



## JUNIOR FLAG EXPECTATIONS AND APPLICATION

The Junior Flag of Lakewood Yacht Club will serve as representatives of the Club. Service on the Junior Flag is open to all children or grandchildren of Lakewood Yacht Club Members.

The following outlines the overall responsibilities of Junior Flag Officers, the Junior Flag Positions, and the application requirements and process.

### **Jr. Flag Responsibilities**

Meetings: The Junior Flag will hold, at a minimum, one meeting per quarter. Meetings will be governed by the Junior Commodore or the highest-ranking officer in attendance. Agendas will change but will consistently include an opener from the Fellowship Officer, a Treasurer's report (fund balance, summary of revenues and expenses since last meeting), a Safety Officer's report (first aid equipment, classes), Fleet Captain's report (Equipment inventory and status), Rear Commodore's Report (Website), Vice Commodore's report (Social Events and activities), Commodore's Report, and old and new business. Minutes will be taken by the Secretary and will be distributed within one week of the meeting.

Code of Conduct: At the inaugural meeting of the Junior Flag each year, the Code of Conduct will be reviewed in its entirety and recommendations for changes will be submitted to the Seahorse Committee Chair for consideration.

Log Articles: The Commodore, Vice Commodore, Rear Commodore and Fleet Captain will rotate the responsibility of writing an article for the monthly Lakewood Log. Articles will be a minimum of two paragraphs and must be submitted to the Log Editor by the 15th of each month.

Jr. Flag Dinner: Annually in the first quarter, the Junior Flag will host a dinner for the Senior Flag at a location of their choosing.

Special Projects: The Junior Flag will identify one project each year for which they will raise funds and complete before the end of the calendar year. Projects should be something that will benefit the Seahorse Community.

Seahorse Bulletin Board and Jr. Flag Display: The Seahorse Secretary will update the Junior Flag Display in the Seahorse Lounge with pictures and names of those selected within one month of the Seahorse Ball. The secretary will also maintain a bulletin board to include the most recently adopted version of the Code of Conduct among other notifications.

Activities: The Vice Commodore will coordinate a contingent to aide in flag ceremonies during the June, July, August and September Member Mixers. In addition, the Vice Commodore will mobilize a group of sailors to help with flag placement for Memorial Day, July 4th, and Labor Day.

Education: The Safety Officer will organize CPR classes, Level 1 Sailing Instruction and other safety courses required to be a Seahorse or Opti Camp Instructor. Other educational courses can be scheduled as deemed appropriate with approval and arranged funding.

Fundraising: The Treasurer will organize the fundraising efforts during Keels and Wheels including finding volunteers, obtaining supplies and coordinating schedules. The Treasurer will also be responsible for any other fundraising efforts.

Member Mixers and Social Events: At least twice annually, the Junior Commodore will give a brief presentation at the First Friday Member Mixer highlighting Seahorse activities and accomplishments. The Junior Flag will assist with

the Seahorse Ball and participate in occasional dinner events with parents in the main Clubhouse.

## **LYC Junior Flag Officer Job Descriptions**

### Commodore

Official Representative of the Seahorse Program Provide leadership and help fellow Seahorses Present at official LYC functions when requested Attend periodic meetings with club officers Coordinate duties of Seahorse Flag Officers

### Vice Commodore

Back-up for Seahorse Commodore

Provide leadership and help fellow Seahorses Assist Seahorse Committee with social events and activity planning Present at official LYC functions when requested Attend periodic meetings with club officers.

### Rear Commodore

Assist Seahorse Committee with Seahorse website Provide leadership and help fellow Seahorses Present at LYC functions when requested.

Attend periodic meetings with club officers Assist Secretary with Seahorse bulletin boards.

### Fleet Captain

Assist Sailing Director with equipment inventory Provide leadership and help fellow Seahorses Assist Sailing Director with LYC sponsored regattas Present at LYC functions when requested

Attend periodic meetings with club officers.

### Secretary

Responsible for Seahorse correspondence (thank you notes, etc.)

Assist Seahorse Committee with communication Assist with Seahorse bulletin boards.

Provide leadership and help fellow Seahorses Present at LYC functions when requested Attend periodic meetings with club officers.

### Treasurer

Organizing Volunteers, obtaining supplies and running Lemonade Stand at Keels and Wheels

Assist Seahorse Committee with Fundraisers Collecting and accounting for funds raised Making recommendations regarding funds raised Provide leadership and help fellow Seahorses Present at LYC functions when requested.

Attend periodic meetings with club officers.

