

# Carsington Sailing Club Ltd

## CLUB RULES 2008/2009

As accepted at the Club Annual General Meeting , October 9 2008

### Additions and amendments:

<u>Rule no:</u>	<u>Title:</u>	<u>Provisional Implementation</u>
4.20	Unofficial Websites	14.02.09
9.4	Cruiser Mooring dates	14.03.09
1.1.2	Amendment to wording of Family Membership	16.07.09
16.3	New rule relating to boats between 22 and 24 feet	16.07.09

The Club's objects are to promote and facilitate the sport of sailing of the whole community, and to provide social and other facilities for members and affiliated members involved in recreational activities at Carsington and to encourage social intercourse among the members of the Club.

## **1. MEMBERSHIP**

**Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of sailing as a particular sport.**

1.1 There will be the following categories of membership with power to vote at all meetings of the Club as indicated hereunder; the rights and privileges of each category of member are as defined as follows:

1.1.1 A FULL MEMBER - being a person who at the date of election is over the age of eighteen and who will have full use of Club facilities and one vote.

1.1.2 A FAMILY MEMBER - Family Membership is available to a Full Member, or a person eligible for Full Membership, his or her spouse, partner and either their children or grandchildren up to the age of eighteen. The eligible adult Member will have one vote and family members will enjoy all the privileges of Full Members, but the family will not be able to vote and will receive only a single copy of any club publications.

1.1.3 A CREW MEMBER - being a person who shall be eligible to crew on a Full Member's multi-handed boat and shall have full use of Club facilities, but may not keep a boat at the Club.

1.1.4 A JUNIOR MEMBER - being a person who at the date of election is under the age of eighteen and who will have full use of Club facilities subject to Rules 7.3 and who will not have a vote.

1.1.5 A STUDENT MEMBER - being a person who at the date of election is over the age of eighteen and under the age of twenty three in the case of those in full time education or not in work; such a member will have full use of Club facilities and will not have a vote

1.1.6 AN HONORARY MEMBER - being a person nominated by the Management Committee for election at an annual general meeting. The total of such Honorary Members at the time of election must not exceed 5% of the total number of members. The election of the Club's Honorary Members is to take place each year with three quarters of those present required to vote in favour. Such a member will have full use of Club facilities and will not have a vote.

1.1.7 A CORPORATE MEMBER - being a person who is a member of a company group, society or club which shall have made written application and have been granted affiliation to the Club by the Management Committee on such terms as it may determine. Such members shall not have a vote.

1.1.8 A SOCIAL MEMBER - being a person or persons who has restricted use of the Club for social as opposed to sporting purposes and who will have one vote in respect of matter relating exclusively to the social objectives of the Club.

1.1.9 A WINTER MEMBER - being a person who is not a member under any other category and is taking part in the Winter and Frostbite Series of races only. Such a member will have full use of Club facilities and will not have a vote.

1.1.10 A TEMPORARY MEMBER - being a person who becomes a member for a day or a short term at an agreed rate on terms to be determined by the Management Committee. Such a member will not have a vote.

1.1.11 A GUARDIAN MEMBER – being a person who is acting as Guardian for a Junior Member. Such a member has restricted use of the Club for social, as opposed to sporting purposes. Such members shall have no vote.

1.1.12 A SAILABILITY VOLUNTEER MEMBER - being a person who will assist with Sailability and may only sail in this capacity. Such a member shall have use of the Club facilities at these times but will have no vote.

1.2 Candidates for membership will have no privileges whatsoever in relation to the use of the Club or its facilities, other than at the discretion of the Honorary Secretary, the Service Manager or any Flag Officer.

## **2 MEMBERSHIP ENTRANCE AND SUBSCRIPTION FEES**

2.1 In addition to entrance fees and subscriptions, Members will also, where appropriate, make additional payments by way of berth or mooring fees, or entrance fees for special events organised by the Club.

2.2 Upon election to the Club, each member must pay an entrance fee as determined by the Management Committee.

2.3 Upon election to the club, all Members must pay the subscription applicable to their type of membership. Renewal of membership is due on the first day of February each year thereafter.

