



TOPSHAM SAILING CLUB

BYELAWS, REGULATIONS PRACTICES AND POLICIES

AS ADOPTED IN COMMITTEE ON 9th MAY 2011

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Welcome to Topsham Sailing Club and enjoy your sailing.

Our Byelaws, Regulations, Practices and Policies are a sensible framework within which we can all pursue the objectives of the Club and follow our pastime. Parents and Guardians are reminded that they are responsible for the control, behaviour and safety of their children whilst on Club premises. All notices in respect of these matters shall be displayed on the club notice board and shall be considered formal notice to all members.

Topsham Sailing Club functions only with the voluntary co-operation of its members. All members should expect to be requested to help with the running of

the Club, either individually, or as a team member. It is intended that all members are given an opportunity to take an active part in the Club. Any member, who feels unable to contribute their help, should write to the Hon Membership Secretary setting out the circumstances they wish to be considered.

1.0 AUTHORITY

1.1 The Committee makes the following Byelaws, Regulations, Practices and Policies, in substitution for those previously approved and in accordance with the Rules of Topsham Sailing Club, approved at the 124th Annual General Meeting on the 29th January 2010.

1.2 All Members of Committee are duly authorised Club Officers who may refuse admission to such persons whose behaviour is considered to be inappropriate. All such exclusions must be reported to the next Committee meeting. Persons excluded remain so until further action is decided by Committee.

2.0 PUBLIC LIABILITY AND CLUB PREMISES CERTIFICATE

2.1 When inviting guests or visitors onto the Club Premises, or to participate in any events organised by the club, members must draw the attention of those persons to the notices relating to Public Liability and the terms of the Club Premises Certificate relating to the sale of alcohol.

2.2 Members of the Club and their guests and visitors use the Club premises and other facilities of the Club entirely at their own risk and therefore accept that:-

The Club does not accept any liability for any damage to, or loss of, property belonging to the members, their guests and visitors to the Club.

The Club does not accept any liability for personal injury arising out of the use of the Club premises and any other facilities of the Club, or out of any participation in any race or event organised by the Club, whether sustained by members, their guests or visitors, whether or not such damage or injury could have been contributed to, or was occasioned by the neglect, default or negligence of any of the Officers, Committee Members or Servants of the Club.

2.3 The Club Premises Certificate, held by the Club, permits the sale of intoxicating liquor for consumption on the premises to members and their guests signed into the Club's Visitors Book by the host member, members of an RYA Affiliated Club who sign themselves in, and, on Club Open Days only, visiting crews and their supporters, all of whom must be over 18 years of age.

3.0 CLUB PREMISES, STORAGE OF GEAR ETC

3.1 Membership of the Club does not confer the right to leave craft, sails or gear on the club premises.

- 3.2 The day-to-day administration, operation and control of the Club yard, slip, crane, pontoon and ground floor of the boat shed, are delegated by the Committee to the Yard Marshal, to whom all requests for consents should be addressed. The Yard Marshal shall report relevant matters to the Committee.
- 3.3 Storage on Club premises is at the owner's risk and, except in an emergency, is only with the Yard Marshal's prior approval. All equipment must be clearly marked or named so as to be easily identifiable. Following a request from the Yard Marshal members shall remove craft and gear from the Club premises within a reasonable time. Failure to comply after being given 7 days notice must be reported to the Committee.
- 3.4 The periods for summer and winter storage shall normally extend from the first weekend in April to the 1st October, but may be varied by the Committee from time to time. The Yard Marshall shall post application lists on the club notice board at the Club at an appropriate time prior to the commencement of each period.

Members requiring storage shall make their applications by entering the appropriate details and signing the lists. After consideration of the Yard Marshal's proposals for the period of storage in question, berths will be allocated by the Committee. Thereafter, the Yard Marshal may allocate spaces at his discretion. For sailing dinghy summer storage these tasks are delegated to the Dinghy Fleet Captain. Upon allocation of storage members are liable to pay all relevant charges.

- 3.5 Only mono-hull craft will qualify for consideration for storage, and then provided that craft do not exceed 32 feet overall in length (excluding pulpit but including the rudder if left hanging), and provided also that craft does not exceed 5000 kgs in weight.
- 3.6 All sailing dinghies, in respect of which summer storage is granted, must be stored on an efficient and appropriately sized launching trolley or upon racking as directed by the Dinghy Fleet Captain under the overall control of the Yard Marshall. No sailing dinghy exceeding 16 feet in length (excluding rudder) and no multi-hull will quality for such storage.

