

AQUARIUS SAILING CLUB



RULES & BY-LAWS

Updated October 2018

RULES AND BY-LAWS

REVISION RECORD

Date	Key changes	Prepared by	Approved
1996	Consolidation of all previous documentation regarding the Club Rules and By-laws, brought up to date using the latest RYA guide lines.	M Baker	AGM 1996
2005	<p>Amended to include the licensing objectives as required under the Licensing Act 2003 as part of the application for conversion to a club premises certificate. This amendment includes general text changes/additions plus the introduction of Appendix 3 'The AQSC Operating Schedule'.</p> <p>Amendment approved by the AQSC Management Committee June 2005.</p> <p>Changes made to Para 2.11 introducing new annual subscription and dinghy berthing payment timescales.</p> <p>Para 5 Trustees has been deleted and the following paragraphs renumbered.</p> <p>Para 8.6 rewritten to encompass all club berthing rules.</p> <p>Various amendments made to pages throughout the document and identified by change bars to correct ambiguities found in the Club Rules and By-laws since its last formal update in 1996.</p>	M Baker	AGM 2005
2007	<p>Changes to Rules concerning Honorary Membership (introduction of Emeritus and Honorary Life Members)</p> <p>Rules 2.1(e), 4.5 and 7.2</p> <p>Introduction of By-law 8.12 for Club Safety Boats</p> <p>Reference to Child Protection Policy and Pollution Incident Response Plan in CONTENTS</p>	N Knowles	AGM 2007
2008	Addition of By-Law 7.20 banning bonfires	N Knowles	Man Cttee 14.07.08
2009	<p>Contents add Equal Opportunities Policy</p> <p>7.12 Works Security.</p> <p>8.6 Berths c. & f.</p> <p>Appendix 2 Paras 4 & 5 deleted and rest renumbered, Old 6 a, changed & 6 b deleted, 6 c changed.</p> <p>A . Prevention of Crime and Disorder 1 changed</p> <p>B Public Safety 14 Changed.</p> <p>C Prevention of Public Nuisance 8 changed.</p>		
2012	<p>Club rules 3.1 and 3.3 are altered as follows:-</p> <p>Rule 3.1. The management of the Club shall be by a Management Committee comprising the Officers of the Club and at least two but not more than four other members.</p> <p>Rule 3.3. The Officers of the Club shall consist of a President and Members as follows:-</p>	M Maracchi	AGM 2012

	<ul style="list-style-type: none"> a. The Commodore b. Up to three Vice Commodores c. Up to two Rear Commodores d. The Honorary Secretary e. The Honorary Sailing Secretary f. The Honorary Social Secretary g. The Honorary Treasurer h. The Honorary Publicity Officer i. The Honorary Health and Safety Officer j. The Honorary Bar Manager k. The Honorary Boatswain l. The Honorary Harbourmaster 		
2018	Complete review of membership categories and rules; consolidation of all associated documentation regarding the Club Rules and By-laws; inclusion of information relevant to the new GDPR; minor revisions to language.	C Bridger N Knowles M Baker J Botterill	AGM 2018

CONTENTS

This document sets down the Rules and By-laws of the Aquarius Sailing Club (AQSC), together with the supporting documents that are referenced in the Rules and By-laws.

Rules which deal with the corporate governance of the Club in general are defined in Sections 1, 2, 3, 4, 5 and 6.

By-laws define procedures and regulations for the safe and efficient conduct of the Club's activities and are set down in sections 7 and 8.

Supporting documents relevant to the governance of the Club are referenced within the Rules and By-Laws and are available on the Club website and in the clubhouse. These include:

- Membership Application Form
- Membership Renewal Form
- Junior membership – parent/guardian consent
- Operating Schedule
- Register of Members
- Privacy Notice (in accordance with GDPR)
- Health and Safety Plan
- Risk Assessment Plan
- Sail Training Plan
- Child Protection Policy
- Pollution Incident Response Plan
- Equal Opportunities Policy

RULES

- Section 1 – Name and Object
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BY-LAWS

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RULES

Section 1 – Name and Object

1.1 The name of the Club shall be the “Aquarius Sailing Club” (hereinafter referred to in these rules as “the Club”). The Club shall be a private members club, governed by an elected Management Committee.

