

Swarkestone Sailing Club Hand Book 2026

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1. Committee Members

Committee Members as elected November 2025:

Officers

- **Commodore** Amicia Hopkins
- **Vice Commodore** Paul McCarthy
- **Rear Commodore** David Moore
- **President** Ted Bowles
- **Honorary Treasurer** Nigel O'Donnell
- **Honorary Secretary** Craig Froggatt
- **Membership Secretary** Joe Levy

Sailability Representative/Adult welfare officer David Waters

Training Principal Stephen Molloy

Child Welfare Officer Hester Duncan

Social Secretary Lisa Dance

General committee Sue Haywood, Dee Underwood, Penny/Martin Sutherland, Vanya Currell

Trustees: Ted Bowles, Nigel O'Donnell, Paul McCarthy

Non-committee roles:

Website Officer Joe Levy

Bar Manager Joyce Fontana (by appt of Committee)

Dingy Park Manager Mike Hawkins

Bosun John Lathbury

2. General Information and Membership responsibilities

The Rules and Bye-Laws of the club are listed within this handbook and should be observed for the benefit of all.

The club is actively looking for new members so please tell your friends and invite them to apply to join the club. Please contact the membership secretary for applications on swarkestonescmembership@gmail.com.

Access to Club site and clubhouse

The access gates have combination locks, the combinations will be provided on confirmation of membership. Please close the first gate by the road on entry/exit at all times unless another member is directly behind you. Close and lock all gates if you are the last member leaving, including the boat park gate. Please spin all combination locks after closing to ensure the access combination is not on display.

The Clubhouse, petrol store and Sailability container (right hand blue container near pontoons) are opened using the same key. If you do not have a copy, there is one in the keysafe on the side of the green container in the car park. The keysafe is opened using the first 4 digits of the gate combination. If you use this key please replace it immediately and spin the combination on the keysafe. Please lock all doors/stores again if you have opened them/are the last to leave.

Mower container in carpark

Contains mowers and petrol strimmer, please contact Vice Commodore for training on this equipment if you are able to help with grounds upkeep.

Training/bosun container (left hand green container near pontoons)

This contains club tools and club boat equipment. If access required, there is a key on the set in the electrical cupboard in the clubhouse.

Lockup containing radios/laptop for racing/first aid kits for powerboats

There is a lockup on the outside of the Clubhouse to the left of the main entrance door. The keys to this are kept in the kitchen, along with some of the Club radios. Please keep the lockup door shut and locked at all times and return all radios and first aid kits after use.

Boat park

Boat spaces are available, please consult the boat park list in the Clubhouse to find a vacant space if you have a new boat and update the boat park manager on via Comms.

Boat trailers can be stored in the boat park for a fee.

Powerboats

The Club has five powerboats, all kept on the water. Two boats have engines owned by the Club, there are two boats with leased engines (Hondas) and there is one tiller-steer engine. When only two boats are required, use the boats with leased Honda engines.

When getting powerboats out: take a radio and first aid kit to each boat. Always attach and wear a kill cord. Carry out basic boat checks (petrol level, prop condition, painter, presence of paddle and boat hook) before starting to use the powerboat. It is not necessary to check oil levels, this will be done by the team overseeing powerboats. Do check petrol level before and after use and fill up from the container behind the Training lockup (opened with the main clubhouse key) if needed.

Putting powerboats away: all the powerboats can be returned to the floating garages (powerboat island and on the sailability pontoon) by using a pulley system. It is not necessary for people to enter the garage in the boats. Make sure you raise the engine before putting boats into the garage on powerboat island otherwise the props will get damaged. Remove keys, first aid kit and radio and return to lockup.

Club sailing boats

The club has a fleet of boats for use during training, and these can also be used by suitably experienced club members at other times for a donation. The Club fleet includes one or more:

Optimist, Topper, Laser (with full and radial rigs), 420, Hartley 12, Topaz, Comet

To use Club boats outside training/supported sailing the following minimum qualifications are required (or equivalent experience by agreement of a Committee Member):

Topper/Optimist/Topaz/Laser: Stage 2/Level 2

Hartley 12: Stage 3 plus at least one sail in a Hartley 12 under Training team supervision. The spinnakers may only be used if both helm and crew have achieved their spinnaker qualification.

Comet: Level 2

420: Spinnaker qualification

All Club boats except the Comets may be used in Club racing. Guardians are reminded that if junior members are sailing unaccompanied, there must be a member present who can rescue them if required and is aware that the child is out sailing. All members are reminded to tidy up and pack away Club boats neatly after use.

There is a log book for use of club boats which is kept under the 'things that need fixing' whiteboard in the Clubhouse main room. Please fill in a sheet to log use of the boat and make a donation either via bank transfer (use a reference of the boat type, your name and the date), Sumup payment or cash. Suggested donations are listed on the front of the log book. Committee members and members of the Training team are not required to make donations for use of Club boats in recognition of their contributions to running the Club.

Website

The club website is www.swarkestonesc.co.uk. This contains information about the club, access link to Sailing Club Manager (membership management system), club calendar and members area with additional information.

Contacting the club

General queries: comms.swarkestonesc@goolemail.com

Training (adults, juniors, powerboat): swarkestonesctraining@gmail.com

Sailability: wdmwaters@goolemail.com

Safeguarding (juniors): swarkestonescchilidsafeguarding@gmail.com

Safeguarding (sailability): wdmwaters@goolemail.com

The club has a landline (01332 863220) although it can only be answered when someone is present at the club.

