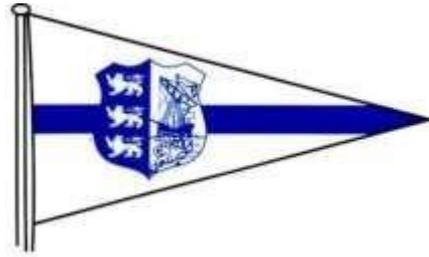


# Blackwater Sailing Club



Founded in 1899

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## RULES BLACKWATER SAILING CLUB LIMITED

### **CLUB RULES ADOPTED**

by Committee on 10<sup>th</sup> May 2021

and for Section A at the Annual General Meeting on 28<sup>th</sup> April 2019

Blackwater Sailing Club Limited  
A company limited by guarantee. Registered in England and Wales No: 647612

# BLACKWATER SAILING CLUB LIMITED

## RULES

### INTRODUCTION

The Rules contained in this booklet are for the conduct of the affairs of the Blackwater Sailing Club Limited (hereinafter called "the Club"), and for compliance by Members. The Rules are in addition to, and in amplification of, the Articles of Association of the Club.

Section A of these Rules, and updates thereto, are approved at General Meetings of the Club, in accordance with the requirements of Articles 3(e) and (f).

Sections B to G of these Rules, and updates thereto, are approved by the Committee under the powers granted to it by Article 10.1 (e).

With respect to some Rules additional information and guidelines are provided in the Club's Members' Information File (MIF), as defined below. Each item in the MIF is issued under the authority of the relevant Club Officer.

In these Rules:

Reference to a Member shall mean a Full Member, Honorary Member or Cadet Member (as the case may be), as defined in the Articles of Association of the Club, and "Cadet" shall mean Cadet Member

Reference to an Officer of the Club shall mean either a Flag Officer or an Honorary Officer, as defined in the Articles of Association of the Club

Reference to the Club Notice Board shall mean any of the notice boards in the main entrance lobby of the clubhouse

Reference to the Members' Information File shall mean the file kept for that purpose on the Club website and in the main entrance lobby of the clubhouse

Reference to parent in the context of Rules concerning Cadets or children shall include also a legal guardian

Words importing any gender shall import any other gender

Words importing the plural number shall include the singular and vice-versa

A reference to a statute or statutory provision includes a reference to that statute as from time to time consolidated, modified, re-enacted or replaced by any other statute or statutory provision and includes any subordinate legislation made under it

Any case not provided for in these Rules will be referred to the Committee whose decision will be final.

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## **A. RULES RELATING TO MEMBERSHIP, SUBSCRIPTIONS AND CHARGES**

### **1. Election of Members**

#### **(a) Full Members**

Every candidate for membership shall apply to the Hon. Membership Secretary in writing in such form as shall be required for that purpose by the Committee. An example of the current form is held in the Members' Information File. Each such candidate shall either:

- (i) Be proposed and seconded by two Full or Honorary Members of the Club in writing in the form required by the Committee or
- (ii) Submit himself for interview by a member of the Committee or the Membership sub-committee.

In the case of (i) above the Hon. Membership Secretary or any Flag Officer may in addition in his sole discretion decide that a candidate be required to submit himself for interview prior to his election being considered.

Subject to the above and to each application (or a copy of it) being posted on the Club Notice Board for a period of not less than fourteen days (or such other period as the Committee shall decide) each application shall be considered by either the Committee or the Membership sub-committee and voted upon by secret ballot. If the Membership sub-committee is unanimously in favour of a candidate, his application shall be deemed approved by the Committee. If the Membership sub-committee be not unanimously in favour of a candidate his application shall be passed to the Committee. At Committee, whether or not the application has previously been considered by the Membership sub-committee, if there be one vote in four against the candidate, he will not be elected.

For the purposes of the above, a quorum of the Membership sub-committee shall comprise the Hon. Membership Secretary or a Flag Officer and at least three other Members of the Membership sub-committee.

#### **(b) Honorary Members**

Any distinguished person, or a person who has rendered special service to the Club, may be elected an Honorary Member of the Club, for such period as the Committee may decide. He may be nominated by any Full or Honorary Member and shall be elected by secret ballot of the Committee provided this is agreed by 90% or more of those voting at the meeting.

#### **(c) Cadet Members**

A Cadet shall be elected in the same manner as described in Rule A1(a), but requires only one proposer who may be his parent. All applications shall be in writing in such form as shall be required for that purpose by the Committee and (if not incorporated in such form) must be accompanied by a letter of consent from a parent of the applicant. An example of the current form is held in the Members' Information File. All applicants must be 8 years of age or over and less than 18 years of age at the date of election.

A Cadet must have at least one parent who is a Full or Honorary Member of the Club, other than in exceptional circumstances which must be approved by the Committee. In such circumstances the Committee shall as a pre-condition of election of any Cadet (or of any Cadet renewing his membership) require that a Full or Honorary Member first agrees in writing, in such form as the Committee shall require, to accept responsibility for the Cadet as if he were the parent.

Cadet membership shall cease on 31<sup>st</sup> December of the year in which the Cadet reaches 18

years of age, at which time he will automatically be considered as a candidate for Full membership commencing at the beginning of the following calendar year.

## **2. Other Categories**

### **(a) Associates**

A Full Member of the Club may apply to the Committee to transfer to Associate status. The Committee will approve such a transfer, if it considers in its sole discretion that there are proper reasons why the Member is unable to make use of the Club but wishes to continue his association with it. The transfer shall be approved by the Committee by secret ballot and if there shall be one vote in four against, the transfer will not be approved. The Committee neednot give a reason for its decision.

Associate status is not membership and confers none of the rights and privileges of a Full Member of the Club (including the right to launch, recover or keep a boat at the Club). If an Associate wishes to visit the Club he shall only do so as a Temporary Member or as a Guest under Rule A2(c)(i) or A2(c)(ii) respectively.