1.2 The purpose of the Club is to promote and facilitate the sport of dinghy sailing, and other water sports as shall be determined from time to time.

1.3 The badge of the Club shall be the Club burgee within a gold wreath.

Section 2 – Membership

2.1 Categories of Membership

There shall be the following categories of membership with power to vote at meetings of the Club as indicated. The rights and privileges of each category of member are as defined in Section 7 – General By-laws.

a. **Full Members:** Being persons aged eighteen and over, who shall have one vote. Full members who are employed by Thames Water Utilities (TWU) will enjoy concessionary rates of subscription.

b. **Family Members:** Being persons in the family of a full member and living together (partner and/or all children under the age of eighteen or students, notionally 18-21, who are not earning). Family members shall have no vote (the vote is attached to the Full Member above) unless they are on the AQSC Management Committee.

c. **Junior Members:** Being persons under the age of eighteen. Junior Members shall have no vote.

d. **Student Members:** Being persons aged 18 and over in full-time education, who shall have one vote.

e. **Associate Members:** Being persons who have previously been Full Members and who have been active within the Club, but are no longer able to continue sailing due to distance, health or age. Partner and/or children, if not Associate Members in their own right, shall be treated as Guests. Associate Members shall have no vote unless they are on the AQSC Management Committee. Associate Membership is granted at the discretion of the Management Committee.

f. **Honorary Members:** Being persons who have previously been active Full Members in good standing and who are deemed by the Management Committee to have delivered exceptional services to the Club over several years. Membership fees (but not berth fees) are waived for Honorary Members. They shall have one vote each. The Management Committee may nominate for election at an AGM such Honorary Members as it may think fit. The number of Honorary Members at any time shall not exceed five percent of the total Membership. Nominations for Honorary Members shall be put to the vote at an AGM and shall be duly elected if

two thirds of those present, and entitled to vote, are in favour. Honorary membership is granted for 1 year and reviewed annually by the Management Committee prior to the AGM, and elected/re-elected at the AGM.

Note: **Guests – are not members.** They are admitted at the discretion of the Management Committee and shall have no vote.

2.2 Election of Members

a. A candidate for membership shall submit to the Honorary Secretary a Membership Application Form setting out his or her name, address and other particulars the Management Committee shall require, and containing the signatures of two full members in support, as Proposer and Seconder. The said form shall be prominently displayed in the Club premises for at least one week before the election takes place.

b. Application for Junior Membership must be accompanied by a completed proforma duly signed by a parent or guardian providing their consent to membership of the Club.

c. Candidates for membership have no rights whatsoever in relation to the use of the Club facilities until forty eight hours have elapsed from the date of posting of notice of election. This can however be waived at the discretion of the Management Committee with specific regard to sailing.

d. Election of candidates to membership shall take place at a regular Management Committee meeting or a Committee meeting duly convened for that purpose. The election of all classes of members, other than Honorary Members, is vested in the Management Committee and shall be by a simple majority vote of those members present.

e. The Secretary shall inform each candidate in writing of the candidates election or non-election. He/she shall furnish an elected candidate with a copy of the Rules and By-laws of the Club and make request for such payments as are necessary.

f. An annual membership card will be provided for each member and this shall be carried when visiting the Club premises and shall be produced on demand by any authorised official of Thames Water.

g. Upon election a candidate shall pay, within one calendar month, such subscription and other fees as shall be requested. In default of such payment, the election shall be void unless sufficient cause for delay can be shown.

2.3 Membership Fees

a. Members shall pay an annual membership fee and any other fees, as shall be prescribed by the Club in a General Meeting, to the Secretary. The fees payable for each category of membership, berth fees and charges for any other services provided by the Club, and the date from which the new or varied rates of subscription are to be payable, shall be proposed by the Management Committee to members of the Club at the Annual General Meeting (AGM) in each year.

b. New or varied rates may take effect from any date subsequent to the meeting at which they were adopted but may not be applied retrospectively. In the event of an increase in rates being made effective part way through the subscription year, existing members who are fully paid up on the effective date shall not be required to pay the increased rate until the next subscription year.

c. All members shall pay the annual membership fee upon election to the Club and thereafter by the first day of May in each year. A member elected after the first day of August in any year shall pay half the annual membership fee applicable for that year. A member elected after the first day of October in any year shall not be required to pay any membership fee in respect of the year of election but shall pay, on election, the annual membership fee in respect of the year following election.