Racing Rules

Please see details on the club website and RYA club site at www.RYA.org.uk

Club activities

There are several active areas of participation/training within the Club which are open to all members:

Racing:

There is a full calendar of racing at the Club as detailed in the calendar and section 3 below. All members are allocated duties to support the racing calendar which are:

OOD- Officer of the Day- overall responsibility for the racing on the day, including setting course, starting and finishing, coordinating other duty members

AOOD- Assistant OOD- assist OOD as required or crew in rescue boat

RBO- Rescue boat operator- member with minimum of RYA Powerboat Level 2 qualification. Provides rescue cover for the race.

Racing predominantly occurs on Sundays (March-December) and Wednesday evenings (April-October) with some additional events on Saturdays.

Supported sailing:

Supported sailing is scheduled monthly (usually on the second Sunday of the month) from April-November from 9.30am-12.00. There will be rescue cover from members with minimum of RYA Level 2 powerboat. Experienced sailors from the club and members of the Training team will be on hand to provide informal coaching on any aspect of sailing at the request of participants. If appropriate cover is available (RYA Senior Instructor) then it may be possible to provide instruction to members who wish to work towards RYA qualifications.

Sailability:

WHAT IS SAILABILITY?

Freedom. Tranquillity. Excitement.

Sailability Sailors

As a Sailability sailor you will have the opportunity to experience both the peace and the exhilaration of getting out onto the water. You can learn to sail yourself or you can act as crew for an experienced skipper. No previous experience is required.

You will have fun, gain skills, build confidence, achieve ambitions, and make new friends.

Sailability is open to anyone with any sort of disability. We believe in equality and we warmly welcome people of all ages and backgrounds. We have the equipment (ramps, accessible toilets, hoists and life jackets, for example) and expert volunteers to make sure you can sail and have a great time doing it.

Volunteers

Our volunteers who give their time happily so that other people can experience the thrill of sailing. If you become a volunteer you might help to ready the boats, assist people with their buoyancy aids and skipper one of our access boats so that a Sailability sailor can get out on the water (training is provided). Lots of the Sailability sailors' carers become volunteers at Swarkestone.

There is free Sunday training (delivered by RYA qualified instructors) for carers and volunteers 9.30 to 12.30 on several Sundays between May and September.

Volunteers also operate the hoists, help sailors to get in and out of boats, welcome people, make tea and coffee, skipper boats when needed, organise the programme, arrange races, and launch the safety boats – but not all at once! How involved you get is entirely up to you.

Our Access boats

Our Hansa Access boats are mostly double-handed (two-seater). We also have some single-handed Access boats. They're extremely stable, with a weighted keel that stops them capsizing. They have two sails, both of which can be quickly altered to sail in different weather conditions. Two of our boats can be sailed using electrically assisted steering, using either a small joystick or chin control. The rest are powered by sail alone. The day normally involves informal sailing in the morning, followed by racing in the afternoon.

Most of our Sailability sailors and volunteers continue to meet at the clubhouse every Wednesday outside of the sailing season for a chat or for some other activities. Some also sail further afield, e.g. at the famous "Bass Week Regatta" at Bassenthwaite Sailing Club in the beautiful Lake District. We also have trips for a sail on an accessible catamaran in the Solent, or Access dinghy sailing in Norfolk.

Training

Swarkestone Sailing Club is a long established RYA Training centre, we offer courses covering a range of abilities for Adults, Juniors, Sailability and those wishing to get involved with safety boats. We also regularly put forward members of our club for Assistant Instructor, Dinghy instructor and Senior instructor courses. All of our instructors are volunteers, and are quite happy to take out less experienced sailors.

Juniors:

Swarkestone Sailing Club provides young sailors of all abilities with a safe, fun and welcoming environment in which to sail. We give them the opportunity to develop their skills and experience through the RYA Youth Sailing Scheme and progressing through to advanced modules and Instructing Qualifications. Junior sailing is available to all members aged 5 to 18, sailors aged 5 to 9 must be accompanied by an adult. The sessions run on selected Saturdays, with 3 additional junior trophy days during the year and our very popular Junior and Squad Weeks during the Summer. We have a very active junior section and regularly have 15-20 sailors participating.

Juniors can start sailing on any junior Saturday, no previous experience is necessary.

We are very proud of all of our sailors and the progress that they have made, especially those who have represented the club at Opens, the Derbyshire Youth Sailing Series, National Schools Sailing Association events and National and International regattas.

Please contact Joanne at swarkestonesctraining@gmail.com if you are interested. Places must be booked in advance.

Adults:

Adult RYA Dinghy Level One and Two

At Swarkestone we run the adult RYA level 1 & 2 Dinghy Sailing course, usually once a year. The course will commence with an introductory session on a weekday evening, followed by the practical part of the course over the following weekends.

Powerboats:

Throughout the year we offer the RYA Power Boat Level 1 and 2, and the RYA Safety Boat Course. Contact training on swarkestonesctraining@gmail.com if you would like any further information.

Safeguarding:

Swarkestone Sailing Club is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children and vulnerable adults taking part in its activities.

We recognise that the safety, welfare and needs of the child or vulnerable adult are paramount and that all children and vulnerable adults, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

Swarkestone Sailing Club takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe and fun environment to children and vulnerable adults taking part in its events and activities.

Child and vulnerable adult safeguarding policies are available via the club website and all members are asked to familiarise themselves with these policies.