Road trailers must not be stored on the club premises at any time without the prior consent of the Yard Marshal.

- 3.7 The maximum length overall of any punt or tender (whether rigid or inflatable), for which summer storage is granted, is 9 feet.
- 3.8 No member shall be allocated storage for more than one punt or tender at a time unless space permits.
- 3.9 On being allocated a berth or other storage the owner shall then be liable for storage dues, and must ensure that his boat or gear is always kept in that particular location, and that the surrounding area is kept clean and tidy. For safety reasons, metal keels and similar shall only be stored in the location nominated by the Yard Marshal. Notwithstanding this, the safe storage of such equipment and remains the sole responsibility of the owner.

- 3.10 The slipway must be kept clear of obstructions at all times, except when the Yard Marshal has given prior permission otherwise. The area at the top of the slipway must be kept clear at all times during the summer storage period.
- 3.11 Slipping and recovering of boats, other than those granted summer storage, shall be undertaken only with the prior approval of the Yard Marshal. Such craft may be temporarily parked in the yard, solely at the discretion of the Yard Marshal. A slippage charge as determined by the Committee from time to time will be payable. Devon Yawls and other boats under 17 feet overall in hull length (excluding overhangs), will pay a reduced charge. They may be parked in the yard for a single period of 3 days for maintenance and slipped as necessary, but always at the discretion of the Yard Marshal.
- 3.12 No boat that, in the opinion of the Committee, is unseaworthy shall sail from the Club premises.
- 3.13 The use of the boat shed or any facility for carrying out repairs is permissible only with the prior consent of the Yard Marshal
- 3.14 Outboard engines shall only be stored on the racks provided, and only during the summer storage period. An application list shall be posted by the Yard Marshal and storage space may be allocated, all as referred to in 3.3 above. No application will be considered if the rating of the outboard motor exceeds 4 hp.

Separate fuel containers must not be stored on Club premises, and in particular, no outboard engine or fuel container may be placed in the boat shed.

- 3.15 The yard facilities and equipment provided by the Club is available for use by all Club members, unless specifically prohibited elsewhere in these byelaws, and subject always to the discretion of the Yard Marshal.
- 3.16 No powered equipment except normal hand tools may be used on Club premises without the consent of the Yard Marshal, who may impose any restriction considered to be in the interest of other Club members.
- 3.17 Slipping and recovery of craft and their movement in the yard involving the use of the power winch and/or the steel trolleys shall be solely at the discretion of the Yard Marshal. Other members, as appointed by the Committee and whose names must be displayed adjoining the winch, may use the equipment with the express permission of the Yard Marshal on each occasion.
- 3.18 The parking of motor vehicles is not permitted in the yard except in accordance with the following:
- a) During the summer period, vehicles owned by members loading or unloading gear, or on a service to the Club, but only for the duration of that task or service.
 - b) During the winter period, vehicles owned by members loading or unloading gear, working on stored boats, the overhaul or recovery of mooring gear, or involved with a service to, or social event organised by the Club, but only for the duration of that task service or event.

The above referenced exceptions are subject always to space being available which does not inhibit boat movements. Notwithstanding these exceptions, any duly authorised Club Officer may order the movement or removal of any vehicle interfering with the smooth running of the Club.

- 3.19 Parking of cycles must not obstruct access to the clubhouse or other facilities.
- 3.20 Craft may be moored alongside the Club quay, the pontoon or on the Club moorings, for periods no longer than is necessary for the landing or taking on board of stores, persons or gear, (including the raising and lowering of masts). If access to and from a member's mooring is not convenient or readily available, and a longer period alongside or mooring is involved, the permission of the Yard Marshal must be obtained.
- 3.21 Every member leaving the Club premises by land or sea, when there is apparently no one else on the premises, must ensure that both the Clubhouse and entrance gate are locked. Security must be regarded as paramount. Keys may be purchased from the Membership Secretary.

4.0. **NOTICES, CHARGES ETC**

- 4.1 Members wishing to post notices on the Club notice board, shall first consult the Hon. General Secretary.

No trade notices shall be exhibited except those of approved sponsors.

- 4.2 All notices relating to the affairs of the Club that require to be given in writing, shall also be posted on the Club notice board on or before the date on which such notice is required to be given. Notwithstanding the giving of individual written notice, this shall be deemed good and sufficient notice to members of the contents thereof.
- 4.3 Charges and subscriptions shall be determined by the Committee and notice of such shall be posted on the notice board.
- 4.4 Members may allow dogs, which must be kept on a lead, to enter the Club premises except the Club House.
- 4.5 Membership of the Club and the acceptance of the Rules thereof by members shall constitute consent to the holding of the relative personal data for the purposes of the Data Protection Act 1984.