2.4 Members contact details

Every member shall provide the Secretary with up-to-date contact details, including, but not limited to, full name, address and phone number, which shall be recorded in the Register of Members. Any notice sent to such postal address shall be deemed to have been duly delivered. The club will hold such contact details in accordance with the General Data Protection Regulations (GDPR) and the Club's Privacy Notice.

2.5 The rates and charges to be made for miscellaneous and special sailing and social activities organised by the Club shall be fixed by the Management Committee.

2.6 Temporary Absence of Member

A member who, for any reason, anticipates inability to use the Club or its facilities for the whole of any one year shall be excused payment of the annual membership fee provided that notice is given in writing to the Secretary before the first day of May. A member wishing to be re-instated during the year shall pay such portion of the annual membership fee as the Committee shall require.

2.7 Resignation or Retirement of a Member

A member who wishes to resign or retire from membership shall give written notice to the Secretary before the first day of May and shall not then be liable to pay the membership fee for the following year.

2.8 Arrears of Membership fees

If a member's annual membership fee is more than 1 month in arrears from the first day of May, the member will be advised of this situation by the Secretary in writing. If, after a further period of one month, the situation has not been resolved, membership may be cancelled without further notice.

2.9 Members' boats

The Club shall, at all times, have a lien over members' or former members' boats parked or moored on the Club's premises or moorings in respect of all monies due to the Club, whether in respect of arrears or mooring fees or membership fees or otherwise. For the purposes of this rule, 'boat' is deemed to include trailer and all associated ancillary equipment. If, at any time, a boat occupies a mooring or berth for which fees are in arrears by one month or more from the first day of May, the Management Committee shall:

a. Be entitled to move the boat to any other part of the premises without being liable for loss or damage to the boat howsoever cause.

b. Be entitled, in accordance with RYA guidelines, to give notice in writing to the member or former member at the last known address shown in the Register of Members, of the intent to sell the boat and deduct all monies due to the Club from the proceeds of the sale before accounting for the balance (if any) to the former member. Any such balance shall be placed upon bank deposit account and retained against the eventuality of a claim by the owner (whether he be the said member or former member or otherwise) for a period of six years.

c. Be entitled, alternatively, upon such notice as in b. above, to dispose of the boat in any manner the Management Committee may think fit, and to recover the expenses in so doing from the member or former member.

2.10 Conduct of Members and Undertaking to Comply with the Club Rules

Every member, upon election and thereafter, is deemed to have notice of, and implicitly undertakes to comply with, the Rules and By-laws of the Club. Any refusal or neglect to do so, or any conduct which, in the opinion of the Management Committee, is either unworthy of a member or otherwise injurious to the interests of the Club, shall render the member liable to membership suspension or expulsion by the Management Committee, providing that before expelling a member, the Management Committee shall call upon the member for an explanation of their conduct and shall give the member an opportunity of defending themselves or of resigning their membership.

The vote on a resolution for expulsion shall be by ballot and the resolution shall only be carried if not less than three-quarters of the members of the Management Committee present vote in favour of the resolution.

2.11 Limitation of Club Liability to Members and Guests

Members, and their guests, use the Club premises and its facilities entirely at their own risk. The Club will not accept any liability for any damage to or loss of property belonging to members or their guests, nor accept liability for personal injury arising out of the use of the Club premises or any other facilities of the Club.

2.12 Suggestions and Complaints

Suggestions and complaints of any nature relating to the management of the Club or its premises shall be addressed in writing to the Secretary, who will bring them to the attention of the Management Committee in a timely manner.

2.13 Data Protection Act and General Data Protection Regulation (GDPR)

Personal data will be held in accordance with the Club's GDPR policy (see separate document available in the Club House and on the Club's web site).

Section 3 – Officers

3.1. The management of the Club shall be by a **Management Committee** comprising the Officers of the Club and at least two, but not more than four, other members.

3.2 Officers, apart from the President, shall be elected at the **Annual General Meeting** (AGM) in each year, to hold office until the next AGM. The President shall be elected annually by the Management Committee. All officers of the Club shall be eligible for re-election on the expiry of their term of office.