### **(b) Training Members**

Persons other than Full Members, Honorary Members and Cadets who attend any training scheme or course operated by the Club on or from its premises are deemed to be Training Members. All Training Members shall be under the control and supervision of an instructor nominated by the Principal of the Sailing School. Training membership shall confer none of the rights and privileges of membership of the Club other than to use, for a limited period, such of the Club's facilities as are necessary in connection with the scheme or course being attended, and under the control and supervision of the relevant instructor. The names of all Training Members shall be recorded by the Principal of the Sailing School or a person appointed by him for this purpose.

### **(c) Visitors**

Visitors are categorised as either Temporary Members or Guests.

#### **(i) Temporary Members**

Persons who wish to utilise the Club's facilities for short periods may be introduced to the Club as Temporary Members only by Full or Honorary Members who shall be responsible for payment of their subscriptions and charges in accordance with the prevailing tariff. Temporary Members shall have none of the rights or privileges of Full Members of the Club other than to use the Club's facilities (including launching, recovery and parking of dinghies) for a limited period under the control and supervision of the introducing Member.

No person who has been expelled, suspended or rejected as a Member shall be introduced as a Temporary Member.

Members who wish to introduce Temporary Members shall apply to the Hon. Treasurer in writing in such form as shall be required for that purpose by the Committee. Temporary membership is effective upon completion of the form and payment of the appropriate fees.

Associates wishing to have Temporary Member status may introduce themselves by applying to the Hon. Treasurer in writing in such form as shall be required for that purpose by the Committee. They are responsible for payment of their own charges. Temporary membership is effective upon completion of the form and payment of the appropriate fees.

For each individual, temporary membership is restricted to a maximum of seven days per calendar year.

Participants in open sailing events at the Club, having signed an entry form and paid the corresponding entrance fee, are deemed to be Temporary Members whose charges are included in their entrance fee.

**(ii) Guests**

Full and Honorary Members have the privilege of introducing (except on the occasion of General Meetings) not more than two Guests on any one day. No Guest shall be introduced more than four times between 1<sup>st</sup> April and 30<sup>th</sup> September in any one year and more than four times between 1<sup>st</sup> October and 31<sup>st</sup> March in the following year. Visits for short periods of no more than 30 minutes on any one day do not count towards the above limits; the 30 minutes time limit also applies to the visitor's car, if any. Members introducing Guests shall enter their names in the Guest book kept in the clubhouse main entrance lobby

No person who has been expelled, suspended or rejected as a Member shall be introduced as a Guest.

Guests shall not be allowed to bring, launch or recover boats.

Full and Honorary Members may invite Guests to formal Club social events, in which case the Member is responsible for all charges. Such Guests are not included in the above limits on frequency and do not have to be entered in the Guest book.

Associates may sign themselves in the Guest book, subject to the above limits on frequency.

Visiting yachtsmen who are members of a club affiliated to the Royal Yachting Association, or an equivalent overseas club, may visit the Club without charge, and shall sign themselves in the Guest book, subject to the above limits on frequency.

**(d) Children**

Children, who are 8 years of age or over, are not permitted on the Club's premises except as a duly elected Cadet, as a Training or Temporary Member, or as a bona fide Guest.

Children of any Full, Honorary, or Temporary Member who are under 8 years of age are admitted to the Club's premises without payment provided that at all times they are under the control and supervision of their parent (or by a responsible adult nominated by their parent) who shall be solely responsible for their conduct, safety and well-being.

**3. Subscriptions and charges**

- (a)** Entrance fees, membership subscriptions and boat charges shall be in accordance with the prevailing tariff as approved in General Meeting of the Club and posted in the Members' Information File.
- (b)** Charges for other services and goods provided by the Club shall be in accordance with prevailing tariffs determined by the Committee, or by a duly authorised sub-committee, and posted in the Members' Information File.
- (c)** Membership subscriptions for Full and Cadet Members, subscriptions for Associates, and boat charges fall due annually on 1<sup>st</sup> March in respect of the calendar year January / December.
- (d)** At Committee discretion, membership subscriptions and boat charges may be paid in two equal instalments, one on 1<sup>st</sup> March and one on a later date, to be specified by the Committee, in the same year. If no payment is received by 1<sup>st</sup> March the full amount is deemed to be due on 1<sup>st</sup> March; if the first 50% instalment is received on or before 1<sup>st</sup> March then the second 50% instalment is deemed to be due on the specified later date.

- (e) Subscriptions and charges for Training and Temporary Members are payable on demand. Charges for boats brought newly to the Club are payable on demand.
- (f) Charges for boats brought newly to the Club are payable on demand.
- (g) Charges for all other services are payable on demand
- (h) If any Full, Honorary or Cadet Member or Associate fails to pay his account, either for subscriptions or charges, on or before its due date, a further written application for payment will be made. If payment is not received within a further period of twenty-one days following the date of the further application for payment, the name of the Member/Associate concerned will, at the discretion of the Committee, be posted on the Club Notice Board, and if his account is not paid within twenty-one days of such posting, his name may, at the discretion of the Committee, be removed from the list of Members or Associates, without prejudice to the right of the Club to collect outstanding dues, and he shall thereupon cease to be a Member or Associate as the case may be.