2.4 All cheques for any fee or subscription must be made payable to The Carsington Sailing Club Limited .

2.5 Every member must give the Honorary Secretary an up to date address which will be recorded in the Register of Members, and any notice sent to such address will be deemed to have been duly served.

## **3 ELECTION AND RETIREMENT OF MEMBERS**

3.1 An application for membership must be in the form from time to time laid down by the Management Committee.

3.2 The Management Committee may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote

3.3 Any omission from or inaccuracy in a membership application form may, at the discretion of the Management Committee, invalidate the proposal and any election made in consequence of it.

3.4 All candidates for election will, provided that their application form is in order, come up for election in the order in which their application was received.

3.5 Upon election, a candidate must within one calendar month pay such entrance and other fees as may be due, together with the appropriate subscription. In default of such payment, the election will be void, unless sufficient cause for delay be shown to the Management Committee.

3.6 A member who for any reason, anticipates inability to use the club for the whole of any one year will be excused payment of the annual subscription and other fees provided that both notice in writing is given to the Honorary Secretary at the time the subscription becomes due, and also that any boat berth held has been vacated. A Member wishing to be reinstated or who uses the facilities of the Club during the year in question must pay the annual subscription and any other fees that may be due.

3.7 A member who wishes to retire from membership must give notice in writing to the Honorary Secretary. Upon re-application by such a past Member, the Management Committee may, at its discretion, waive the payment of the entrance fee.

3.8 The Management Committee may cancel, without giving notice, the membership of any Member whose annual subscription and/or other annual fees are more than two months in arrears; provided that the Management Committee may at its discretion reinstate such a Member on payment of the arrears. Members whose payments are in such arrears may not use the facilities of the Club or vote at meetings.

#### **4 CONDUCT OF MEMBERS**

4.1 Every Member, upon election and thereafter, is deemed have notice of, and impliedly undertakes to comply with the Club Rules in force from time to time. Any refusal or failure to do so, or any conduct which, in the opinion of the Management Committee is either unworthy of a Member, or otherwise injurious to the interests of the Club, will render a Member liable to disciplinary action by the Management Committee. All complaints regarding a Members conduct must be made in writing to the Honorary Secretary who will inform the accused in writing and request a written response. The Management Committee may nominate a Disciplinary Sub-Committee to consider and investigate the complaint. Any aggrieved member is entitled to a hearing by a Disciplinary Sub-Committee. The findings and recommendations of this Sub-Committee will be passed to the Management Committee for consideration and action as is deemed necessary. Appeal against any adverse decision may be made in accordance with rule 3.2

4.2 Members will at all times conduct themselves in a reasonable manner, giving due consideration to other Members and users of Club facilities.

4.3 A Member must not remove, injure, destroy or damage any property of the Club, and must make restitution for the same if called upon to do so by the Management Committee or by the Honorary Secretary.

4.4 A Member must not cause any communication in whatever form to be exhibited on Club notice boards or premises without the permission of the Honorary Secretary or as delegated. No member may use the address of the Club in any advertisement, or use the Club address on business papers, without the consent of the Management Committee.

4.5 A Member must settle any indebtedness (whether incurred on his own account or for a visitor) for refreshment or otherwise, before leaving the Club premises.

4.6 Under no circumstances may a servant of the Club be personally reprimanded by a Member. Complaints of any nature relating to the management of the Club or its facilities must be addressed in writing to the Honorary Secretary or the Commodore.

4.7 All Members will be eligible to apply for any employment vacancy that occurs at the Club. All Members will also be eligible to apply for any other contract which the Management Committee may offer.

4.8 Members will be required to perform duties connected with the running of the Club. Failure to undertake duties may lead to sanctions being applied.

4.9 No club duties of any sort may be performed by persons who have not paid their subscriptions.

4.10 No litter is to be left on the Club's premises. Member's property must be removed on departure apart from properly secured boats in authorised places. Items left without authority may be collected and disposed of.

4.11 The unauthorised use on Club premises of radios, television receiving sets, record players, tape recorders and musical instruments of any description is prohibited.

4.12 Dogs must be kept under control at all times, are not permitted in the main dining, sitting and kitchen areas within the Clubhouse when members are consuming food which has been prepared and/or served from the kitchen.(support dogs excepted). Dogs must not be allowed to foul any parts of the Club's premises or grounds.