3.3 The Officers of the Club shall consist of a President, and Members as follows:

- a. The President
- b. The Commodore
- c. Up to three Vice Commodores
- d. Up to two Rear Commodores
- e. Secretary
- f. Sailing Secretary
- g. Social Secretary
- h. Treasurer
- i. Publicity Officer
- j. Health and Safety Officer
- k. Bar Manager
- l. Boatswain
- m. Harbourmaster

3.4 The Secretary shall:

- a. Maintain an up-to-date register of club member's names and addresses (the Register of Members).
- b. Conduct the correspondence of the Club.
- c. Keep custody of all Club documents.
- d. Keep full minutes of all meetings of the Club, the Management Committee and sub-committees, which shall be confirmed and signed by the appropriate Chairperson upon agreement of the Club, the Committee or sub-committee at the next following meeting of the Club, the Committee or sub-committees.
- e. Maintain any such certificates or registrations and complete any such non-financial returns, as may be requested by law.
- f. Collect membership fees and berthing/mooring fees, and provide same to the Treasurer.
- g. Ensure that the intent of the licensing objectives are understood by the Management Committee and promoted at the Club.

3.5 The Treasurer shall:

- a. Cause such books of account to be kept as are necessary to give a true and fair view of the state of the finances of the Club.
- b. Cause all returns as may be required by law in relation to such accounts to be rendered at due time
- c. Prepare an Annual Balance Sheet as at 30th September in each year and cause such Balance Sheet (and accounts as necessary) to be audited at least once annually and thereafter cause the same to be exhibited in the Club premises at least fourteen days before the date of the AGM.

d. Administer such insurance policies which, in the opinion of the Management Committee, are needed to protect the interests of the Club, its Officers and Members.

3.6 An Auditor:

a. Judged competent by the Management Committee, and under the authority of the Committee, shall be appointed at the AGM in each year.

b. Shall audit the accounts of the Club when called to do so and shall give the Club such certificate of assurance as to the accuracy of said accounts as required.

c. If the auditor is unwilling or unable to act, the Management Committee shall appoint a substitute to hold office until the termination of the next Annual General Meeting.

3.7 Retiring Commodore

A retiring Commodore should serve as an ex-officio member of the Management Committee in the year immediately following his/her retirement.

Section 4 – Management Committee

4.1 Management of the Club by the Committee

a. The Management Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to promote the objects of the Club or for a benevolent or charitable purpose nominated by General Meeting.

b. Management of the Club shall take account of the intent and provisions of the Operating Schedule which details principles and tasks adopted by the Club to meet alcohol licensing objectives.

4.2 Election to the Committee

a. Candidates for election, at the AGM, to the Committee shall be those members of the retiring Committee who offer themselves for re-election and such other members who may be proposed and seconded by full members of the Club. Such nominations for election must be received by the Secretary at least 14 days before the scheduled AGM.

b. All candidates for election shall be determined by a show of hands, or by ballot if the Chair Person so decides.

c. In the event of the ballot failing to determine the members of the Committee because of an equality of votes, the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot.

d. If the Chair Person of the AGM decides a secret ballot is necessary, then this shall take place.

e. If, for any reason, a casual vacancy shall occur, the Committee may co-opt a member to fill such a vacancy until the next following AGM.

4.3 Appointment of Sub-committees

The Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient, providing that no less than two-thirds of the members of such committees are members of the Management Committee and that the total number is not less than four and that vacation of office on the Management Committee shall also involve vacation of office on any sub-committee.

4.4 Committee meetings

The Management Committee will usually meet once a month, making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish. The Commodore, or, in his/her absence, a delegated Chair Person elected by those present, shall preside.

4.5 Management Committee meetings shall be attended by appointed Committee members, plus other members or guests if invited by prior agreement of the Committee. Such invited members and guests shall not have voting rights at Committee meetings.

4.6 A quorum of the Management Committee shall consist of four members.

4.7 Voting at committee meetings shall be by a show of hands, except in the case of a resolution relating to the expulsion of a member. In the case of equality of votes, the Commodore, or delegated Chair Person, shall have a second and casting vote.