Safeguarding officers are:

Hester Duncan (children/juniors)- swarkestonescchidsafeguarding@gmail.com

David Waters (vulnerable adults/sailability)- wdmwaters@googlemail.com

Bar and tea bar

Tea Bar duty provides an important and much appreciated service on weekend race days. The tea bar is currently run on a voluntary basis but the Committee reserves the right to allocate tea bar duties along with race duties.

The Club has a licenced bar which can be opened by a committee member and is manned by unpaid volunteers. It is open after racing and for events and at other times as long as a committee member is available and willing to do so. The actual hours are regulated by the licensing laws, in the same way as a public house. Due to licencing laws, only members 18 years old or over are allowed to be at the bar and purchase drinks (alcoholic or otherwise).

Children can get soft drinks from the tea bar when open or their responsible adult can purchase from the bar for them. Member's guests may be entertained as long as they have signed the visitors book and they do not purchase any alcohol.

The costs are kept to a minimum in an attempt to encourage members to get together and talk over the day's sailing. The range of drinks available is limited due to small volume sold and therefore it is not possible to have the selection that would be expected in a public house.

Car Parking

Cars shall be parked neatly on the car park by the Club house. In order to help members know which Club Officers are present at the club, these people have reserved parking spaces. Dedicated disabled parking spaces are located on the flat areas nearest to the entrance door. Cars may take dinghies down to the dinghy compound but should be returned to the car park as soon as possible as cars left on the dinghy compound will obstruct other members. Similarly, sail boards may be taken down to the far end by the old club house but the car should then be returned to the car park. The only cars allowed to remain near the old clubhouse are those used by members of the club maintaining the grass and transporting strimmers, lawn mowers and outboard motors etc. to and from the old clubhouse.

3. Events, Qualifying Requirements and Trophies

The following events, qualifying requirements and trophies are listed here for reference but the criteria for and awarding of these may be modified at discretion of the committee without full membership vote.

Class Series – Prizes shall be awarded for each of the individual class series in accordance with the number of boats qualifying in the series.

Wednesday Series - Wednesday evening races may be split into multiple series throughout the year, each with accompanying trophies. The results of one or more Wednesday series' may be split into single handed and double handed fleets, with trophies awarded to respective winners. The series' where this is in effect will be identified in the racing program in the club calendar.

Race Box Trophy series is intended for helms with substantial racing experience including a number of race wins. **The Novices Trophy** is intended for all other helms. The Race Box Trophy shall run concurrently with the Novices Trophy. Each helm shall choose which series is appropriate to enter. The winner of the Novices Trophy shall not qualify for the Cannon Trophy but shall be eligible for the President's Trophy.

Ladies Handicap Series – Club Ladies are eligible to race in the Ladies Series races. Races in this series vary and if not in the race programme shall be organised to suit those ladies who wish to participate.

Scoring – Refer to sailing instructions.

The RYA Portsmouth Yardstick Scheme - The purpose of the yardstick scheme is to enable boats of different classes to race against each other. Portsmouth numbers are measures of performance published by the RYA derived from times over a common but unspecified distance. To calculate the corrected time for a finished boat the formulae shown below is used: -

Corrected time = Elapsed time x 1000 divided by Portsmouth yardstick (Elapsed time in seconds)

By agreement of the committee, Portsmouth Yardsticks (PY) used for results may be modified. Reasons may include; class recommendations, lack of data, local conditions. The list of PY numbers used shall be available upon request.

Club Trophies

Club trophies have been listed below to show those awarded to winners of "series", "events", "Junior", "Sailability" and "committee awards". A "series" will typically be one or more races on different dates throughout the year. An "event" will typically be one or

more races held on a given date or weekend. "Committee awards" are awarded by and at the discretion of the committee for the various reasons stated per trophy.

Series trophies:

Swarkestone Trophy – This trophy was presented by Club committees. The Swarkestone Trophy is awarded to the winner of a handicap series.

Ladies Trophy – This is a series of handicap races for female helms.

Race Box Trophy- This trophy was presented by John Orchard and is awarded to the winner of a handicap series for helms with substantial racing experience including a number of race wins.

Derwent Novice Shield – Donated by D F White, to be competed for and to encourage helms who have not previously won any club trophy.

Summer Class – There are up to four summer class series trophies, to be awarded to fleets where there are 3 or more qualifying boats of the same class in the summer class series. For classes of less than 3, they will be entered into the "Menagerie" class.

Pursuit Trophy – A series of pursuit races.

Jubilee Trophy – This trophy was donated by J. Ganley and is awarded to the winner of an annual handicap series.

Derwent Trophy – This trophy was presented by club committees. The Derwent Trophy is awarded to the winner of a handicap event.

Frostbite Trophy – Awarded to the winner of a handicap series.

Wednesday Series Trophies - Awarded to winners of each of the Wednesday series' (excluding the late summer D series). These series may be split in to Single Handed and Double Handed fleets, with respective trophies, as indicated by the racing calendar.

Event trophies:

Pete Wheatley Memorial Trophy – Donated in memory of a member of the club who died while still a young man. Awarded to the winner of the handicap event competed for between New Year and Easter.

Easter Egg Handicap – an Easter Sunday three race trophy

Rear Commodore's Personal Handicap Trophy – A handicap event that has modified start times or PY's with the intent of encouraging less experienced sailors.

Victor Poyser Memorial Trophy – This trophy was donated to the club by the family of the late Victor Poyser, who was a founder member of the club.

RNLI Pennant – A four hour long endurance race sailed as a team event.

Vice Commodores Challenge Trophy – This is a one-day event.

Race Week Trophy – Donated in memory of Richard Monk. This is a series of fun races run over weekdays in the evening.

