TRIDENT YACHT CLUB

Reference Guide for TYC Intra Club Communications

User Manual

Table of Content

1/ General Information

This Guide to TYC Intra Club Communications lists the occasions, referred to as events, for which communication is required (See Appendix A - Reference Guide for TYC Intra Club Communications). Occasionally circumstances will dictate that communication be modified from that recommended in this guide, but in general the guidelines in this manual should be respected.

For most events, a communication template should be used. It should be populated with information specific to the event. Once the template is populated, it is saved as a Word document and subsequently converted to a *PDF*.* Each step is described herein. If followed, it will ensure that the logo and format of the communication is maintained for all operating systems.

*PDF Portable Document Format: file format used to represent documents in a manner independent of application software, hardware, and operating system[

2/ TYC Templates

There are currently 4 templates:
- **N1 – Notices**
- **L1 – Letters**
- **L2 – General Purpose Communications**
- **A1 – Agenda**
- **M1 – Minutes**

3/ Working with Templates in Word
- From the Windows desktop, start the Word application
- From the Word main menu, click *File* and select *New…*
- A popup will appear on the right side of the screen
- Under *Templates*, select *On my computer…*
- Select the desired template and click *OK*

4/ Saving a Template to a Word Document
- From the Word main menu, click *File* and then select *Save As…*
- Beside *File Name* , type in the name you want to call the document
- In the field *Save In:* select the folder where the document is to be stored and click *OK* [Word will automatically change the *Save as type:* from Document Template (*.dot) to Word Document (*.doc) in the folder you have selected.] After clicking *OK*, the document template (.dot) will still exist in the template directory on your computer as

well as your new document with the extension .doc (document) in the folder you selected.

5/ Converting a Word Document to a PDF

After creating and saving the Word document, the next step is to create a PDF version of that document. To do this, the Word version of the document must be open. Once the Word document is open:

- In the Word document, click *File* and select *Print*
- A popup window will open. At the top of the popup, in the box called *Name,* use the drop down menus to select *PDF* (this may vary depending on your setup)
- After selecting PDF as the printer, Click *OK*
- Another popup window will appear. In the upper box labeled *Save in* select the directory (location) where you would like to save the PDF. In the lower part of the popup beside *File name*, enter the name that you wish to save the PDF version. Usually, but not always, this is the same as the name of the word document. Click *OK*

6/ N1 – Notices

The N1 template is to be used for all notices. To create a Notice with the N1 template:

- Select the N1 template following the instructions in section 3 above. A copy of the N1 template will appear on your screen.
- Place the cursor and click over the word "*here*" beside the field **To:** enter the name(s) of the recipient(s)
- Proceed to the next field and repeat.

NOTE: The date is automatically displayed (a date field has been included in the template). If you wish to change the date, click anywhere within the date field and type in a new date. After populating all fields, including the message body, save the template as a Word document using the method described in section 4 and then convert to PDF using the method described in section 5.

7/ L1 – Letters

The L1 template is to be used for all letters (mainly external). To create a letter:

- Select the L1 template using the instructions in section 3. A copy of the template will appear on your screen. Each page of a letter created from the template includes a stylized letterhead and a footer with TYC contact information and page numbering.
- Place the cursor and click over the word "*here*". Enter the address, salutation, body and closing (signature) of the letter.

NOTE: The date is automatically displayed (a date field has been included in the template). If you wish to change the date, click anywhere over it and type in a new date. After completing the letter, save the template as a Word document using the method described in section 4 and then convert it to PDF using the method described in section 5.

8/ L2 – General Purpose Communications No index entries found.
The L2 template is to be used for general purpose communications (i.e. sign-up sheets, internal letters, etc.). To use this template:
- Select the L2 template using the instructions in section 3. A copy of the template will appear on your screen. Each page of the document created from the template includes a stylized letterhead and a footer with page numbering.
- Place the cursor and click over the word "*here*". Enter the contents of the document.
NOTE: The date is automatically displayed (a date field has been included in the template). If you wish to change the date, click anywhere over it and type in a new date. After completing the document, save the template as a Word document using the method described in section 4 and then convert it to PDF using the method described in section 5.

9/ A1 - Agendas
The A1 template should be used to create all agendas for the following meetings:
- Board of Directors
- Spring/AGM
- Special
To use this template:
- Select the A1 template using the instructions in section 3. A copy will appear on your screen. Each page of an agenda created from the template includes a stylized heading and a footer containing the page number
- Place the cursor and click over the word "*here*". Enter the name of the meeting (e.g. TYC Board of Directors Meeting)
- Proceed to each subsequent field (data, time, location) and populate as required.
NOTE: The word DRAFT will always appear when you open the template. When appropriate, DRAFT can be deleted by highlighting and deleting it (click on first letter and drag the cursor to the end of "*DRAFT*" and press delete). After completing the agenda, save the template as a Word document using the method described in section 4 and then convert it to PDF using the method described in section 5.