4.8 Powers to make By-laws

The Management Committee shall make such By-laws as it shall from time to time think fit and shall cause the same to be exhibited in the Club premises for fourteen days before the date of implementation. Such By-laws shall remain in force until approved or set aside by a vote at a General Meeting of the Club. The Management Committee shall have the power to make conditions governing racing and the use of the Club's boats and premises generally.

4.9 A member of the Committee, of a sub-committee or any Officer of the Club, in transacting business for the Club, shall disclose to the third parties that he/she is so acting.

4.10 The Committee, or any person or sub-committee delegated by the Committee to act as agent for the Club or its members, shall enter into contracts only so far as expressly authorised, or authorised by implication, by the members. No one shall, without the express authority of the membership at a General Meeting, pledge the credit of the membership.

4.11 In pursuance of the authority vested in the Committee by members of the Club, members of the Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature and entered into on behalf of the Club. The limit of an individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate for that category of membership unless the Committee has been authorised to exceed such limit by an AGM of the Club.

4.12 The purchase for the Club of alcoholic drinks and the supply of the same upon club premises shall be exclusively and solely under the control of the Management Committee, or a Bar Sub-Committee appointed by the Management Committee.

4.13 No person shall take a commission, percentage or other such payment in connection with the sale of food, drink, Club clothing or any other items at the Club. Any profit derived from such sales shall be applied to the benefit of the Club.

4.14 Proper accounts of all purchases and receipts shall be kept and presented at the AGM in each year and such information as the Secretary or Auditors may require shall be furnished to enable any statutory return or statement and the payment of excise or other duty or tax to be made.

Section 5 – Meetings of the Club

5.1 Annual General Meeting (AGM)

The AGM shall be held not later than 20th December of each year at which an audited Statement of Accounts shall be laid before the members together with a statement of the numbers of full members. The Secretary shall, at least 14 days before the date of such meeting or of any General Meeting as hereinafter mentioned, send to each member notice thereof and of the business to be brought forward thereat.

5.2 Chair Person at Meetings - At every General Meeting of the Club, the President or, in his/her absence, the Commodore or a Chair Person elected by those present, shall preside.

5.3 Business at the AGM - No business, except the passing of the accounts and the election of the Officers, Committee and Auditor, and any business that the Committee may order to be inserted in the notice convening the meeting, shall be discussed at such meeting unless notice thereof be given in writing by a member entitled to vote to the Secretary at least 21 days before the date of the AGM. The Chair Person of the meeting may, at his/her sole discretion, permit discussion of other urgent matters.

5.4 Voting at a General Meeting

Only Full, Student and Honorary members (and any other members who are on the Management Committee) shall vote at any meeting of the Club. Other members may attend but are not entitled to vote. Voting shall be made by a show of hands. In the case of an equality of votes, the Chair Person shall have a second and casting vote, on any matter other than the election of members to the Committee.

5.5 General Meeting upon request of the Members

The Management Committee shall call a General Meeting upon a written request addressed to the Secretary by at least six members or 1/5th of the total membership if this is lower. The discussion at such meeting shall be confined to the business stated in the notice sent to members.

5.6 General Meeting called by the Management Committee

The Management Committee may at any time, upon giving 7 days notice in writing, call a General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the meeting. The discussion at such meeting shall be confined to the business stated in the notice sent to members.

5.7 A quorum at any General Meeting shall be one quarter of the number of Full Members.

5.8 No alteration shall be made to these Rules except by a motion to do so, properly put, at an AGM or an extraordinary General Meeting and approved by at least two-thirds of those present and entitled to vote. Any changes to the By-laws (set out in sections 7 and 8) made by the Management Committee under the provisions of Para 4.8 must be similarly be ratified at an AGM.

Section 6 – Dissolution of the Club

If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club. Such institutions shall be determined by the members of the Club by resolution passed at a General Meeting, but if and so far as effect cannot be given to such provision, then to some charitable object.

BY-LAWS

Section 7 – General By-laws

7.1 All members must acquaint themselves with the Club's Rules and By-laws, a full copy of which is always available within the Club premises.

7.2 Subject to the conditions set out in section 2, Full, Family, Student, Junior and Honorary members shall have the use of the Club facilities. Associate members shall not have use of the Club's boats, keep a boat at the Club or participate in water-borne activities

7.3 Guests

A member may introduce not more than two guests in any one day and the names and addresses of each guest(s) shall be entered in a visitors' book kept in the Club-house for this purpose.