Marge Laurie Memorial Shield – Donated in memory of Marge Laurie. Typically held over the August Bank Holiday weekend.

Cannon Trophy – This trophy was originally a starting cannon donated to the Club by the family of the late Victor Poyser. It is competed for by the helms who have won a Club trophy or series during the current season.

Presidents Trophy – This trophy was donated to the club by its first President, Richard Mallender, to be competed for by helms that have never won a trophy or series at any time, and sailed for on the same day as the Cannon Trophy. Note: exclusion for “Novices Trophy” winners as above.

Commodore’s Trophy – This trophy was donated by John Blair and is to be sailed for by past winners of trophies or series who have not won during the current season and is sailed for on the same day as the Cannon Trophy.

Junior Trophies:

All junior trophies are either single-day or weekend events.

The Ice Breaker Trophy

The Mid Summer trophy

Burley Trophy – This trophy was donated to the club by Tony Burley, a founder member, and is awarded to the winner of a Junior Series.

Most improved junior: this trophy is awarded at the end of Junior week, at the discretion of the instructors, taking into account the whole season of sailing

Sailability Trophies:

Sailability Award – Sailability has a suite of awards along with club trophies which allows the maximum number of disabled members to compete. These include awards for day and care homes, class racing and a Harvey Harrison Memorial award. Races in this series vary and if not in the race programme, shall be arranged by the Sailability Fleet Captain.

Sailability Fleet Captain’s Trophy, a menagerie Sailability series contested on Wednesday afternoons by disabled Sailors. Winning this award allows entry for the Cannon Races. This trophy was donated by Steve and Josie Sheard.

Committee Awards:

Capsize Trophy – Not intentionally competed for, but awarded to the sailor who provides the possibly less adventurous with entertainment during sailing/racing by failing to keep the boat the right way up.

Steve Kerr Memorial Trophy for Endeavour, awarded on merit by the committee, donated by Pam Kerr.

Masters Trophy – Awarded to a senior member who, despite their age is still sailing.

There are a number of trophies that are no longer awarded:

Moonlight Trophy – Originally presented by E & D Motors of Findern in 1981. This trophy was reinstated in 2001 as a late summer night time event.

Longest Day – One evening race held on the Saturday closest to the longest day.

4. Rules

Rules with provision for making Bye-Laws in relation to certain matters. Last revised November 2025.

4.01 Name, Purpose and Location.

The Club shall be called the Swarkestone Sailing Club (hereinafter called the Club) and its burgee shall have a dinghy and bridge on a blue background. The Club is established to promote sailing and education in the skill thereof and solely to provide facilities for and related to sailing and associated activities. The Club shall be associated with the RYA in such manner as may from time to time be decided upon. The headquarters of the Club shall be at Swarkestone Water in the Parish of Stanton-by-Bridge, Derbyshire or such other place as the majority of the members decide. Any communication to the Club shall be addressed to the Secretary of the Club. The administration of the club shall be carried out by the Committee.

4.02 Membership Classes.

A 10% discount in fees will be applied to all membership categories where the member(s) fulfil the following criteria:

For one-person categories, where that one member is over 65 years of age on the first day of the club year (1st February)

For family category, where both adult members are over 65 years of age on the first day of the club year (1st February)

Voting Members.

- a) President, being a person elected by the majority of the members in recognition of his/her services to sailing or the club.
- b) Vice President, being an Individual Member or Family Member who has held the office of Commodore of the Club.
- c) Individual Member, being any person eighteen years old or over on the first day of the Club year (1st February).
- d) Family Member, being a member and partner/spouse and of their children and or grand children under eighteen years of age on the first day of the Club year

(1st February), such children and/or grandchildren shall be called Junior Members.

- e) Student Member, being a person eighteen years or over on the first day of the Club year (1st February), who is engaged in full-time education who may be a boat owning and a racing member.
- f) Group Member being a formally constituted organisation or association (for example, Scouts, a School, A Disabled Association). Group Membership allows members of that organisation or association to use Club facilities with their group, subject to any restrictions laid down by the Committee (for example, usage may be limited to particular times of the week). The organisation or Association is responsible for ensuring that its members comply with Swarkestone Sailing Club rules and with any particular instructions(s) given by the Rescue Boat Operator. The Group Membership may be terminated in cases where the organisation or association is unable to ensure satisfactory conduct by its members. Individual members of the organisation or association do not have voting rights, but an authorised representative may exercise voting rights on behalf of the organisation or association equivalent to those of an individual full member of the Club. Membership fees for Group Members will be established on a case by case basis by the Committee taking account of the likely usage that members of the organisation or association are likely to make of the Club facilities, and will be reviewed annually.
- g) Associate Member, being a non-boat owning member who is eighteen years of age or older on the first day of the club year (1st February), who may crew but not helm in Club races.
- h) Sailability Member, being a member who attends Sailability. Sailability members have the same rights as Associate members but do not have to undertake Duties unless they request to do so.
- i) Individual Paddleboard member, being any person eighteen years old or over on the first day of the Club year (1st February). Paddleboard members are not required to undertake Duties unless they request to do so.
- j) Family Paddleboard member, being a member and partner/spouse and of their children and or grand children under eighteen years of age on the first day of the Club year (1st February). Paddleboard members are not required to undertake Duties unless they request to do so.