#### 4. Subscriptions and boat charges for fractional years

- (a) For Full and Cadet Members elected to the Club during the year, entrance fees, membership subscriptions and boat charges if applicable are payable within one month of election, and if not so paid the election may be void at the discretion of the Committee.
- (b) A Full or Cadet Member elected on or after 1<sup>st</sup> September but before 31<sup>st</sup> December shall not be liable for any membership subscription in respect of the calendar year immediately following his election.
- (c) A Member or Associate whose relationship with the Club ceases during a year for whatever reason is not entitled to any refund of subscriptions or charges.
- (d) Subject to (e), (f) and (i) below, the full respective boat charge is payable for each boat kept at the Club for any part of the year.
- (e) If a boat is brought to the Club on or after 1<sup>st</sup> September but before 31<sup>st</sup> December the full respective boat charge is payable at the time of arrival at the Club, and no boat charge shall be due in respect of the calendar year immediately following such arrival.
- (f) If a boat is removed from the Club before 1<sup>st</sup> March then no boat charge is due for that year, provided that a full charge has been paid for the boat in the previous year.
- (g) If a boat is brought to the Club only for winter storage or winter mooring the full respective boat charge is payable at the time of arrival at the Club, and will fall due on 1<sup>st</sup> March in subsequent years.
- (h) Members intending to bring a boat which is new to the Club shall advise the Hon. Treasurer in writing in such form as shall be required for that purpose by the Committee. The same form shall be used to advise sales of boat between Members, sales of boats to non-Members, or removal of boats from the Club. Where a Member fails to notify the Hon. Treasurer within 14 days, the 'non-registered boat charge' will apply for the non-registered period in addition to the prevailing boat charge.
- (i) Full, Honorary and Cadet Members may keep a boat (other than a cruiser) at the Club for up to seven days per year at the same rate as applies to Temporary Members. Members who wish to do so shall apply to the Hon. Treasurer in writing in such form as shall be required for that purpose by the Committee.

## **5. Reductions in fees, subscriptions and charges**

- (a)** A husband and wife or a couple in a civil partnership, both of who are Members, shall pay the reduced subscription according to the prevailing tariff, which reduction shall not apply to entrance fees
- (b)** Couples living permanently at the same address may apply in writing, through the Hon Membership Secretary, for Rule A5(a) to be applied to them as if they were husband and wife or in a civil partnership.
- (c)** The reduced subscription rates described in Rule 5(a) and (b) above cannot be applied retrospectively.
- (d)** Full Members who have not attained the age of 24 years shall be termed Juniors. They are liable to and pay the reduced subscription according to the prevailing tariff, until the end of the calendar year in which they become 24.
- (e)** Any Full Member having reached the age of 65 years and who has been a Full Member of the Club for at least 25 years, or having reached the age of 70 years and who has been a Full Member for at least 15 years, may apply for his subscription to be reduced to one half of the prevailing rate.
- (f)** Any Full Member having reached the age of 80 years and who has been a Full Member of the Club for at least 15 years may apply for his subscription to be reduced to one quarter of the prevailing rate
- (g)** If a Member who has left the Club wishes to re-join within a period of seven years, at the Committee's discretion a further entrance fee will not be payable.
- (h)** The Committee may in any particular case at its discretion reduce or waive payment of any subscription or charge.

## **B. GENERAL AND HOUSE RULES**

### **1. Burgee**

The Burgee of the Club shall be white with the former Maldon Borough Arms and a horizontal bar in dark blue. The design of any merchandise bearing the name of the Club and/or the burgee must be authorised by the Committee.

Note: Details of current designs are contained in the Members' Information File.

### **2. Hours of opening and closing of the Club**

The clubhouse is open to Members subject to such limitations as are imposed from time to time by the Committee.

The last Member leaving the clubhouse shall be responsible for ensuring that all windows and doors are closed or locked (as the case may be) and for turning off the lights and generally securing the premises.

### **3. Health and Safety**

The Club's policy statement is contained in the Members' Information File.

### **4. Sea wall flood prevention gates**

The sea wall flood prevention gates are controlled by the Environment Agency. In the event of an emergency, the Environment Agency may send a Flood Alert or Flood Warning to the Club and request that the Club operates the gates. Suitably trained Members are authorised by the House, Precincts and Equipment sub-committee; a list of authorised operators of the flood prevention gates is contained in the Members' Information File.

### **5. Pier and pontoon**

The pier and pontoon are primarily for the purpose of embarkation or disembarkation. Diving or jumping from the pier or pontoon are not permitted, except during organised Club events. Any Member of the Committee, Officer of the Club or the Race Officer, for reasons of safety or nuisance, may require any person swimming in such vicinity to cease doing so immediately.

### **6. Galleys**

The Members' galley, located on the lower deck, is for the use of Members. Users shall be individually responsible for ensuring that Club crockery and cutlery are returned clean to store after use.

The functions galley, located on the upper deck, is only for use for organised catering in connection with Club events, by arrangement with the Rear Commodore.

The consumption of food is not permitted in the functions galley.

Children under 8 years of age are not allowed in either galley.

### **7. Dress**

Members wearing wet clothing shall not use the internal staircases, the main entrance lobby, or any first floor areas of the clubhouse, other than as provided for in connection with organised social events, and they must use the wet entrances for access to the toilets and changing areas.

## **8. Cadets and children**

Cadets under 11 years of age shall not attend the Club unless a parent, or a responsible adult nominated by the parent, is also on the premises.

Children under 8 years of age shall be under the control and supervision of a parent, or by a responsible adult nominated by the parent – refer Rule A2(d)

The sunroom is reserved for use by persons aged 18 or over.

Cadets shall wear a suitable buoyancy aid or life jacket at all times when afloat.

## **9. Child protection policy**

The Club's policy documents, comprising the Safeguarding and Child Protection Policy and Procedures, and associated Code of Conduct and Good Practice Guide, are contained in the Members' Information File.

## **10. Dogs**

Members and Guests bringing dogs to the Club shall ensure that they do not cause a nuisance to other people.

Dogs (except guide dogs or assistance dogs) are not permitted within the clubhouse.

Elsewhere on Club property, except within the lake compound, dogs shall always be on a lead.

Within the lake compound dogs shall always be kept under control

Any fouling anywhere on Club premises shall be cleared up and disposed of responsibly.