5.0 **RESTRICTION OF SMOKING**

- 5.1 Smoking is not permitted in the Clubhouse, the Canopy area or the Green Shed.

6.0 **CLUB SAFETY BOAT**

Authorised Use:

- 6.1 The use of Club nominated safety boats is restricted to club organised or nominated events and related activities and is primarily to be used for safety purposes. No other use is permitted unless expressly confirmed by the Committee prior to that

use.. The boat may only be operated by an authorised user except on actual safety or emergency occasions when no authorised user is present.

Authorised User:

- 6.2 An Authorised User is a suitably experienced TSC member (over the age of 16) who has been approved by the Committee. Approval will be at the sole discretion of the committee following a competence review including the holding of appropriate R.Y.A. certificates carried out by the Committee's nominated representative.
- 6.4 The authorised user shall observe "best practice" as may be prescribed from time to time including Collision regulations, local speed limits (except in an emergency) and instructions issued by the race officer or other member controlling an event and/or by the Committee.

7.0 CLUB CRAFT, THEIR USE AND MOORINGS

- 7.1. The Club's ownership of craft varies from time to time according to demand. These byelaws shall apply to all craft in its ownership or control as applicable to its design.
- 7.2 The day to day control of these craft is delegated to the Club Bosun. The position carries such responsibilities, duties and authority as the Committee shall from time to time decide. The Club Bosun need not be a member of the Club Committee.
- 7.3 The day to day conditions of use as approved by Committee shall be displayed on the Club Notice Board and may be varied from time to time.
- 7.4 All craft at the end of their period of authorised use shall be returned to their berth or mooring in accordance with the Bosun's direction.
- 7.5 Top C is available to Club members for use as a Race Duty Boat, for general working purposes and generally (except for purely social purposes) at Club events and with the consent of the Bosun at other times.
- 7.6 Turvy is available to Club members for use as a tender for short periods only and must be returned to shore as soon as practicable.
- 7.7 All craft at the end of their period of use must be returned to their berth or mooring in accordance with the Bosun's instructions.

8.0 RACE SUB – COMMITTEES

- 8.1 A Race Sub-committee for each fleet is authorised to organise and manage racing, training and safety precautions. Each sub-committee shall consist of its Fleet Captain, as chairman, and one representative elected by the members of each racing fleet. Each Fleet Captain is authorised to act alone on such occasion as is necessary.
- 8.2 The authority of each Sub-committee may be varied from time to time as is necessary and appropriate to its activities.

9.0 OPERATION OF THE BAR

- 9.1 The Bar Sub - Committee comprises three members of the Committee; the Hon Bar Manager and two others who serve as Bar Treasurer and Bar Secretary.
- 9.2 The Hon Bar Manager is responsible for ordering the stock and ensuring compliance with Licensing and Environmental requirements.
- 9.3 The Bar Treasurer is responsible for collecting the takings, banking any monies collected and paying the suppliers. Also to provide the Hon Treasurer with a Bar Trading Account at the end of each year for incorporation into the Club Accounts.
- 9.4 The Bar Secretary prepares the rota of members to man the bar on all formal openings.
- 9.5 It is the responsibility of nominated members to obtain access to keys from key holders named on the rota and to open the bar at the appointed times. It is also their responsibility to find a substitute member if they are unable to carry out their duty. It is also their duty to leave the bar area in a clean and tidy condition.
- 9.6 The Bar may also be opened informally within the licensing conditions provided a key holder is present.

ENVIRONMENTAL AND WASTE MANAGEMENT POLICY

Policy Statement

1. The Club does not provide facilities for the disposal of any hazardous waste or oil based materials and no bulk storage is available for any oil based materials or chemicals. Members are advised by notice and verbally at half yearly meetings that this is the case. Advice is also given regarding disposal.
2. Members must remove any hazardous or oil based materials from the club premises and make their own arrangements for appropriate disposal
3. When individual members employ contractors to carry out repairs or maintenance to vessels they must ensure that the contractors they employ have adequate health and safety and pollution control policies in place and that the contractors are advised that they are not permitted to use the club bins and must make their own arrangements for appropriate disposal of all waste resulting from the work.
4. Should any member wish to scrape off any antifouling paint from their boat they must place an impervious sheet under the work and sweep up any arisings after each period of work and remove them from club premises for appropriate disposal. Also, when washing off boats member's attention is drawn to the Environment Agency advice to ensure no loss of pigment as this indicates that pollutant is being released.