Non-Voting Members

- k) Junior Member, being a person under eighteen years of age on the first day of the Club year (1st February). This category includes any under 18 Sailability members.
- l) Guardian Member, being the parent or guardian of a junior member. Guardian members are non-sailing members.
- m) Affiliated Club being an organisation granted membership for the benefit of those belonging to it.
- n) Temporary Member, being a person granted membership for a period not exceeding three months during the Club year upon application in writing to the Secretary, or by invitation of the Committee.
- o) Honorary Member, being a person elected by the majority of committee members in recognition of services to the Club and who shall only be liable for the payment of such entrance fee, annual fee and other charges (if any) as the Committee shall decide.
- p) Social Member, being a non-sailing associate member. Social members are not required to undertake Duties unless they request to do so.
- q) Volunteer/Carer Member being a person who assists in Sailability and any associated functions but has no other club rights. The fee for such membership is at the discretion of the Committee.
- r) Out of Area, being a member who does not live in the local area and will not sail frequently (maximum 5 days per year) but remains a member.

4.03 Membership Applications

- a) Applications for membership shall be completed on a form, provided by the Membership Secretary. The type of membership which has been approved by the Committee, who shall annually decide the fees applicable for that membership.
- b) Completed applications shall be sent to the Membership Secretary. Only if a membership application is considered by the Membership Secretary as requiring approval by the Committee, should it be presented to them, otherwise the acceptance of that membership is at the discretion of the Membership Secretary.
- c) Applications for membership shall be accompanied by payment Subscription referred to in 4.05a which shall be returnable in full if the application is not accepted and in the case of an Affiliated Club by such payment as the Committee shall decide upon receipt of application. Fees shall be due pro-rata for members joining for the first time after the start of the Club year (1st February). Pro-rata fees will be charged based on the number of months

remaining, including the month in which membership starts, at 1/12 of the yearly fee multiplied by the number of months. Members from the previous year renewing late will be required to pay the full yearly fee except at the discretion of the Committee in exceptional circumstances.

- d) Each new member shall have his/her acceptance notified to him/her by email and shall receive information on access to the website and specifically the members section (userid/password) to enable sight of the Rules, Sailing Programme etc.
- e) If a member changes his/her address or email address it shall be his/her duty to update their record in Sailing Club Manager or notify the Membership Secretary.

4.04 Members Resignation

Any member of the Club who wishes to leave, shall give written notice to the Secretary to this effect. The member shall be liable for payment of the subscription and any other charges determined by any general meeting. If the member resigns within thirty days of a meeting at which subscriptions are fixed they may do so without being liable for the subscription fixed at such meeting.

4.05 Subscription and Club Year

- a) Payment of the subscription is an acceptance by the member of all Rules and Bye-Laws of the Club.
- b) The subscription and other charges payable during any Club year shall be of such amount as shall be agreed by the majority of the voting members at a general meeting called, inter alia, for the purpose of considering same. However, the General Committee are authorised to adjust fees annually (with the proviso that they may not rise by more than ten percent) without calling such a meeting. The general Committee are authorised to reduce fees to members and prospective members under exceptional circumstances. Subscription and other charges shall be due when requested by the Membership Secretary and tendered by the AGM of that year or, in the case of new members, upon acceptance of membership application. Membership of a person not making payment by the due date shall automatically cease unless the Committee shall otherwise decide.
- c) The Club year shall run from 1st of February to the 31st January, annual subscriptions will be in respect of this period.

- d) A membership will have deemed to have lapsed if the subscription is not paid up to 3 months after the start of the club year.
- e) When a member or former member is three months or more in arrears for fee payable and a boat and ancillary equipment which is the property of that member or former member remains on the Club premises, the Committee and the Members hereby authorise the Committee to: -
 - 1) Move the boat and ancillary equipment to any other part of the Club premises without being liable for any loss or damage to the boat and/or ancillary equipment, however caused.
 - 2) Give one months notice in writing to the member or former member at his/her last known address as shown in the Club's list of members and thereafter sell the boat and ancillary equipment and deduct any monies due to the Club (whether by way of arrears of subsection, fees or otherwise) from the proceeds of the sale before accounting for the balance (if any) to the former member.
 - 3) Alternatively, if the boat and ancillary equipment is un-saleable after giving notice in writing as aforesaid, disposal of the boat and ancillary equipment in any manner the Committee may think fit and deem the cost of so doing and any arrears as aforesaid to be debt owing to the Club by the member or former member.
- f) The Club shall, at all times, have a lien over members or former member's boats and ancillary parked on the Club's premises in respect of all monies due to the Club, whether in respect of arrears of fees or subscriptions
- g) The Committee shall, in the case of a boat and ancillary equipment which is considered abandoned and the owner is not known and cannot be traced. In such cases the Club shall publish details on the club's website as an abandoned boat to be re-claimed. After one month following publication the Club may dispose of the boat and ancillary equipment in any manner that the Committee may think fit and any monies raised by the sale of the abandoned boat and ancillary equipment shall be recorded and made available for claim one year after which time the monies become the property of the club.

4.06 Administration

- a) Elections – Election as an Officer of the Club or as a member of the Committee shall be made at a general meeting except in the circumstances referred to in Rule 4.06j. Each candidate shall be nominated in writing by one member of the Club and seconded by another member and each candidate shall indicate their willingness to serve in writing. In the event of there being more

nominations than vacancies, elections shall be by secret ballot of members present at a meeting called to elect such Officers and Committee. An elected Officer or Committee member shall serve from the time of his/her election until the next ensuing general meeting at which officers are elected.