## **11. Radios, mobile phones, computers, etc.**

The use of portable radios, personal audio equipment, games computers or similar equipment is not permitted in the clubhouse or on the terrace, unless headphones are used. The use of mobile telephones in these areas shall be with due regard to the comfort and convenience of other Members

The Club's Wireless and Internet Policy is contained in the Members' Information File. This includes conditions for use of the Club's Wi-Fi network, which shall be obeyed by all those who login on the BSC Wi-Fi network's portal page.

## **12. Use of bicycles etc.**

For the safety of all, the use of roller blades, skateboards, scooters or similar equipment is not permitted on the clubhouse terrace, upper dinghy park (north), wash-down and slipway areas, and the roadways between them. During Club week and Cadet week, these items are not permitted on any part of the Club's premises.

The use of bicycles is not permitted on the clubhouse terrace, upper dinghy park (north), wash-down and slipway areas, and the roadways between them.

## **13. Roadways within Club grounds**

Drivers shall not exceed 15 m.p.h. on all Club roadways.

Motorised vehicles shall not proceed beyond the car park areas, except for the purpose of necessary access on Club business.

#### **14. Members' vehicles**

In order to identify Members' vehicles, the sticker provided by the Hon. Secretary shall be affixed to Members' vehicles' front windscreens in a clearly visible manner.

#### **15. Club-owned vehicles and other motorised wheeled equipment**

Members shall not drive any such equipment unless they have been authorised by the House, Precincts and Equipment sub-committee. A list of authorised drivers is contained in the Members' Information File.

#### **16. Club notice boards**

The Club notice boards are to be used only for notices concerning Club business and events. Members wishing to post a notice shall use only the Members' notice board, provided for this purpose.

#### **17. Hiring of clubhouse rooms**

The Committee may refuse a hiring if it considers that the proposed event is of a nature that could bring the Club into disrepute.

##### **(a) Hiring to Members**

Full and Honorary Members who are over 21 years of age may hire rooms on the upper deck for private parties or other events. Applicants must sign a hiring agreement in the form required by the Committee. Charges, which include a refundable deposit, will be in accordance with the prevailing tariff and are payable in advance. Any associated use of the Stewards' services will be charged additionally. The Clubhouse Rooms Standard Conditions of Hire and clubhouse rooms booking form are contained in the Members' Information File.

There will be no charge for events which are:

- i) Open either to all Members, or to all members of a recognised group of Members within the club; examples of the latter would be the Cadets or a sailing boat class with a recognised Class Captain, and
- ii) Are either free to participants or, where a charge is made, any surplus on the event is returned to Club funds.

##### **(b) Hiring to third parties**

The Committee may authorise hiring of the clubhouse by other clubs, societies, individuals or organisations for properly organised functions. Such events shall be authorised in advance in writing and confirmation of the Committee's decision shall be posted on the Club Notice Board at least seven days before that said occasion.

Such authorisation may include the right to purchase intoxicating liquor in which case this shall be explicitly specified in the hiring agreement and the provisions of Rule B28 shall apply.

The Committee shall, arrange for an Officer or a Full or Honorary Member so authorised to be present at each third party hiring to ensure proper and adequate control, and the Committee shall keep a record of all such occasions.

#### **18. Club bungalow**

Full or Honorary Members may rent the Club bungalow. Charges will be in accordance with the prevailing tariff. No person under 18 years of age may book or stay overnight unless accompanied by an adult. The Bungalow Conditions of Use are contained in the Members'

Information File.

## **19. Camping**

Tents, caravans and sleeping in camper-vans are permitted on Club grounds to facilitate Members' participation in Club events.

This facility will take place only on dates and in areas designated by the Committee, or by the Camping Co-ordinator appointed by the Committee for this purpose, and be subject to a maximum of 28 days per year. Designated dates are published in the Members' Information File.

Campers must sign the camping register (kept in the clubhouse main entrance lobby) for each night they camp at the Club.

Persons under 18 years of age shall not camp at the Club unless accompanied by a parent, or a responsible adult nominated by the parent.

Visitors having Temporary Member status (refer Rule A2(c)) may camp provided that they have been formally granted permission by a Flag Officer.

Donations for camping are voluntary, and may be sent to the Hon. Treasurer at the Club.

## **20. Stewards**

The Stewards' duties are identified and controlled by an Officer of the Club designated by the Committee.

Subject to availability, Members may avail themselves of Stewards' services for various types of activity, as specified below. Further details are contained in the Members' Information File.

### **(a) Launching and hauling-out of boats kept on moorings, and use of mast crane and boat hoist**

Appointments shall be made by email, text, telephone or direct oral contact between the Member and the Steward.

Refer also to Rule C4 which prescribes conditions for these activities; note that the Member, or a representative nominated by him, must be present throughout the operation.

### **(b) Work on a Member's moorings tackle**

All requests shall be made via the Moorings Officer (refer also to Rule C4(c)). The services will be charged to the Member's account in accordance with the prevailing tariff.

### **(c) Work on a Member's boat**

All requests shall be made via the Hon. Warden

No responsibility is accepted by the Club concerning such services and it is the responsibility of the Member requiring the said services to ensure that the working conditions are safe. The services will be charged to the Member's account in accordance with the prevailing tariff.

### **(d) Repair of faults found in Club facilities**

These should be reported in the Fault Book, kept in the clubhouse main entrance lobby.

Any complaint regarding the Stewards' services must be made to the Hon. Secretary.

## **21. Payments to Stewards**

The only payments which may be made by a Member to a Steward are as commission for arranging the purchase or sale of a boat on behalf of a Member. Such payments shall be made via the Club. The Club accepts no responsibility for these transactions.

## **22. Paid labour**

Members shall notify the Steward of any paid labour undertaking maintenance of their boats whilst on Club premises.

## **23. Club property**

No Members shall take from the Club any article that is the property of the Club without the consent of an Officer of the Club.

