



Burghfield Sailing Club
Hangar Road, Theale, Reading

CONSTITUTION – By-Laws
NOVEMBER 2016

BY-LAWS

These By-laws and Appendices are made by the Committee under Rules 67 & 68 on 24th November 2016. These supersede all previous By-laws and include Appendices A and C.

More detailed descriptions are set out on the website or noticeboards under Safety, Sailing and other operational statements, instructions and procedures. Members are required to keep themselves aware of current versions.

ELECTION OF MEMBERS

1. Application forms for membership shall be issued by the Manager to any person who applies for membership.
2. An application for membership shall be in the form prescribed by the Committee and shall be properly completed by the applicant.
3. Application process
 - a) The completed application form for membership shall be sent to the Manager, accompanied by the appropriate fees and subscriptions.
 - b) The Committee may accept, defer, or reject the application as laid down in Rule 12b. The total number of Members admitted under Rule categories 4d and 4e shall not exceed 15% of the total membership.
 - c) Any person whose application for membership has failed or been rejected by the Committee shall not be eligible to make further application within a period of two years.
 - d) The Manager shall inform the applicant in writing that he / she has been accepted and at the same time furnish the applicant with a copy of the Constitution, By-laws and other relevant information.

TEMPORARY MEMBERSHIP

4.
 - a) Application for short period Temporary Membership shall be made as for Membership by suitably deleting the non-applicable sections of the application form.
 - i) Election to Temporary Membership shall be governed by the Rules and By-laws for the election of members.
 - ii) Upon being accepted by the Committee as a Temporary Member, the applicant shall at once be informed by the Manager.
 - iii) No person may become a short period Temporary Member more than twice in a calendar year; the two periods of temporary membership may run consecutively at the discretion of the Committee.
 - iv) No person may become a day temporary member more than four times in a calendar year.
 - b) Temporary Members are not entitled to introduce guests.

LIQUOR

5. Liquor rules
 - a) The sale of alcoholic beverages will be provided under the rules and regulation as laid down in the Club's licensing agreement with the local licensing authority.
 - b) The supply of alcoholic beverages shall be supplied only to Members of the Club (Full and Temporary) and their guests.
 - c) In the case of sailors visiting the Club for a sailing event, alcoholic beverages may only be supplied to the sailors who have entered for the sailing event and their team support personnel.
 - d) Alcoholic beverages shall not be supplied for consumption off the premises.
 - e) Alcoholic beverages shall not be supplied to or for consumption by any person under the age of 18 years.
 - f) Alcoholic beverages may not be brought onto the site by Members or their guests for consumption on the site. Arrangements may be made through the Bar for special requirements. Notwithstanding any other provisions of the by-laws, alcoholic beverages may be sold to Members and Non-members of the Club attending the Club premises for functions organised or authorised by the Committee provided always that:
 - i) the function is a function of a yachting or sailing club or association or;

- ii) if the function is not in accordance with (i) above, admission to the function shall not be obtained by payment of money at the door, whether for ticket or otherwise, and there shall be no more than 12 such functions in any one year.

- g) The generally permitted hours shall be as per the licence (currently seasonal variations apply).

SAILING WATER

- 6. The Club water is bounded by the shores of the lake, or a line 10 metres from any shore where works are in progress.
- 7. No boat is to go within 10 metres of any person fishing.
- 8. The sailing water may only be used between the hours of sunrise and sunset.

CLUB AREA

- 9. The Club area is the area between the security fence and the shore line.
- 10. Club Members and guests shall remain within the Club area boundaries except for the use of the private road for access.
- 11. Boats and sailboards may only be launched or recovered within the Club area.
- 12. It is the duty of every Member to ensure that his / her boat berth and Club area are kept in a clean and tidy condition.
- 13. Boats and other tackle must be stored within the boundaries of the designated berth or in places specified by the Manager.
- 14. No notice, advertisement or petition shall be placed in the Club area or on notice boards without the authority of a Committee Member, Fleet Captain or Manager. The Club reserves the right to remove any such notices without notification.

ACCOUNTS

- 15. Members shall pay their accounts within fourteen days of presentation.

DAMAGE TO PERSON OR PROPERTY

- 16. Any Member breaking or damaging Club property shall if required pay such contribution towards the repair or replacement as is considered by the Committee to be appropriate.
- 17. The Club accepts no responsibility for any personal injury, loss or damage to property suffered by Members or their guests whilst on Club premises or whilst participating in races or any other activities organised by the Club.

CHILDREN

- 18. Parents shall be fully responsible for the behaviour and safety of their children (under the age of 18) at the Club and a responsible adult should be on site at all times. All children under the age of ten years shall be under the direct supervision of a responsible adult at all times. The Committee shall have the power to request the resignation of any Member causing a breach of this by-law.

COMPLAINTS

- 19. All complaints shall be addressed in writing to the Manager.

SUGGESTIONS

- 20. All suggestions for consideration by the Committee shall be addressed in writing to the Manager.

ANIMALS

- 21. Dogs are allowed on site in accordance with the current code of conduct. The Committee reserves the right to review the code of conduct at any time with a view to amending or withdrawing the agreement subject to behaviour of dog owners and their pets. With the exception of assistance dogs, no dogs or other animals are permitted within the Clubhouse or other buildings.