10/M1 - Minutes

The M1 template should be used for the minutes of the following meetings:
- Board of Directors
- Spring/AGM
- Special

To use this template:

- Select the M1 template using the instructions in section 3. A copy will appear on your screen. Each page of the minutes created from the template includes a stylized heading and a footer containing the page number.
- Place the cursor and click over the word "***here***". Enter the name of the meeting (e.g. TYC Board of Directors Meeting)
- Proceed to each subsequent field (data, time, location, present, by teleconference, regrets, type minutes) and populate as required.

NOTE: The word DRAFT will appear when you open the template. Once the minutes have been circulated and approved by the Committee/Board, DRAFT can be deleted by highlighting and deleting it (click on first letter and drag the cursor to the end of "***DRAFT***" and press delete). After completing the minutes, save the template as a Word document using the method described in section 4 and convert it to PDF using the method described in section 5.

11/Events

Please refer to the guidelines for the desired event.

11.1 Unplanned

11.1.1 Infrastructure

- *clubhouse*
- *grounds*
- *electrical*
- *plumbing/water*
- *docks/harbour*

The unplanned infrastructure events listed above are to be communicated to the membership as soon as possible by either the Manager or Dock Master, using the N1 template. The PDF version of the document is to be attached to an e-mail and sent to the TYC membership. Additionally a hard copy should be printed and posted in a designated area in the clubhouse (bulletin board - during the sailing season only). An update, using the same procedure, is to be sent as soon as possible after the status of event changes.

- *member's property*

For all events related to an individual member's property, the Manager or Dock Master will use the N1 template and send the PDF version to the member via e-mail as soon as possible. If urgent, the member should also be contacted by

phone. An update should be sent if required. If necessary the appropriate flag officer should also be copied.

11.1.2 Work Parties

- pre

A Flag Officer or delegate will use the N1 template to notify the membership of upcoming work parties. The PDF version should be sent via e-mail as soon as possible after the date for the work party has been established. The hard copy of the notice should be posted in a designated area in the clubhouse (bulletin board - during the sailing season only). A reminder using the same procedure should be sent at least one week prior to the event if the initial communicated was more than 2 months prior to the event.

When reasonable, a reminder should be sent to the membership several weeks prior to the event.

- post

A Flag Officer or delegate will use the N1 template to update the membership of the work party accomplishments. The PDF version should be sent to the membership via e-mail as soon as reasonably possible after the event. A hard copy of the notice should be posted in a designated area in the clubhouse (bulletin board - during the sailing season only).

11.1.3 Last Minute Social

The Social Director will use the N1 template to notify the membership of last minute changes to the social calendar (addition, deletion, modification of events). The PDF version should be sent to the membership via e-mail as soon as reasonable. A hard copy of the notice should be posted in a designated area in the clubhouse (bulletin board - during the sailing season only).

11.1.4 Weather warning

This is an optional communication. The Manager or Dock Master will use the N1 template to notify the members of weather warnings when possible. Weather warnings could include but are not restricted to severe weather in the vicinity of the club, weather that could impact a social event or race. Another use for this event would be for post-weather updates, e.g. significant precipitation – many dinghies full of water; heavy snow fall – possible large amounts of accumulation on boat covers, etc. The PDF version should be sent to the membership via e-mail as soon as possible. A hard copy of the notice should be posted in a designated area in the clubhouse (bulletin board - during the sailing season only). An update, using the same procedure, is to be sent only if required.

11.1.5 Deaths

Notification of the TYC membership relating to the death of a present or past member should be done using the N1 template. The Commodore, Vice-Commodore or delegate will compose the message and send it in PDF format via e-mail as soon as reasonably possible. A hard copy should be posted in a designated area in the clubhouse (bulletin board - during the sailing season only). The notice should include the following information:

- Member's name
- Member's boat name
- Date of joining the club
- A short description of the member's history at the club
- Information from the obituary, i.e. funeral arrangements, donation, etc.

If necessary, a second notice should be sent to the membership that will include the information taken from the obituary if it was not available at the time of the first notice.

11.2 Planned

11.2.1 Infrastructure

- *clubhouse*
- *grounds*
- *electrical*
- *plumbing/water*
- *docks/harbour*

The planned infrastructure events listed above are to be communicated to the membership by the Manager using the N1 template. Timing of the communication should be as soon as identified or at least 1-2 weeks prior to the event which ever comes first. The PDF version of that document is to be attached to an e-mail addressed to the membership. In addition, a hard copy should be printed and posted in a designated area in the clubhouse (bulletin board - during the sailing season only). An update, using the same procedure, is to be sent as soon as possible after the status of the event changes. If the event is planned on a date that is more than 2 months in advance, a reminder should be sent at least one week prior to the event.