## **24. Stowage and disposal of Members' property**

Members wishing to stow gear necessary for sailing, separately from their boats, at the Club premises shall only do so at the Committee's discretion and shall stow such gear in the appropriate place in a shipshape manner and properly labelled.

Property which in the opinion of the Committee is considered to be derelict or abandoned, including boats, trolleys, trailers and non-registered boats, whether or not identified with the owner's name, which remains on the Club's premises without being claimed or recovered may be subject to the following:

- Removal to another part of the Club premises, without the Club being liable for any loss or damage howsoever caused
- After taking reasonable steps to trace the owner, which shall include prior twenty one days' notice in writing to any identifiable owner at that person's last known address as shown in the Club database, disposal under the authority of the Hon. Secretary, who may apply the proceeds (if any) in such manner as he thinks fit.

## **25. Limitation of Club liability**

### **(a) General**

Members, Training Members, Temporary Members and Guests (for the purposes of this Rule B25 only hereinafter referred to as Members and Guests) use the Club premises, and any other facilities of the Club, entirely at their own risk.

Any damage to or loss of property belonging to Members and Guests shall be solely at the owner's risk.

### **(b) Sailing**

Members and Guests are entirely responsible for their own safety, and nothing in the Rules or Sailing Instructions or anywhere else, reduces this responsibility. It is for Members to decide whether their craft, equipment and crew are fit to sail in the conditions in which they may find themselves. By launching or going to sea they confirm that their craft and equipment are fit for those conditions and that their crew is competent to sail in them. The provision of safety craft does not relieve Members and Guests of their responsibilities. The Club provides boats for the use of Members and Guests, who are nevertheless still responsible for their own safety.

**26. Data protection**

Membership of the Club and acceptance of the Rules by the Member are deemed to constitute consent to the holding by the Club of relevant personal data for the purposes of the GDPR. The Members' Personal Information Privacy Notice is contained in the Members' Information File.

**27. Not to carry on any business**

No Member shall carry on any business activity on or from the Club's premises or from any Club mooring nor shall he make any charge to a Guest for the use of the Club's facilities other than for the purpose of collecting any fee or charge due to the Club in accordance with these Rules.

**28. Purchase and supply of excisable goods**

**(a) Purchase and supply**

The purchase for the Club of excisable goods and the supply of the same on Club premises shall be exclusively and solely under the control of the Committee or of a special sub-Committee appointed by the Committee.

Intoxicating liquor may only be sold for consumption on the Club premises to persons who are aged 18 and over, and who are entitled to the use of the Club premises in pursuance of the Rules, at the time being in force. No person under the age of 18 may purchase or attempt to purchase intoxicating liquor within the Club premises nor may any person under the age of 18 consume such intoxicating liquor within the Club premises. No person aged 18 and over may purchase intoxicating liquor for consumption by a person under 18.

**(b) Hours of sale**

Subject to the requirements of the licensing authorities, the Committee shall cause the facilities for serving intoxicating liquor to be open at convenient times for the sale of intoxicating Liquor to persons who are entitled to the use of the premises of the Club in pursuance of these Rules. "Convenient times" shall mean any hours between noon and midnight dependant on the schedule of Club racing and social events.

**(c) Profits from sale**

No person shall be paid at the expense of the Club any commission, percentage or similar payment on or with reference to the purchase of intoxicating liquor by the Club; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to Members or Guests apart from any benefit accruing to the Club as a whole.

**29. Use of electricity in boat parks**

The Club supplies 13 amp electrical connections around the site for the use of Members. These connections shall only be used when the Member is on site and only for one of the following purposes:

**(a) Use on Members' boats**

The electrical connections may be used to enable Members to work on their boats for maintenance purposes. They shall be disconnected when the Member leaves. Any cables found left plugged in after a Member has left the site will be disconnected.

**(b) Charging electric vehicles**

A Member who wishes to charge his vehicle using the sockets provided by the Club shall obtain a dashboard sticker from the Hon. Secretary, and this sticker shall be prominently displayed when the vehicle is being charged. Any vehicle not displaying a sticker shall be disconnected.

The Member shall inform the Club on each occasion when they have used the Club to charge their vehicle and the Club shall invoice the Member for the appropriate cost; a register for Members to record usage is kept in the main entrance lobby of the clubhouse.

A list of Members who have been issued with stickers is kept in the main entrance lobby of the clubhouse.

**30. Dealing with Club Employees**

The Committee has a legal responsibility to provide all club employees with a work environment free from harassment, bullying and discrimination. In their interactions with club employees Members must at all times show courtesy and respect. Any formal communication to club employees must be via their line manager. The Committee take their legal responsibilities very seriously in this respect and will take action against any Member who does not abide by these principles.

## **C. RULES RELATING TO MEMBERS' BOATS**

### **1. Boat charges and licences**

Rules regarding boat charges and their payment are contained in Rules A3 and A4.

Boat licences in whatsoever format determined by the Committee, shall be issued each year by the Club on receipt of appropriate payment in respect of invoiced boat charges. A boat licence will be issued for each specific boat. All boats kept at the Club shall display a current valid licence confirming that the boat is registered to a Member's account and boat charges paid. This Rule does not apply to boats kept temporarily at the Club under the authority of Rules A2(c)(i) or A4(i).

Members intending to bring a boat which is new to the Club shall advise the Hon. Treasurer in writing in such form as shall be required for that purpose by the Committee. The same form shall be used to advise sales of boat between Members, sales of boats to non-Members, or removal of boats from the Club. Where a Member fails to notify the Hon. Treasurer within 14 days, the 'Non-Registered Boat Charge' will apply for the non-registered period in addition to the prevailing boat charge. (Repeat of Rule A4(h) for ease of reference.)