7.4 All members of visiting Sailing Clubs shall be considered as guests when visiting the Club; the names of such persons must be entered in the visitors' book and be signed in by a Club member.

7.5 Conduct and behaviour

All members and their guests are required to behave in such a way as to promote the inclusive, welcoming and friendly nature of the Club. Any refusal or neglect to do so, or any conduct which, in the opinion of the Management Committee, is either unworthy of a member or otherwise injurious to others or to the interests of the Club, may lead to the member (or guest) being asked to leave the premises by an officer of the Club (see also section 2.10).

7.6 Dress

The Club seeks to maintain reasonable dress standards such that no member might offend another, whilst recognising that we are a functional sailing club; swimming costumes and topless dress are not considered appropriate in the clubhouse or on the patio/quarterdeck.

7.7 Licensing and the sale of alcoholic beverages

Subject to the requirements of the licensing authorities and their stated licensing objectives, the Committee shall cause the Club bar to be opened at convenient times for the sale of alcoholic drinks to persons who are entitled to the use of the Club premises (except Junior members as aforesaid), provided that guests' names and addresses and the name of their introducer have been entered in the visitors' book upon entry to the Club premises. Off-sale facilities are not provided at the Club.

7.8 The hours during which alcohol may be sold or supplied in the clubhouse shall be:

Monday to Saturday: 11.00 am – 11.00 pm

Sunday: 12.00 pm – 10.30 pm

Christmas Day and Good Friday: 12.00 pm – 10.30 pm

or as varied by the licensing authorities. The Club's licensable area shall be the main clubroom and its attached patio/quarterdeck.

7.9 Only members of the Club and their guests, over the age of eighteen, shall be permitted to purchase alcohol in the clubhouse. It is the duty of the Bar Committee to ensure the appropriate signs are displayed in the bar area identifying the legal age requirements for the purchase of alcohol.

7.10 It is the duty of the Bar Committee to ensure that all measures used at the Club satisfy current legislation and that up-to-date bar prices are displayed in a prominent position.

7.11 Keys

Any member so desiring will be issued with clubhouse and works gate keys. The loss of a key must be reported immediately to the Secretary and every endeavour made to recover the lost key. A replacement key may be issued at the discretion of the Management Committee and a charge may be made for the replacement. Members resigning from the Club must return all club keys in their possession. Club members must not make copies or duplicates of any club key.

7.12 Works Security

The gate from the Lower Sunbury Road into the works must be locked using the supplied combination lock after the passage of each vehicle or persons.

7.13 Access to Thames Water Utilities Ltd (TWU) works

With the exception of the driveway from the Lower Sunbury Road to the car park and riverbank, all TWU land and property are out of bounds to members.

7.14 Animals

In accordance with the wishes of TWU, no dogs or other animals are permitted on Club premises.

7.15 Clubhouse Security

The last member to leave the Club premises must see that all doors and windows are locked and the keys replaced in the rack and that all electrical appliances are turned off at the main switches and must ensure that the security system is set and active.

7.16 Car Parking

Cars may only be parked in designated areas so as not to obstruct other vehicles or access to the Club premises and moorings.

7.17 Refuse

Clubhouse or personal refuse must not be dumped in the car park area but should be removed from the site.

7.18 Personal Property

No personal property shall be kept on the Club's premises without the approval of the Management Committee. No weapons of any kind are allowed on the premises at any time. All property shall be clearly marked with the member's name. The Club reserves the right summarily to dispose of unauthorised personal property left on Club premises.

7.19 Bonfires

Bonfires are not permitted anywhere on the Club premises.

Section 8 – Sailing By-laws

8.1 All races organised by the Club shall be sailed under ISAF and RYA rules except where modified by the AQSC sailing instructions.

8.2 Members Duties

All members are expected to undertake duties as advised by the Sailing Secretary or Management Committee and posted on Duty Man. Members are required to organise a swap, through Dutyman, if designated duties are inconvenient or cannot be fulfilled.

8.3 Insurance

Members of the Club who use or keep boats on the Club premises must take out, and maintain in force, a policy of insurance against Third Party risks in connection with the use of their boats. Evidence of this is (a) declared on the annual membership renewal form, and (b) available to be produced on request by an Officer of the Club. It is recommended that this cover should be at least the minimum prescribed by the RYA. The club will not accept any liability arising because members do not have these documents.