- b) Officers – The Officers of the Club shall consist of the President (if any), Commodore, Vice Commodore, Rear Commodore, Honorary Secretary, and Honorary Treasurer together with Membership Secretary. The three Flag Officers shall be members who have previously served the Club on the Committee in any capacity and at any time. Where possible the Senior Flag Officer present shall take the chair at all meetings of the Club otherwise the Secretary or Treasurer can chair the meeting.
- c) Committee – The Committee shall consist of the Officers of the Club, the Trustees and eight others voting members of the Club, together with the Training and Social Chair plus not more than two co-opted members, co-opted other to fill vacancies. In addition, the retiring Commodore shall be an ex officio Committee Member for one year.
- d) Affiliated Club Representation – Where an Affiliated Club pays a subscription in excess of five times that paid by a family member, it shall be entitled to send one non-voting representative to meetings of the Club Committee having first given twenty-one days notice to the Honorary Secretary.
- e) Duties – The Committee shall be responsible for the management of the Club with power to expend the Club's funds as it sees fit in furtherance of the Club's Objects. It shall ensure that the proper records of the Club are kept including Minutes of General Meetings and Committee Meetings.
- f) Honorary Secretary – The Honorary Secretary shall attend to all correspondence and general day to day administration of the Club. He/She shall attend all meetings in person whenever possible, failing which, he/she shall nominate another member of the Club as his/her alternate. He/she shall send out notices of all meetings to members of the Club and Committee and shall be responsible for approving minutes of meetings.
- g) Honorary Treasurer/Deputy Treasurer – The Honorary Treasurer/Deputy Treasurer shall receive all monies due to the club, operate the Club's banking account and pay all accounts from the monies under his/her control. He/she shall as soon as possible following the close of the Club's Financial Year (1st October to 30th September) prepare a statement and balance sheet which shall be audited as hereinafter prescribed and shall be laid before the Committee prior to the date of the General Meeting of the Club at which the same are to be considered.

- h) The Membership Secretary – The Membership Secretary shall assist the Honorary Secretary and Honorary Treasurer and shall keep records of all members. He/she shall receive membership applications, check that they are in order and present them to the Committee where required.
- i) Quorum and Voting – Five members of the Committee shall constitute a quorum and each member of the Committee shall have one vote and the Chairperson of any Committee meeting a casting vote in addition.
- j) Co-option - the committee shall have power to co-opt to fill vacancies arising during their year of office and such co-opted members shall serve on the committee with full voting power until the ensuing AGM. The Committee may also co-opt two additional members to the committee with full voting power until the ensuing AGM.
- k) Absence – No retiring ordinary member of the Committee shall be eligible for re-election if he/she has failed to attend at least one third of the Committee Meetings held during his/her period of office, unless the Committee or majority of members at a general meeting shall resolve in any individual case that there was reasonable cause for failure to attend.
- l) Committee Meetings – The Secretary shall give the Committee members not less than seven days written notice of all meetings of the Committee.
- m) General Meetings – The Committee shall have the power to call general meetings at any time, subject to fourteen days clear notice being given in writing by the Secretary to all members. The Committee shall convene an Annual General meeting once during every Club year.
- n) Sub-Committees – The Committee may appoint Sub-Committees to assist in the organisation of the Club, subject to their activities being formally approved by the Committee.
- o) Bye-Laws – The Committee may make Bye-Laws for matters not covered by these Rules. Such Bye-Laws shall be binding on all members from the date of their exhibition in the Club House. Such Bye-Laws continue in operation until varied by the Committee. A copy thereof shall at all times be exhibited in the Clubhouse.
- p) Liquor – The supply and sale of intoxicating liquor shall be under the control of the Committee or a person or persons nominated by it and limited to persons over 18 years of age. The Sale of liquor shall be limited to the hours permitted by the Licensing laws.
- q) Trustees – Subject to such Flag Officers approval, past or present Flag Officers of the Club may at any time be nominated by the Committee to act as Trustees

of the Club in matters requiring the appointment of such Trustees to act on behalf of the Club. The Committee is empowered to effect such appointment and thereafter to remove or replace any Trustees so appointed by Deed. Any liability entered into by the Trustees of the Club shall be equally binding on all members of the Club and be borne equally by them should the assets of the Club prove insufficient to meet same. Any Trustees of the Club who is not a member of the Committee shall be an ex-officio member of same. The number of Trustees of the Club shall not at any time exceed four.

4.07 Finance

- a) The accounts and balance sheet prepared by the Treasurer under Rule 4.06g shall be approved by a competent auditor previously appointed by the members at a general meeting.
- b) Cheques shall be made payable to the Swarkestone Sailing Club.
- c) Signatories on cheques drawn on the Club's bank account may be any two of the following: -

Commodore, Vice Commodore, Rear Commodore, Honorary Secretary, Honorary Treasurer, Deputy Treasurer.

- d) The Committee is authorised to raise sums of money in any way they consider appropriate in order to finance any Club activity.
- e) The Club shall not pay any dividend or bonus in money to or between any of its members except upon Dissolution in accordance with Rule 4.15. This shall not preclude proper remuneration paid to employees or payment of expenses incurred by a member in the execution of matters on behalf of the Club.
- f) All property of the Club shall be vested in the Trustees of the Club.
- g) The committee may instruct the Treasurer to invest surplus funds on behalf of the Club in securities approved for investment by Trustees.

4.08 Meetings

- a) Notices – Notices of General Meeting together with an agenda including in full, details of any propositions received the notice calling the AGM shall be sent to each member at least six clear days before the date of meeting; family members and affiliated clubs to receive one copy of such notice.