### **2. Insurance of boats**

Members (including Temporary Members) shall ensure that they keep their boats and all other property belonging to them fully insured at all times against loss, damage, third party risks and where appropriate racing risks. Such insurance shall include proper and adequate cover, as appropriate, for launching, hauling out, stepping and unstepping of masts, and use of the boat hoist. Insurance against third party risks shall be in the sum of at least £5 million.

### **3. Boats kept in dinghy parks**

#### **(a) Charges**

The annual boat charge for a dinghy entitles a Member to keep one launching trolley and one road trailer at the Club.

#### **(b) Dinghy park site allocation**

The Club boat parks are under the control of official(s) appointed by the Committee for this purpose. Sites in the boat parks are allocated by the appointed official(s), and the Club may re-allocate sites and/or move any boat, trolley or trailer.

#### **(c) Identification**

Members shall keep their boats, trolleys and trailers identified clearly and visibly from the outside in such a manner as the Committee may prescribe.

#### **(d) Trolleys and trailers**

Trolleys and trailers not in use shall not be left in the dinghy parks, but kept in the dedicated storage area. Where a Member has disposed of his dinghy he shall be responsible for disposal of the trolley and/or trailer, failing which charges will be levied. Refer also to Rule B24. Where a trolley or trailer is kept locked, a key shall be deposited with the Steward.

#### **4. Boats kept on moorings**

##### **(a) Charges**

The annual boat charge for a mooring cruiser covers:

- A mooring position (but not the cost of the ground tackle)
- Biennial mooring tackle inspection
- Winter storage in the open (or a berth in the Ballast Hole)
- Summer storage of one launching trolley or road trailer
- Launching and hauling out at beginning and end of the sailing season plus up to four additional haul-outs and launchings per year
- There will be a charge for haul-outs and launchings in excess of the foregoing.
- Use of the mast crane, the boat hoist and the high pressure washing hose
- Storage of one tender.

A further charge may be levied for additional trolleys, trailers or tenders.

A Member whose cruiser will never require a mooring at the Club, but requires storage and/or launching/hauling-out facilities, may apply to pay the non-mooring cruiser charge according to the prevailing tariff. This charge covers the following:

- Storage in the open
- (In the case of non-mooring cruisers that are launched from the Club and moored elsewhere) summer storage of one launching trolley or road trailer
- Launching and hauling out at beginning and end of the sailing season (subject to Rule C4(e) below), and use of the mast crane, the boat hoist and the high pressure washing hose

A concessionary boat charge is applicable for open day boats, not exceeding 17ft hull length, kept on moorings, and not requiring a deep mooring. The annual boat charge for a day-boat covers the same items, and is subject to the same conditions, as that for a mooring cruiser (see above).

##### **(b) Moorings allocation**

The Moorings, including berths in Ballast Hole, are under the control of the Moorings sub-committee appointed by the Committee for this purpose. A Member requiring a mooring for any craft shall make a request to the Moorings sub-committee using a boat licence/mooring application form (see Rule C1 above).

Mooring positions are allocated by the Moorings sub-committee who may also re-allocate positions as required by the overall needs of the Club. Furthermore, if a mooring is not used by a Member for a complete season it may be forfeited.

The Moorings sub-committee advises mooring positions by means of formal allocation letters; a specimen allocation letter is contained in the Members' Information File.

##### **(c) Mooring tackle**

The provision and adequacy of ground tackle, riser chain, buoy and strops shall be the responsibility of the Member.

The design of mooring tackle shall conform to the principles set out in the Mooring Tackle Guidance Notes, contained in the Members' Information File. The length of the rising chain shall not exceed that specified in the allocation letter.

There shall be a mandatory biennial inspection, by the Club, of all moorings and of any new mooring laid by a Member. If a mooring is found to be unfit for use the Club shall require that necessary remedial work be carried out before launching, or re-launching, the Member's boat.

Members requiring the Stewards' services for work in connection with moorings shall make such requests via the Moorings Officer. The cost of services and associated materials will be charged to the Member's account in accordance with the prevailing tariff, a copy of which is held in the Members' Information File.

All mooring tackle shall be purchased through the Club, which shall make such equipment available for sale on a non-profit-making basis.

#### **(d) Trolleys and trailers**

Guidelines for Design of Cruiser Launching Trolleys are contained in the Members' Information File.

Trolleys and trailers are inspected periodically by persons authorised by the House, Precincts and Equipment sub-committee for this purpose. These inspections may identify as unsuitable any trolley or trailer at any time, either when first brought to the Club due to unsuitable design, or subsequently due to excessive corrosion or because it has become unserviceable. A list of authorised trolley & trailer inspectors is contained in the above Guidelines.

Launching and hauling out of cruisers is conditional on the trolley or trailer being fit for purpose and in accordance with these Guidelines.

Trolleys, trailers and related equipment shall be clearly marked with the names of the Member and the boat which they support. Where a Member has disposed of his boat he shall be responsible for disposal of the trolley and/or trailer, failing which charges will be levied. Refer also to Rule B24. Where a trolley or trailer is kept locked, a key shall be deposited with the Steward.

#### **(e) Cruiser launching and hauling out**

Guidelines for Cruiser Launching and Hauling Out are contained in the Members' Information File.

A Member who wishes to use the Club premises for launching or hauling out a cruiser shall comply with the following; any queries shall be referred in writing to the House, Precincts and Equipment sub-committee:

- No boat over 30ft hull length and 32ft LOA including fixed bowsprit and/or having a gross weight of 6 tons or more including trolley and all on-board equipment, or with an overall width of boat or trolley exceeding 15ft, is allowed to be launched or hauled out at the Club's facilities. Proof may be required of gross weight, length and beam.

Moveable projecting parts such as bowsprit, rudders, folding outriggers, outboards on brackets, davits, may be excluded from the above dimension limits providing they do not impede the launching process. Agreement to such exclusions must be obtained in writing from the House, Precincts and Equipment sub-committee before launching and recovery.