Advice is available from the Environment Agency web site www.environment-agency.gov.uk or telephone 08708506506

5. Domestic waste from the club is pre-sorted before disposal with paper, card, drinks cans and plastics being separately collected by Exeter City Council under contract on a monthly basis and authorised by a controlled waste transfer note.
6. Glass bottles are separately collected for recycling by a service provider on a two weekly cycle and covered by a separate controlled waste transfer note.
7. Materials for the domestic refuse collection are stored in bins lined with purple plastic sacks provided by a service provider and collected weekly on Fridays. Glass is stored in a dedicated wheelie bin provided by a service provider. Other materials separated for recycling, except plastic bottles, are stored in open labelled bins in the small shed adjacent to the yard gates which is set aside for this purpose. Plastic bottles are stored in a dedicated bin behind that shed.
8. The disposal of personal waste in the Club's refuse bins is not permitted. Waste matter, particularly that arising from boat maintenance, must be taken away and disposed of elsewhere.

CHILD PROTECTION POLICY AND PROCEDURES

Policy Statement

It is the policy of Topsham Sailing Club to safeguard children and young people taking part in boating from physical sexual or emotional harm. To do this we will follow the RYA Child Protection Guidelines and to promote awareness of these among all members and visitors to the Club.

For the purposes of this policy anyone under the age of 18 should be considered as a child.

In accordance with this policy the Club requires that the parents of children eligible for election as Cadets shall also be members unless the Committee approves the appointment of a member as a fully authorised guardian.

Parents of every Cadet shall complete a Parents Consent Form upon enrolment and annually at the commencement of the sailing season thereafter and updating the medical information as often as necessary

Club Child Welfare Officers

The Committee shall from time to time, appoint two Club Child Welfare Officers. The names and contact numbers of the current appointments are displayed on the Cadet Section of the Club Notice Board.

Volunteers

Club volunteers whose role brings them into contact with young people may be asked to provide references or to complete a self-disclosure form. The Club Welfare Officer and those instructing, coaching or supervising young people will also be required to apply for an Enhanced Criminal Records Disclosure.

Good Practice

All members of the Club should follow the good practice guidelines (see RYA Template 4). Those working with young people should be aware of the guidance on recognising abuse (see RYA Appendix A).

Adults are requested not to enter the showers and changing rooms at times when children are changing before, during or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

Photographs or video may be taken at an event or training session and such images may be used or published for club purpose. Members, parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Office

Parents and guardians who do not wish their children to be photographed are required to inform the Dinghy Fleet Captain

Concerns

Anyone who is concerned about a young member's welfare, either outside or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the approved procedures (see RYA Flowcharts 1 and 2).

Any member of the Club failing to comply with the Child Protection Policy may be subject to disciplinary action under Club Rules.

Handout for Instructors, Coaches and Volunteers –

Good Practice Guide:

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

1. Avoid spending any significant time working with children in isolation. Do not take children alone in a car, however short the journey. Do not children to your home as part of your organisations activity
2. Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
3. Design training programmes that are within the ability of the individual child

You should never:

- Engage in rough, physical or sexually provocative games,
- Allow or engage in inappropriate touching of any form,
- Allow children to use inappropriate language unchallenged, or use such language yourself when with children,
- Make sexually suggestive comments to a child, even in fun,
- Fail to respond to an allegation made by a child; always act,
- Do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

SPECIMEN CONSENT FORM

Topsham Sailing Club Cadet Activities

I give consent for my Son/Daughter (name).....to take part in sailing and non sailing activities organized by Topsham Sailing Club.

I agree that a duly authorized Club Officer may, at his/her discretion, exclude any Cadet from taking part in a club activity.

I can be contacted at (Address)

.....
.....
.....
.....

Tel: Home..... Work.....
Mob.....

In an emergency if I cannot be contacted, please contact:

Name..... Relationship to
Cadet.....

Address.....
.....
.....

Tel:
.....
.....

Please tick and complete as required:

My Son/Daughter has no significant medical conditions and will not require any medication during activities.

My Son/Daughter suffers from the following conditions and will require medication/treatment as follows (You may wish to discuss this privately).

.....
.....

In the event of an accident/illness I give consent for my son/ daughter to receive emergency medical treatment.

Please include any other relevant information.

.....
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.....
.....

Signed
name.....

Print

Date

All completed forms to be returned to the Dinghy Fleet Captain.