4.13 Members are not permitted to fish from Club premises or boats or to interfere with wild life or other users of the reservoir.

4.14 Members must not interfere with any machinery, equipment, works or property owned by Severn Trent Water Limited.

4.15 Children under the age of fourteen are not permitted within eight feet of the bar when it is open.

4.16 Club tools and equipment may only be used with the permission of the Service Manager or as delegated.

4.17 Members must comply with the Club's Health and Safety at Work Policy and Rules as displayed.

4.18 All suggestions may be entered in the Suggestion Book and signed by the Member concerned.

4.19 The speed limits as displayed on and within the boundary of the club must be adhered to at all times.

4.20 Any Websites set up by Members to specifically represent Carsington Sailing Club and its associated activities, must be authorised by the Management Committee.

Members may not contribute to any sites that are set up without such authorisation.

## **5 BOAT PARK**

5.1 All boats must be properly secured and tied down when left in the park.

5.2 All sheets, ropes, and other equipment must be secured to prevent damage and undue noise when blown by the wind.

5.3 Boats are to be parked in positions authorised by the Service Manager or the Honorary Secretary. The Club may re-assign spaces in the boat park at any time.

5.4 No new boat may be brought to the Club nor may any change of boat ownership or boat space take place without the permission of the Rear Commodore Sailing or the Service Manager. The Hon Secretary must be advised in writing of any change of boat ownership and that the said boat is insured in compliance with the club rule 11.8.

5.5 Boat launching trailers and trolleys must not be left on the slipways or waters edge or on the approach roads to the slipways. They must be left in a clearly visible position and must not create a hazard or an impediment to other Members.

5.6.1 Members will not be permanently allocated and may be required to relinquish second or subsequent boat spaces

5.6.2 Only if requested by the Management Committee to relinquish such boat spaces will a refund on a pro rata basis be made.

5.6.3. Berths may not be sub-let, rented or loaned to other boat owners.

5.6.4 Any boat that is in a berth at the club must be insured by the registered berth-holder as specified in Rule 11.8 of the Club rule.

5.7 Road trailers must be removed from site or immobilised. The Club reserves the right to carry out the immobilisation of any not conforming to this, the cost to be borne by the Member.

5.8 It is the responsibility of the Member to maintain his boat berth in a tidy manner. Failure to do so may result in the Management Committee arranging to have the work carried out, the cost being passed on to the Member.

5.9 The Management Committee reserve the right to move any vessel without being liable, negligence apart, for any loss or damage to the vessel.

## **6 CAR PARKS**

6.1 Cars must be parked so as to ensure clear access to the slipways in case of emergencies and so as not to cause nuisance or obstruction to the other users of Club facilities. Any offending vehicles may be removed and disciplinary action taken against the owner.

6.2 Cars must be removed from slipways after launching and must not be parked on the foreshore.

6.3 Blue disability Badges must be exhibited in vehicles parked in spaces marked for Disabled Parking.

## **7 SAFETY**

7.1 With the exception of windsurfers, who must comply with separate RYA recommendations, personal buoyancy in the form of an approved buoyancy aid or alternatively for cruiser sailors and power boat crews, an automatically inflated life jacket, must be worn at all times when afloat or on the pontoons. The wearing of waders or non-sailing Wellington boots is prohibited when sailing. Members should note that automatically inflated life jackets are not suitable for dingy sailing.

7.2 The Club accepts responsibility for children taking part in courses and other activities organised by the Club. In all other cases children remain the responsibility of their parents or guardians, who must ensure that they are adequately supervised.

7.3 Appropriate clothing shall be worn by all sailors while racing and by all young persons at all times while afloat. The wearing of an adequate wet or dry suit is recommended to all members at all times while afloat. Such Wet or Dry suits must be fully serviceable when worn.

7.4 Wet or dry suits must be worn when sailing between 1st November and 30th April inclusive each year or as advised on the Club notice board. Suits must cover the whole body torso.

7.5 Each boat (cruisers excepted) must have sufficient buoyancy, adequately secured, whether built-in cases or inflated bags, so that the crew and swamped boat are supported.