- The date and time for launching or hauling out shall be agreed with the Steward who may postpone or otherwise vary the operation.
- The tractor shall only be driven by persons authorised by the House, Precincts and Equipment sub-committee for cruiser towing (refer Rule B15). The tractor driver shall have control of the operation and may stop this at any time.
- The Member who owns the cruiser, or a representative nominated by him, shall be present throughout launching or hauling out, and he also may stop the operation at his own discretion.
- Craft which are not launched by the end of May in any year shall, at the Committee's discretion, be re-located in order to maximise car parking space.

**(f) Boat hoist and mast crane**

- Supervision of the operation of the cruiser boat hoist or mast crane shall only be by persons authorised by the House, Precincts and Equipment sub-committee
- The Members' Information File contains Operating Procedures, and lists of authorised operators, for both the boat hoist and the mast crane
- The date and time for launching, hauling out or use of the boat hoist or mast crane shall be agreed with the Steward who may postpone or otherwise vary the operation.
- The authorised boat hoist operator or the authorised mast crane operator, as applicable, shall have control of the operation and may stop this at any time.
- The Member who owns the cruiser, or a representative nominated by him, shall be present throughout the lifting/lowering operation in the boat hoist or the stepping/un-stepping of the mast.

**5. Use of slipway**

Other than the launching/retrieval of boats normally kept on moorings (refer Rule C4(e) above), use of the Club slipway is restricted to sailing dinghies, tenders etc. weighing under 200 kg.

Keelboats, or other boats which normally require either a car or a tractor for launching and retrieval are not normally permitted to be day-sailed from the Club. Exceptionally, the Committee may grant permission to a Member who owns such a boat and wishes to day-sail it at the Club. Applicants for such permission shall submit a letter to the Hon. Secretary in the form required by the Committee.

**6. Motor boats**

No motor vessels except those of the displacement type shall be permitted to use the slipway or moor or lie ashore at the Club without the written consent of the Committee.

Exceptionally, the Committee may grant permission for a Member to keep and launch a RIB at the Club, on the express understanding that the main reason for keeping and launching the boat at the Club is for use as a support craft for organised sailing or training events. Applicants for such permission, which must be renewed annually, shall submit a letter to the Hon. Secretary in the form required by the Committee before 1<sup>st</sup> March each year.

## **D. RACING RULES**

### **1. Race Officer**

The Race Officer, with the help of his assistants and coxswains appointed by the Committee for the purpose, is responsible for the management of the racing programme for the day.

### **2. The bridge**

The Race Officer shall have authority over access to, and use of, the bridge during racing activities.

### **3. Sailing Instructions**

Persons in charge of boats racing in races organised by the Club are subject to the Racing Rules of Sailing and to the Sailing Instructions issued by the Club from time to time, which are deemed to be Rules of the Club. A copy of the Sailing Instructions is contained in the Members' Information File.

### **4. Safety boats**

From the warning signal for the first race, the coxswains of safety boats will be under the direction of the Race Officer, and will move to suitable positions to keep the racing area under surveillance, and to assist boats as required. The coxswain of an official safety boat may, in the interests of safety, order a boat to retire, or any crew member to come aboard the safety boat. The decision to salvage a disabled boat, if other crews may be in danger, is at the discretion of the coxswain or the Race Officer.

## **E. RULES FOR CLUB OWNED BOATS**

### **1. Motorised boats**

#### **(a) Crews**

The motorised boats shall always be under the control of nominated coxswains. Members shall not except in an emergency take the boats without permission of the Steward, the Race Officer, or an Officer of the Club.

Only persons holding a valid RYA Power Boat level 2, or higher, qualification may act as coxswains. A list of authorised coxswains is contained in the Members' Information File.

Coxswains must wear the kill-cord at all times whilst driving the boats (excluding the launch and workboat).

Adequate personal buoyancy aids and suitable clothing must be worn by all coxswains and crew members in the boats. Smoking is not permitted in the boats

The number of persons carried by the boats is for safety reasons at the discretion of the coxswains, but in no event shall exceed the number specified on the notice affixed in each boat.

#### **(b) Safety boats**

The launch and RIBs are primarily provided for safety purposes.

Their secondary use is to facilitate racing within the Club and they will be available before racing commences to take Members to their boats. After racing they will be available for taking Members ashore from their boats or for retrieving incapacitated or becalmed boats.

At other times they will be available for general purposes of the Club.

#### **(c) Coaching boats**

The mini-ribs, Jaffas and dory are primarily provided for coaching purposes. They may also be used as safety boats on the lake.

At other times they will be available for general purposes of the Club.

### **2. Club-owned sailing dinghies**

The Club-owned sailing dinghies fall into four categories, the rules for each of which are set out below. A list of the sailing dinghies falling into each category is contained in the Members' Information File.

For Club-owned sailing dinghies which may be borrowed (categories (b) and (d) below) borrowing is subject to:

- Booking in advance by completing the booking form in the booking folder in the main entrance lobby of the clubhouse and completing the boat use form on the day of use.
- Not using the boat if on the proposed day of use the forecast wind is greater than force 4.
- The requirements of the Club, i.e. Sailing School, Cadet events, or taster sessions for new or potential members, take priority over a Member's booking, even if a clash arises after the Member has made his booking.

Club-owned sailing dinghies must be handled as if they were your own property. If any Member finds or returns any of the Club-owned sailing dinghies with faulty or missing

equipment please record this in the booking folder to enable them to be repaired as soon as possible.

In the event of any damage being caused by a Member to a Club-owned boat through misuse, irresponsible use, or use not in accordance with these Rules, the Club reserves the right to charge the Member concerned for any repairs/replacement parts etc.

Club-owned sailing dinghies are intended for use only on the Club lake or launched via the Club ramp for use on the river; they shall not be taken from the Club site unless approved by the Committee on each occasion.