### Fellowship Officer

Responsible for leading brief words of fellowship or prayer at events

Provide leadership and help fellow Seahorses Present at LYC functions when requested Attend periodic meetings with club officers.

### Safety Officer

Responsible for organizing and maintaining the basic first aid equipment at Seahorse Lounge

Work with the Sailing Director to organize CPR classes, and other safety courses

Provide leadership and help fellow Seahorses Present at LYC functions when requested Attend periodic meetings with club officers.

## Jr. Flag Application and Selection Process

1. All children or grandchildren of Lakewood Yacht Club members in the 8th grade or up are welcome to apply.
2. Applications will be submitted to the LYC Office no later than **November 22, 2023**.
3. Applicants will include the following information in hard copy.
  - a. Name, Date of Birth, Current Grade, Position Desired, Contact Information
  - b. What makes you the best candidate for the position above?
  - c. Have you been elected or appointed to any other positions at Lakewood or any other organization?
  - d. List all other organizations you are now, or have been affiliated with, and the years of your affiliation:
  - e. For each of those organizations listed in C above, state your contribution to that organization.
  - f. Please attach your sailing or boating resume.
4. During December, the Junior Flag Selection Committee will meet to review the applications. The Junior Flag Selection Committee will be composed of:
  - a. LYC Vice Commodore (incoming Commodore for the year in which selected Junior Flag will serve)
  - b. LYC Rear Commodore
  - c. LYC Fleet Captain
  - d. LYC General Manager and Assistant General Manager
  - e. LYC Waterfront Director
  - f. Seahorse Committee Chair
  - g. An additional person appointed by the LYC Flag whose identity will remain undisclosed.
  - h. Any member of the selection committee with a child or grandchild making application will be recused.
5. The LYC Flag or other members of the committee may request interviews with Junior Flag applicants.
6. There is no requirement that all positions will be filled.
7. The incoming Junior Flag will be announced prior to the Seahorse Ball in January (date TBD).

## Lakewood Yacht Club Junior Flag Code of Conduct

Participation in the Lakewood Junior Flag is an excellent way for a child or grandchild of a Lakewood member to develop leadership skills and build strong friendships with others. Those selected are chosen because they are persons of strong character, are believed to be a positive reflection of the Lakewood Yacht Club, and embody the Corinthian Spirit.

Participation in the Junior Flag program, however, is a privilege, not a right. Those who choose to participate are representatives of the Lakewood Yacht Club and will be held to higher standards of behavior at all times, whether they are at the club, in school, or in the community. Lakewood Junior Flag officers are expected to adhere to the Seahorse Code of Conduct with the additional emphasis of the following:

### Section 1: General

In order to promote safety and a positive experience for the Junior Flag, Lakewood Yacht Club expects officers to adhere to seven basic standards of conduct: (1) exercise self-control, self-respect, and self-discipline; (2) demonstrate a positive attitude; (3) respect the rights and feelings of others; (4) respect club property and adults; (5) contribute to the growth of the youth sailing program; (6) adhere to rules, and (7) promote a safe environment.

Attendance: Junior Flag Officers are expected to attend and participate in four official meetings, one per quarter. Attend, at a minimum, three sanctioned Lakewood Yacht Club events such as Member Mixers, Junior/Senior Flag Dinners, Keels and Wheels Fundraiser, etc. It is the responsibility of the Junior Flag Officer to notify the Waterfront Director in advance if he/she cannot attend a meeting or an event. Failure to attend a minimum of three sanctioned events or quarterly meetings without written advance notice may result in suspension or dismissal from the Flag.

### Section 2: Violations and Consequences

Junior Flag Officers shall not engage in inappropriate or unlawful behavior, including but not limited to: the use of alcohol, tobacco, e-cigarettes or illegal drugs, fighting, harassment, bullying, sexual misconduct, criminal activity (excluding minor traffic offenses), failure to follow rules, unsafe or disruptive behavior, misuse of club property or the property of others, or threats to others.

If Lakewood Yacht Club receives a report alleging a breach of conduct that has brought the Club into disrepute, or a report required by rule 69, 69.1(c) or 69.1(e) of the Rules of Sailing, it will conduct an investigation. It may then take disciplinary action, including the immediate suspension or permanent removal of the youth's Junior Flag classification.

Violations may be referred to the Lakewood Membership Committee and the Board of Directors and may include disciplinary actions as outlined in the Rules section V.B and By-Laws section 2.11.

### Section 3: Parent and Youth Acknowledgement

I understand and agree to abide by all the provisions of the Lakewood Junior Flag Code of

Conduct. Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand and agree to support all the provisions of the Lakewood Junior Flag Code of

Conduct. Parent Signature: \_\_\_\_\_