7.6 All boats may be inspected at any time by any officer of the Club or as delegated and may be required to undergo a buoyancy test.

7.7 No boat is allowed on the water without a current label displayed on the outside of the transom. To obtain a label a Member must have paid all sums due to the Club and certify that the boat is seaworthy and insured pursuant to Rule 11.8.

7.8 No wading or swimming is permitted except in an emergency or for the purposes of launching or recovering boats or as part of a supervised training activity.

7.9 Prior to being accepted into the club the condition of all boats will be assessed by the Manager or his appointed deputy for their suitability to be berthed or moored on site.

7.10 Any member owning a boat found to be in an unsafe or un-seaworthy condition will be requested to either remedy or remove the boat from the club site.

## **8 POWER BOATS/ENGINES**

8.1 Club boats may only be used by authorised personnel.

8.2 No boats with engines are to be used on Club water, other than for Club safety, training and committee boats other than specified in Rule 8.3.

8.3 The use of electric engines is permitted in certain circumstances as governed by the current published code of practice as adopted and approved by the Management Committee.

## **9 MOORINGS**

9.1 Moorings are the property of the Club and must not be adjusted or altered unless authorised by a Club official designated by the Commodore.

9.2 The Management Committee reserves the right to charge for the use of moorings, and to require any boat on a mooring to be moved or taken off the water.

9.3 Boats are moored at their owner's risk.

9.4 No cruiser may be moored overnight before the first day in March and after the last day of November.

## **10 POLLUTION**

10.1 No member or guest may commit any act which may result in the fouling of the water in the reservoir. Toxic anti-fouling paint may not be used.

10.2 Boats new to the water may be inspected for seaworthiness and obvious signs of pollution. Members must report to an Officer of the Club or Service Manager if their boat has been used in waters where fish disease is prevalent so that the boat may be disinfected if necessary.

## **11 SAILING**

11.1 No sailing is allowed north or north east of a line of orange buoys at the northern end of the reservoir, or south east of a line of buoys near the draw off tower.

11.2 Under the terms of the Club's lease the water is shared with the Water Sports Centre situated at the north end of the reservoir. Members are required to respect this at all times. In addition members must not sail into the bay area adjacent to the Water Sports Centre

11.3 Except in an emergency, no boat or board may land, or sail within thirty metres of the shore, other than the Club foreshore.

11.4 The Club is open and the water is available from 10:00 am Wednesday to Sunday inclusive, each week, unless otherwise advised. All boats and boards must clear the water by the time shown on the Club noticeboard, or whenever the signal (siren) to clear the water is given.

11.5 Sailing is encouraged within the published times and provided that an appropriately manned safety boat is present on the water. In the absence of safety cover no sailing is permitted.

11.6 It is the responsibility of each member to decide if he or she can cope with the conditions, actual or anticipated.

11.7 A notice is to be positioned at the main gate to indicate the absence of safety boats.

11.8 All sailing is entirely at the risk of those on the water and third party insurance of at least £2,000,000 is required as laid down by the Management Committee whenever the boat is on the Club premises.

11.9 The nearest boats, whether racing or not, must go to the assistance of any craft in distress and must render assistance or stand by if required until the rescue boat arrives.

11.10 On race days, the nominated Race Officer is to control racing activity and is to return control of the race area to the Service Manager or senior Flag-Officer on completion or at any time appropriate to the circumstances prevailing.

11.11 Members must comply with any instructions from Officers of the Club, including the Duty Officer, Race Officer, the Service Manager or Safety Boat Crew.

11.12 No boat shall fly a spinnaker or 'asymmetric' sail in the area bounded by the Club foreshore and a transit between the race-hut and the yellow marker post on the dam wall unless an E flag is flown from the club house yard. Any decision to permit the use of spinnakers within the exclusion area is subject to agreement between the official Race Officer of the Day and the Club Manager, or in his absence, his deputy.

## **12 CLUB HOUSE**

12.1 The Management Committee may restrict use of the Club House and other facilities by Members on infrequent occasions when this is deemed necessary to accommodate other events organised by the Club.

