lip on serving counter

Sweep floors and clean spills (kitchen, main room, entrance, rest rooms), clean the counters, and remove the trash, then take it to the transfer station.

When you leave make sure all the lights out (motion detector light will stay on), the doors are locked, and the key back in lock box
Questions? Pat Canavari (508-349-2708), Meg Royka (508-487-5637)

15. Children

All children are welcome at the Club. It is a wonderful place for building cross-generational bonds and memories and for children to make friendships that will last a lifetime.

If young children are on the dock, a parent or grandparents should accompany them to closely monitor their activities. Children under 8 should wear a PFD.

Teens are especially welcome for activities like tennis, kayak trips, and work days.

Children are the responsibility of the family adults. The staff or members are not responsible for overseeing children's activities or for insuring children's safety. No lifeguard is on duty at the Club.

16. Member Private Events

Each membership includes the opportunity to host a one private event per year for up to 24 people. A private event is defined as one to which the member invites the participants. That is, it is not a club activity and is not publicized as open to all members.

Private events should be scheduled with the Club Manager, and may only be held during the membership season.

The clean up requirement in the kitchen policy applies to the whole club for private events. After member events the clubhouse and grounds should be left in a condition ready for regular member use. The Club may charge a cleaning deposit to be returned if no staff time is needed to complete the cleaning.

The club has a flat screen TV and a music system with connections for portable devices. No bands, D.J.s or PA systems may be used. Please keep noise at a respectful level.

17. Pets

Well-behaved pets are part of the informal, family atmosphere at the Club.

Members who bring dogs should be aware of how others respond to the dog. For example, small children may find even friendly dogs frightening.

Members who bring dogs should use “scoop-the-poop” bags and dispose of them properly. Please be mindful and ensure that the dog is not digging in the fragile dune or sea grass areas.

The Club’s environment is too fragile for larger animals. Horses and other livestock are prohibited from the club grounds.