SAFETY

- 22. The Club's Safety Policy and Safety Statement have been developed to assist Club members to achieve the objectives of the Club which are outlined in the Constitution. The Policy and Statement should be read and understood by all members.
- 23. Adequate personal buoyancy shall be worn by all persons when afloat and on the jetties. Life jackets without permanent buoyancy shall be suitably inflated unless in a powered craft. Wet suits are not considered to provide sufficient personal buoyancy to comply with this instruction.

During the months of December to March inclusive all persons sailing must wear clothing adequate for the conditions and/or full body cover.
- 24. Buoyancy sufficient to support the normal crew of the boat shall be carried by all boats.
- 25. Boats in adopted classes shall conform to the buoyancy regulations laid down for their respective classes.
- 26. International Sailing Federation (ISAF) Racing Rules of Sailing (RRS) Fundamental Rule 1.1, "A boat or competitor shall give all possible help to any person or vessel in danger", shall be known and acted upon by all.
- 27. Boats and Sailboards shall at all times keep clear of any area designated.

28. ISAF Racing Rules of Sailing (RRS) shall apply for the purpose of collision prevention to all craft "racing" or "intending to race" as defined in those Rules. In all other circumstances the International Regulations for Prevention of Collisions at Sea shall apply.
29. The helms of any craft not racing shall before going afloat ascertain whether or not any racing is in progress or scheduled and shall acquaint themselves with the courses in use or proposed. When afloat they shall make every reasonable effort to keep clear of craft racing.
30. The Sailing Sub-Committee shall have the power to restrict casual sailing on Open Meeting days.

TROPHIES

31. Members shall be responsible for the safe custody and return of Club trophies held by them and not won outright. All such trophies shall be returned to the Club on request prior to any prize giving and in good order. The Club reserves the right to recover any repair or refurbishment should the trophy be lost or returned in poor condition.
32. Such Club trophies shall be insured by the Club and proper records of their whereabouts kept by the Manager.

CAR PARKING

33. Members and guests are allowed to park their cars in the car park provided inside the outer security fence adjacent to the access road.
34. Parking is not permitted in the access road, unless authorised by the Club for specific open meetings and events.

SAFETY BOAT

35. The provision of safety boats shall be the responsibility of the Committee.
 - a) The safety boats shall not be used for any purpose other than safety work without the permission of the Committee.
 - b) During races the safety boats shall be in the charge of the Race Officer and boat operator shall liaise with the race team over movement and position of the safety boats.
 - c) Duty Safety Boats are to cover any sailor in distress and shall not leave their station whilst sailors are on the water without agreement of the Race Officer or Club Manager. Anyone still afloat at this time MUST be advised that safety cover is being withdrawn..

REGISTER OF BOATS

36.
 - a) All boats or sailboards used on the lake shall be registered with the Club and the registration fee paid. The Committee reserves the right to refuse registration to any craft deemed unsuitable for use on the lake; this restriction will apply in general, although not exclusively, to multi-hulls. The following information shall be supplied to the Manager:
 - i) class of boat or sailboard;
 - ii) sail number and name of boat or sailboard;
 - iii) name and address of owner;
 - iv) number of class measurement certificate where applicable;
 - v) name of insurer and number of insurance policy.
 - b) All boats and sailboards shall display the sticker provided as proof of registration. It shall be attached to the aft side of the transom or in the case of sailboards where it may best be seen.
 - c) All boats and sailboards allocated a boat park space shall display the sticker provided in such a position as to be clearly visible when the boat is parked.

BOAT INSURANCE

37. All vessels must be covered for third party risks and legal liability for a minimum of £2,000,000. A copy of the certificate shall be available on request. The Committee shall have the power to require anyone found to have used a vessel on the sailing water without such cover to resign from the Club.

BOAT BERTHS

38. Boat berths will be allocated annually by the Manager to active paid-up Members who have paid the Boat Parking fee in respect of the boat listed on the Boat Register.
39. A Member not using a boat kept at the lake, or its parking space, may be asked to surrender the boat parking space at the discretion of the Committee.
40. All boats shall be returned after use to the space allocated. The boats shall be securely lashed down.
41. Launching ramps shall be kept clear at all times. Launching trolleys and/or trailers shall always be returned to boat berths.

NOTICE OF RACES

42. The annual events programme and/or fixture list issued by the Club on the events website shall be notice to Members of races being held during the season. Alteration or addition to the programme shall be notified by notice on the Club notice board or the website.
43. A copy of the current Sailing Instructions will be displayed on the official clubroom noticeboard and also on the website.. Individual copies will be available from the Manager on request.

ADOPTED CLASSES

44. Adopted class rules:

- a) The Sailing Sub-Committee shall have the power to nominate an adopted class if it considered that the boats of that class on the register are sufficient to ensure that a complete series of races can be held.
- b) It is the responsibility of the boat owner to ensure that the boat holds a valid class measurement certificate and buoyancy endorsements if required by class rules.
- c) The adopted classes are as shown on the fixture list.

45. Not Used

HANDICAP CLASS

46. Boats other than of the adopted classes having a recognised PY rating shall form a Handicap Class for racing.

CLASS CERTIFICATES

- 47.
- a) No boat shall be allowed to qualify for her class prize unless the boat is in possession of a valid class measurement certificate and is listed on the Club boat register.
 - b) In accordance with the RYA and Class Association Rules, only a recognised measurer may measure a boat or certify a buoyancy test.

RACE FEES

48. Race Fees shall be determined by the Sailing Sub-Committee and shall be paid to the Race Officer on signing-on unless the race fees have been paid in advance on a seasonal basis.
- 49.