- b) Proposition motions to be included in the agenda at any general meeting shall be notified to the Honorary Secretary in writing at least twenty eight days before such meeting.
- c) AGM – An AGM shall be held not later than the 30th November. However, in the event that extraordinary circumstances prevent this i.e. flooding the AGM shall be held as soon as possible following that date and shall deal with the following business: consideration of the audited accounts and balance sheet, election of officers and other members of the Committee, fixing of the subscription, entrance fee and other fees and charges to have effect during the Club year, appointment of auditors and any other business.
- d) Quorum and Voting – At general meeting, twenty voting members shall constitute a quorum. The President and ordinary members shall be entitled to one vote. A family member and the spouse of each family member shall be entitled to one vote each. Additionally, the Chairperson shall have a casting vote. No other member shall be entitled to vote.
- e) Majority – At all meetings of the Club and Committee, the resolutions of the majority present and voting shall be binding excepting as provided for in Rule 4.15.
- f) Requisition of Meetings – The Committee shall call a general meeting at the written request of twenty voting members. Proposals to be discussed at such meetings shall be advised to the Honorary Secretary under Rule 4.08b.
- g) Minutes – Full minutes of all Committee meeting shall be made available for inspection to any member upon request within fourteen days of such minutes being approved.
- h) Committee Resignation – In the event of the resignation of a number of members of the Committee so that no quorum remains under Rule 4.06i, those remaining shall nevertheless constitute a quorum for the purpose of calling and be obliged to call a general meeting of the members for the Club for the purpose of electing a new Committee under Rule 4.06a. If all the members of the Committee shall have resigned simultaneously, the President or any previous Commodore of the Club shall be entitled to call a general meeting for the purpose of electing a new Committee.

4.09 Liabilities

- a) Members Third Party – Each boat owning member shall be covered for Third Party Insurance with a Company approved by the B.I.A. or a Company underwritten by Lloyds in a sum not less than the figure recommended by the RYA or in such a sum as the Committee may deem requisite under Bye-Laws

made by it and shall comply with the terms of such policy. Proof of such insurance shall be supplied to the Honorary Secretary or Flag Officers on request.

- b) For the protection and benefit of members, the Club affects, certain insurances and the respective policies may be inspected on application to the Secretary. The liability of the Club and/or its committee to its members and visitors in relation to any loss, damage, injury or death howsoever caused shall be limited to the amount of such insurance indemnity, if any, as has been reflected in relation thereto.
- c) Damage to Club Property – The Club shall accept responsibility for damage to boats or other property provided by the Club for the use of the members other than for than caused wilfully or negligently, providing that any such damage shall be reported to the Honorary Secretary in writing within three days of its occurrence.

4.10 Visitors and Bar

- a) Visiting sailors taking part in competitions shall be deemed members for the duration of the event.
- b) Every voting member shall be permitted to introduce occasional visitors provided that the date and name of such visitors is entered into the Visitors' Book.
- c) A member introducing a visitor or visitors to the club shall ensure that the visitor(s) abide by the Rules and Bye-laws.

4.11 Children

- a) Children 13 years old or younger (whether a family member, or a visitor to the Club) must be accompanied on the Club premises at all times by a Parent, or a Guardian, or another adult formally acting in *loco parentis*. Children from the age of 14 years to 16 years may be left under the supervision of a responsible adult present in the Club (subject to that adult's specific and clear agreement). Children aged 16 to 17 years old may be at the Club without a specifically nominated adult present, but must ensure that contact details of a responsible adult and emergency contact details (and medical information if appropriate) are readily available in the Clubhouse. It is not acceptable for the responsible adult for children under the age of 14 years to be on the water (whether sailing or in a rescue boat) leaving the children unsupervised on the shore.

- b) Except when entering and leaving a boat, no child is allowed on landing stages and slipways.
- c) Children under nine years of age shall at all times wear a life jacket or buoyancy aid whilst on Club premises except when in the Club House or on the south side of the road thereto.

4.12 Sailing

- a) No person shall helm or crew in any boat unless they are a member of the Club or a visitor who has paid the appropriate fee.
- b) Everyone shall, when afloat, wear in a correct and proper manner, a life jacket or buoyancy aid giving adequate personal buoyancy. Wet suits are not accepted as adequate buoyancy.
- c) No member shall sail unless there is another person upon the Club property who is able to raise an alarm if required.
- d) Member's sailing dinghies shall be motivated by wind alone and be of single hull construction and be limited as to class or number as the Committee may by Bye-Law determine. Paddleboards shall be motivated by paddle power alone.
- e) Racing shall be confined to boats having such Portsmouth yardstick as the Committee may by Bye-Law determine.
- f) Racing shall take place under the jurisdiction of the Race Officer appointed by the Committee, in accordance with the RYA Charter, the RYA Rules and Sailing Instructions, laid down by the Committee and published in the Annual Sailing Programme, subject to such further instructions or variations as may be made by the race Officer whose instructions and variations shall at all times be obeyed. After consultation with the Race Officer, a Flag Officer may over-rule a Race Officers' decision.
- g) All trophies are the property of the Club and are to be returned to the Rear Commodore within seven days of such a demand from the Secretary.
- h) A temporary member may join the racing. His/her result will be recorded but will not be eligible for club trophies.

4.13 Conduct

- a) No item of the Club's property shall be removed except with the authority of the Committee.