12.2 Smoking is not permitted in the main Clubroom at any time.

## **13 VISITORS**

13.1 A Full, Family, Honorary, Social Member or Crew Member ( the Introducing Member ) will be entitled to introduce visitors to the Club, and must enter the names of all visitors in the Visitors Book. No Member may introduce more than three visitors in any one day, and the same visitor may not be introduced more than six times in any calendar year. The Introducing Member is responsible for the behaviour of and any damage that may be caused by visitors introduced by him.

13.2 A person who takes part in, or who accompanies any person taking part in any meeting or event held at the Club which is open to non-members, may be permitted to use the Club premises both during the event or meeting and, providing the Club is open, for a period of twenty four hours both before and after it takes place.

13.3 All visitors will be bound by the Club Rules. Any member of the Management Committee, the Duty Officer or the Service Manager may at any time require a visitor to leave the Club premises.

## **14 ABANDONED BOATS**

14.1 If at any time, any fees payable to the Club by any member or former member are three months or more in arrears and a vessel the property of the member or former member remains on the Club premises, the Club may:

14.1.1 Move the vessel to any part of the Club premises without being liable, negligence apart, for any loss or damage to the vessel; and/or

14.1.2 Give one months notice in writing to the member or former member at his last known address as shown in the Club Register, and thereafter sell the vessel and deduct any monies due to the Club (whether by way of arrears of subscription or annual payments, dinghy park fees or otherwise) from the net proceeds of sale before accounting for the balance (if any) to the Member or former Member; and/or

14.1.3 If the vessel is unsaleable, after giving notice in writing as aforesaid, dispose of the vessel in any manner the Management Committee thinks fit and the cost of so doing shall be a debt owed to the Club by the Member or former Member.

## **15 PURCHASE AND SUPPLY OF EXCISABLE GOODS**

15.1 The purchase for the Club of excisable goods and the supply of the same upon Club premises will be under the control of the Management Committee, who may delegate this responsibility to a subcommittee, or employee of the Club.

15.2 Intoxicating liquor may only be sold for consumption on the Club premises to persons over the age of eighteen who are entitled to the use of the Club premises.

## **16 BOAT SIZES & RISK RATING SYSTEM**

16.1 All boats sailed from, berthed at, or moored off Carsington Sailing Club must have been assessed and approved under the Carsington Risk Rating System (See Appendix 1) and authorised by the Management Committee.

16.2 Cruiser/Keel boat /Day boat - All boats must have a launching draft of less than 1.22 metres (4ft) and weigh not more than 500kg (1,110lbs) for keel boats or 2000kg (4,400lbs) for cruisers..

16.4 No boat regardless of category may be more than 7.32metres (24ft) long overall excluding fittings.

16.3 There may up to maximum of 5 boats between 22ft (6.71 meters) and 24 ft (7.32 meters) kept on site.

16.5 All boats must be capable of being launched by their owners and crew using their own vehicles and trailers. Preparation to sail from the pontoon should be limited to a maximum of 10 minutes. The Club tractor should not be used to launch or retrieve Member's boats except in exceptional circumstances and with the consent of the Services Manager.

16.6 Existing and new members wanting to sail a boat that is not on the current list of approved boats may at any time (via their Fleet Captain) apply in writing to the Rear Commodore Sailing. Such boats will be subject to an assessment based upon the Carsington Risk Rating System after which the Management Committee (whose decision is final) will decide whether to include it on the approved list.

16.7 Any changes to a boat or its rig such that it then falls outside its class rules, or that might influence its current Carsington Risk Rating Number, must be notified in writing to the Rear Commodore Sailing. Such boats will be subject to a re-assessment based upon the Carsington Risk Rating System after which the Management Committee (whose decision is final) will decide whether it may remain on the approved list.

16.8 The Management Committee may at its sole discretion permit boats not on the current approved list to be sailed at Carsington for the purpose of demonstration or to allow a Carsington Risk Rating assessment to be made.

16.9 Boats with an overall length of over 6.7 metres must have a keel which can be raised and a beam that is no greater than that specified within the current government regulations for towing on a highway.