11.2.2 Shoulder Season Services

The Manager or VC will use the N1 template to notify the membership regarding the availability of the following shoulder season (pre-launch and post haulout) services:

- Washrooms: functional toilets, hot water, showers, local heat and electrical outlets
- Cleaning services for the clubhouse and washrooms

- Electrical power within the main building and in reach of all boat storage locations
- Exterior water access (weather dependent)
- Fire wood
- BBQs (limited to Bateau Lounge area) and propane
- Access to dock carts and tool shed
- Kitchen functionality – stoves, fridges, hot and cold water (weather dependent)
- Potable water
- Internet

The PDF version of that document is to be attached to an e-mail addressed to the membership. An update, using the same procedure, is to be sent only if required.

These services are to be available at least 3 weeks before launch and maintained for at least 3 weeks post haulout (weather and temperature dependent). The initiation of services pre-launch should be communicated as soon as they are in place. The discontinuation of services post-haulout should be communicated 3-7 days prior to discontinuation.

11.2.3 Social Events

The Social Director will use the N1 template to notify the membership of all social events. The PDF version should be sent to the membership via e-mail at least 1 month prior to the event. A hard copy of the notice should be posted in a designated area in the clubhouse (bulletin board - during the sailing season only). An update, using the same procedure, is to be sent only if required (i.e. additional information about the event or a change). A reminder using the same procedure should be sent at least one week before the event if the first announcement was communicated more than 2 months prior to the event.

11.2.4 Work Parties

- *Pre*

A Flag Officer or delegate will use the N1 template to notify to the membership of upcoming work parties. The PDF version should be sent via e-mail once the date for the work party has been established (it is recommended to notify the membership well before the event). A hard copy of the notice should be posted in a designated area in the clubhouse (bulletin board - during the sailing season only). An update is to be sent only if required. A reminder should be sent at least one week before the event if the first announcement was communicated more than 2 months prior to the event.

- post

A Flag Officer or delegate will use the N1 template to inform the membership of work party accomplishments. The PDF version should be sent to the membership via e-mail as soon as reasonably possible after the event. A hard copy of the notice should be posted in a designated area in the clubhouse (bulletin board - during the sailing season only).

11.2.5 Meetings

- Spring/AGM

The Commodore should use the A1 template to prepare the notification for the Spring GM and the AGM. The PDF version should be sent via e-mail at least 14 days before the scheduled meeting in accordance with TYC By-Laws. As a courtesy, it should be sent as many weeks prior to the meeting as possible. A hard copy of the agenda should be posted in a designated area in the clubhouse (bulletin board - during the sailing season only) and uploaded to the TYC website – member-related section. An update, using the same procedure, is to be sent only if required (i.e. change in date, new information, etc.). A reminder using the same procedure should be sent at least one week prior to the meeting if the initial communication was more than 2 months prior.

- Special

The Commodore should use the A1 template to prepare notification to the membership of upcoming Special meetings. The PDF version should be sent via e-mail at least 14 days before the scheduled meeting in accordance with TYC By-Laws. As a courtesy, it should be sent as many weeks prior to the meeting as possible. A hard copy of the agenda should be posted in a designated area in the clubhouse (bulletin board - during the sailing season only) and the agenda should be uploaded to the TYC website – member-related section. An update, using the same procedure, is to be sent only if required (i.e. change in date, new information, etc.). A reminder using the same procedure should be sent at least one week before the event if the first announcement was communicated more than 2 months before the event.

11.3 Minutes

- draft

The Secretary will use the M1 template to prepare the draft minutes for all TYC meetings. The draft minutes should be sent to the Board for review and approval. It is recommended that the minutes be sent within 2 weeks of a meeting. See procedure for final minutes below.

- final

The Secretary will use the M1 template to send the approved minutes to the membership. The PDF versions should be sent via e-mail and the minutes should be uploaded to the TYC website – member-related section at least 1 week after the approval of the minutes.

11.4 Presentations - General and Special Meetings

The TYC template (TYC.pot) should be used for all PowerPoint presentations at General and Special meetings of the membership.

To use this template:

- From the Windows desktop, start the PowerPoint application
- From the PowerPoint main menu, click **File** and select **New***…*
- A popup will appear on the right side of the screen
- Under **Templates**, select **On my computer***…*
- Select TYC.pot and click **OK**

Populate and insert as many slides are required for your presentation. Save the presentation. All individual presentations (e.g. from the Flag Officers) should be collated into one presentation using the Slide Sorter function in PowerPoint.

The final PowerPoint presentation (which will include the slides of all those who presented) should be uploaded to the TYC website – member-related section within a week post meeting.

11.5 Commodore's Letter

The Commodore will use the L2 template for the distribution of the Commodore's Letter to the membership. The PDF version should be sent via e-mail on a quarterly basis or more frequently if deemed necessary. It will also be uploaded to the TYC website.

11.6 Special Projects

The Commodore will use the L2 template to prepare notification to the membership of upcoming special projects. The PDF version should be sent via e-mail as soon as reasonably possibly by the Manager. It will also be uploaded to the TYC website – member-related section. An update, using the same procedure, is to be sent only if required.

11.7 Other