#### **(a) Sailing School boats for use exclusively by the Sailing School**

These can only be used by the Club's instructors or with permission of the Hon. Cadet Skipper, the Chief Instructor, the Principal of the Sailing School, or a Flag Officer.

#### **(b) Sailing School boats which may be borrowed by Members, but which may not be used for racing**

Borrowing is subject to conditions specified above.

#### **(c) Cadet training Toppers, Optimists and Optibats**

These can only be used under the supervision of the Hon. Cadet Skipper or his nominated representative or a Flag Officer, with the exception of those boats whose sails and rigs are kept in the lake pavilion which are available for Members to use on the lake and do not need to be booked.

#### **(d) Other Sailing School and Cadet training boats (Toppers, Optimists, 420s, Fevas etc.) which may be borrowed by Members, and may be used for racing under the direction of the Hon. Cadet Skipper or his nominated representative or a Flag Officer**

The purpose of Club-owned sailing dinghies in this category is to allow Members to try a different class of boat to determine if it is suitable for their needs. Use of these boats should not be seen as a long term alternative to Members buying their own boats. Cadets who are engaged in training on the river must have their own boats.

Borrowing is subject to conditions specified above.

Additionally, a Member may not book in advance the same class of boat in category (d) for more than two of the following events: Cadet Frostbite, Cadet Training Weekends, Cadet Week, Club Week, Reid Scott. If a boat has not been booked by another Member and is available on the day of one of these events a Member who has previously used their booking entitlement may use that boat.

### **3. Rowing dinghies**

Those Club-owned rowing dinghies which are normally kept moored to the river pontoon are not to be left on a mooring and must be returned to the pontoon in the shortest possible time.

## **F. SAILING SCHOOL RULES**

### **1. Status and governance**

The Club operates an RYA Recognised Training Centre - the "Sailing School" - which complies with RYA guidelines. As part of this compliance, the Club has published the following documents which are approved by the RYA:

- Sailing School Health and Safety Policy
- Operating Procedures Manual
- Risk Assessment for Cadet Training

Copies of these documents are held in the Members' Information File.

The Committee appoints a Sailing School Principal, Sailing School Manager and Chief Instructor.

### **2. Trainers' Responsibility**

All Trainers must observe the Sailing School's policies and procedures as laid down in the documents listed in (1) above.

All Trainers must hold appropriate qualifications.

Trainers in activities comprised within the RYA Recognised Training Centre must be qualified RYA instructors.

A list of qualified instructors and coaches is held in the Members' Information File.

### **3. Trainees**

Non-members wishing to attend a course of instruction shall be required to become Training Members - refer Rule A2(b).

All trainees must observe the Sailing School's policies and procedures as laid down in the documents listed in Rule F1 above.

Training charges are according to the prevailing tariff, which is published in the Members' Information File, and are payable in advance.

## **G. LAKE RULES**

### **1. Use**

- (a)** The lake primarily is for the use of Members, Training Members, Temporary Members and Guests.
- (b)** Use by other persons or organisations may be granted after written application and formal agreement as specified in (c) below. Use by an outside organisation does not preclude Members from using the lake at the same time unless specifically stated on the Club notice board.
- (c)** The Committee appoints a Lake Warden who is authorised to sign standard letters of confirmation of lake bookings, provided that the dates of bookings have either been agreed in advance with the Committee, or are according to such principles as the Committee may have agreed. Such standard letters shall include dates and charges, together with the Standard Terms & Conditions for Lake Hire; a copy of the latter is included in the Members' Information File.
- (d)** Power boats are not permitted on the lake, with the exception of safety boats, in which case prior permission for their use shall be obtained from the Lake Warden or a Flag Officer.
- (e)** Recreational swimming is not permitted unless authorised by the Committee.
- (f)** Because of the risk of higher than normal levels of algal toxins in hot weather, Members use the lake at their own risk and must at all times take into account the Lake Guidelines, which are contained in the Members' Information File.

### **2. Safety**

- (a)** Adequate personal buoyancy aids shall be worn by all persons at all times when on the water.
- (b)** Any persons under the age of 11 years shall be under the direct supervision of an adult who is present and shall be responsible for them.
- (c)** Should ice form on the lake, all persons shall keep off the lake.

## **Appendix – List of Members' Information File items referenced in the Rules**

<b>MIF item title (in alphabetical order)</b>	<b>Reference Rule</b>
Authorised coxswains of Club-owned motorised boats	E1(a)
Authorised drivers of Club's motorised wheeled equipment	B15
Authorised operators of sea wall flood prevention gates	B4
Boat hoist operating procedures	C4(f)
Boat licence/mooring application form	C1
Bungalow conditions of use	B18
Burgee design and use on regalia	B1
Cadet Membership application form	A1(c)
Charges for other services and goods	A3(b)
Child protection policy, Code of conduct and Good practice guide	B9
Club-owned sailing dinghies, listed by category	E2
Clubhouse rooms booking form	B17
Clubhouse rooms standard conditions of hire	B17
Designated camping dates	B19
Full Membership application form	A1(a)
Guidelines for design of cruiser launching trolleys	C4(d)
Guidelines for cruiser launching and hauling out	C4(e)
Health & Safety policy statement	B3
Lake guidelines (re algal toxins)	G1(f)
List of qualified instructors and coaches	F2
Mast crane operating procedures	C4(f)
Members' personal information: privacy notice	B26
Membership subscriptions & boat charges	A3(a)
Mooring tackle guidance notes	C4(c)

Moorings work charges	C4(c)
Risk assessment for cadet training	F1
Sailing instructions	D3
Sailing School health & safety policy	F1
Sailing School operating procedures manual	F1
Sailing school training course fees	F3
Specimen moorings allocation letter	C4(b)
Standard terms and conditions for lake hire	G1(c)
Steward's work requests	B20
Wireless & Internet policy	B11