16.10 Any boats fitted with a sea toilet and/or inboard engine must have these items disabled from use whilst sailing at Carsington Water. The method by which these items have been disabled must be inspected and approved by the Services Manager prior to sailing. If sea toilets or internal engines are re-enabled for any reason, then they must be disabled and approved by the Services Manager prior to sailing.

16.11 At weekends and/or when the club is busy, the pontoons must not be used to moor boats for long periods e.g. lunch. If you have a problem or anticipate needing to moor for a long period the office must be informed.

## Carsington Sailing Club Risk Assessment for Boats.

Issue 6

Date 19.03.08

### Risk Assessment Procedure

#### 1. Risk Assessment Scores

<u>Speed Assessment</u>	
<u>PY Range</u>	<u>Speed Score</u>
1031 >	1
1030 – 948	2
947 – 865	3
864 – 782	3.5
781 – 700	4
699 – 618	4.25
< 617	4.5

**Note:**

**ISAF/SCHRS conversion to PY:**

Multiply **ISAF/SCHRS** by **693.9** and round up to give **PY**.

<u>Assessment of Manoeuvrability</u>	<u>Manoeuvrability Score</u>
Very manoeuvrable not normally overpowered or tends to capsize quickly rather than run out of control.	1
Fairly manoeuvrable not normally overpowered or tends to capsize quickly rather than run out of control.	2
At least fairly manoeuvrable but quite likely to be overpowered and may continue upright for some distance.	3
Poor manoeuvrability or easily overpowered and likely to remain upright. Size and set of rudder may affect manoeuvrability in close proximity to other boats	4

Appendix 1: Risk Assessment continued

<b><u>Lookout Ability</u></b>	<b><u>Lookout Score</u></b>
Good all round visibility, relatively easy boat to sail. Take account of clear sails, large windows in sail	1
Visibility impaired but reasonable, not a complex boat to sail.	2
Poor visibility or hard boat to sail.	3

<b><u>Additional Protrusion from Bow</u></b>	<b><u>Bow Spit Score</u></b>
0 to 1m	1
1 to 1.5m	2
Over 1.5m	3

<b><u>Weight of boat plus crew</u></b> (assume 80kg per person)	<b><u>Weight Score</u></b>
Less than 200kg	1
200 to 300kg	2
300 to 500kg	3
500 to 1000kg	4
1000 to 1500kg	5
1500 to 2000kg	6

<b><u>Damage Features</u></b>	<b><u>Damage Score</u></b>
Low height	1
Moderate height	2
High height	3

## **2. Risk Assessment Calculation**

### **Risk of Collision Assessment**

**Risk of Collision = Speed Score x Manoeuvrability Score x Lookout Score x Bowsprit Score**

### **Collision Consequence Assessment**

**Collision Consequence = Speed Score x Weight Score x Damage Score.**

### **The Risk Rating Calculation for a boat is:**

**Risk Rating = Collision Score x Collision Consequence Score.**

## **Carsington Sailing Club Benchmark Risk Rating**

**For the purposes of assessment a score of 980 will be used as the benchmark for Carsington Sailing Club on the grounds that:**

- a) It includes boats known to the Club and with a record of acceptable safety**
- b) It includes boats existing within the Club or within similarly sized and organized Clubs**
- c) It includes boats nationally recognised by organisations such as the RYA**
- d) Account is taken of measurable factors such as manoeuvrability, vision, bow sprit, weight, and damage features.**
- e) All factors are considered with regard to the size of the water and the size and organization of the Club and the ability to provide safety cover on the water.**

**ALL BOATS ALLOWED TO SAIL FROM CARSINGTON SAILING CLUB MUST HAVE A RISK RATING EQUAL TO OR LESS THAN 980 AS ASSESSED BY THE RISK ASSESSMENT PROCEDURE FOR NEW BOATS.**

### **3. Temporary Risk Assessment**

**On occasions where the club receives requests from non members requiring to day sail boats which are not on the current “Boats Allowed to Sail List” and the proposed boat is well within the RA parameters to sail on Carsington water, the Services Manager is authorised to carry out a temporary risk assessment as defined in “Carsington Sailing Club Operating procedure “Temporary Risk Assessment for Day Sailing”.**

**A copy of the operating procedure is filed with the HSE Documentation retained in the club office.**