- b) No boat or personal gear is to remain overnight in the Club house.
- c) Dogs on Club premises must be kept under control and must not be allowed to inconvenience or annoy Club members and must not be allowed near the Galley area in the Club House.
- d) The entire club premises and grounds are non-smoking with the exception of the designated smoking area in the car park.
- e) The Committee may terminate the membership of any member whose conduct or condition is prejudicial to the interest of the Club or its members or in the event of that member's failure to observe the Rules and Bye-Laws of the Club. However, that member will have the right of appeal by applying to one of the Flag Officers within 7 working days of termination and be entitled to a hearing by the general Committee.

4.14 Alteration of Rules

The Rules of the Club may be amended, changed, replaced or altered in any way by a resolution passed at a general meeting of the Club duly convened and held.

4.15 Dissolution

In the event of the liabilities of the Club exceeding the assets, upon dissolution, the amount of such deficiency shall be borne equally by all members. The Club may be dissolved in the following manner.

- a) A proposal in writing for its dissolution containing provision for the disposal of the club property and funds, if any, signed by not less than five percent of the voting members shall be delivered to the Honorary Secretary.
- b) Under the terms of grants given to the Club, any property held by the Club on behalf of the Sports Council shall be passed, with the Council's agreement, to another Sailing Club having similar aims and objectives as Swarkestone Sailing Club.
- c) A copy of such proposal shall be sent to each member by the Honorary Secretary together with forms for voting by proxy not less than one month before the date stipulated for the meeting at which the proposal is to be voted upon. At such a meeting those present shall constitute a quorum and members may vote personally or by proxy on the forms with which they have been provided. Not less than two-thirds of the members voting must vote in favour of the motion for it to be carried. If carried, the Senior Officer of the

Club present or a nominated member of the Club shall be responsible for fulfilling the terms of the proposition and upon the conclusion of such winding up shall prepare a final account and give notice of it and in the Notices column of a local publication.

5. Bye-Laws

These may be added to or amended at the discretion of the General Committee. Details of any such addition or amendment will be circulated to the membership and displayed on the notice board in the Clubhouse.

- 5.01 Any class of member except for associate or social members shall be entitled to have a boat upon the club property. Members are permitted to have additional boats and keep them upon the club property as long as they are notified to the Dinghy Park Officer and appropriate fees are paid.
- 5.02 All members are required to carry out such duties as from time to time allocated by the Committee.
- 5.03 A full wet suit or dry suit must be worn when sailing between 1st November and the last Sunday of March inclusive. Sailors in keel boats may wear foul weather gear.
- 5.04 Racing will be subject to the Sailing Instructions as published.
- 5.05 The Race Officers are responsible for organisation in accordance with the rules, bye-laws and instructions contained in Sailing Instructions. Anyone on the rota being unable to attend shall find a suitable substitute to attend must notify the Rear Commodore or appropriate OOD of their inability to do so. A member's failure to comply with this may, at the Committee discretion lead to his/her suspension from racing or other disciplinary action. Only the Race Officers and those authorised by him/her may enter the Race Box.
- 5.06 The rescue boats shall only be driven by persons holding a minimum of RYA Level 2 powerboat qualification. At least one of the crew or helm of the powerboats should be over 16, and if between the ages of 14 and 16 and a holder of a current RYA Level 2 powerboat certificate should have an over-18 Level 2-qualified powerboat driver accompanying them.
- 5.07 During racing, boats must be moored or beached as far from the launching ramps as practicable and launching trolleys should be situated away from the slipway access or beach or preferably returned to the owner's boat park space. Main sails of unattended boats are to be lowered. In the case of boats not able to lower their

mainsails easily (e.g. The Laser) the boom must be removed and beached, not moored on the jetties.

- 5.08 Fishing (except by current fishing lease holders) paddling or swimming is not permitted.
- 5.09 The Club main gate must be shut at all times and it is the responsibility of the last person to leave the premises to ensure that all has been secured including the Club Houses, stores and dingy park gates.
- 5.10 Speed on the Club entrance roads must not exceed 15mph. Cars are to be parked on the main car park.
- 5.11 Each member is responsible for the upkeep of his/her allocated area of the dinghy park and to keep same in a neat and tidy condition.

Trailers must not be left in the dinghy park without prior permission from the Dinghy Park Manager.

Boats in the dinghy park shall only be parked in the space allocated to them and are to be securely lashed down to the ground to avoid damage to their own or adjoining boats.

- 5.12 Litter must be deposited in receptacles provided. Members are particularly reminded of the danger of glass and associated personal injury and the danger of fire upon the Club's premises.
- 5.13 The kitchen and kitchen utensils are to be kept clean and tidy. The last persons to leave the Clubhouse are responsible for ensuring the double doors are bolted shut, all the lights including the toilets are off, the water heater controllers are left in the timed programme position and the external door is latched closed with the padlock placed on the outside. The gates to the dinghy park and the club entrance must be closed and locked and the road gate locked.
- 5.14 Members of the Club, their guests or visitors, may use the club premises and any other facilities of the club entirely at their own risk and implicitly accept that.
 - 1) The club will not accept any liability for any damage to or loss of property belonging to members, their guests or visitors to the club.
 - 2) The club will not accept any liability for personal injury arising out of the use of club premises and any other facilities of the club either sustained by members, their guests or visitors or caused by the said members, guests or visitors whether or not such damage or injury could have been attributed, was

occasioned by the neglect, default or negligence of any of the Officers, Committee or servants of the Club.

- 5.15 Anyone sailing without rescue boat cover must be able to swim (wearing a buoyancy aid or lifejacket) and self rescue, including but not limited to; equipment failure, grounding, capsizing and injury.