8.4 Boat Registration

Members who use their boat on the river at the Club must register their boats with the Environment Agency and obtain a licence for the current year. Evidence of this is declared on the annual membership renewal form. The club will not accept any liability arising because members do not have these documents.

8.5 Members must acquaint themselves with the Environment Agency rules and right of way rules for sailing and powered craft.

8.6 Members' Boats

No member may handle or use any privately owned boat or equipment without the express permission of the owner.

8.7 Berths

a. Membership of the Club confers no automatic right to keep a boat on Club premises.

b. Berths are allocated by the Harbourmaster acting on behalf of the Management Committee and are reviewed annually. As a general principle berths nearest to the launching ramp will be allocated to those boats that are sailed regularly. The Committee reserves the right to require boats which are used infrequently be moved to berths farthest from the launch ramps. If a member fails to comply with such a request within a reasonable period of time the Committee shall authorise its move and shall not be responsible for loss or damage to the boat.

c. The AQSC Management Committee expects boats and their equipment kept on the Club's premises to be maintained in good order, and in a sailable condition, by their owners. Members are also responsible for keeping their allocated berths neat and tidy and for keeping overgrowth cut back.

d. The number of wet berths is strictly limited. Preference will be given to long-standing members with a good record of service to the Club.

e. Applications for wet berths must be submitted to the Management Committee in writing and approval granted before any boat is brought to the Club. When considering such applications the Management Committee will take into account the applicant's membership record and service to the Club, the suitability of the proposed boat for sailing at the Club and the likelihood that the boat will be in regular use. Catamarans and craft in excess of 7m overall length or 2.5m beam are unlikely to be considered suitable.

f. Boats shall not be used for overnight accommodation whilst berthed at the Club.

8.8 Club Boats

a. Members must not handle Club boats unless authorised to do so by the Officer of the Day or another Officer of the Club. Members who have been so authorised may handle the Club boats at any time during daylight hours in suitable weather conditions.

b. A charge for the use of the Club boats may be made to cover the cost of maintenance and insurance of the boats. This charge will be set from time to time by the Management Committee. The use of a Club boats is generally on a 'first-come' basis, but priority will be given to members wishing to race.

c. Any member bringing a Club boat back to the moorings is responsible for removing the boat from the water, returning the boat to its berth and securing it, and for returning all gear to store. Any damage or defect occurring or found must be reported at once to the Harbourmaster or, in his/her absence, another Officer.

d. Potential users are advised they may be held liable for damage caused to a Club boat if, in the opinion of the Committee, such damage was caused by negligent use.

8.9 The Club will not be responsible for any accident to any member or guests using a Club boat. Persons who cannot swim are advised to take appropriate precautions. Children will not be allowed in any Club boat unless accompanied by an adult.

8.10 Buoyancy aids and lifejackets

The wearing of buoyancy aids or lifejackets will be compulsory:

- During all Club racing (failure to do so will lead to automatic disqualification).
- When sailing in any club boat at any time.
- For all occupants of the Club patrol boats.
- For Junior members, and any other persons under the age of eighteen, at all times whilst on the water.

8.11 The Club will not be responsible for any accident or damage caused by a member to a third party. This is the responsibility of the member concerned.

8.12 Parents of Junior members (under the age of eighteen) are required to sign a consent form under which they agree to ensure that the member will abide by the conditions of membership.

8.13 Club patrol boats

Club patrol boats may be used only subject to the following conditions;

- a. The person in charge of the boat must have demonstrated his/her competence and familiarity with the boat and its equipment to the satisfaction of the Bosun or his/her designate (as appointed from time to time).
- b. On days when organised racing is scheduled, boats may only be used with the express permission of the Officer of the Day
- c. Patrol boats must not normally be taken downstream of the top of Platts Eyot nor beyond the upstream end of the Club moorings. If, exceptionally, it is desired to take a boat further afield, approval must be obtained in advance. On race days the Officer of the Day may sanction such use; at other times approval must be granted by an Officer of the Club.
- d. Patrol boats must be handled at all times with proper regard to other river users and in compliance with Environment Agency navigation rules. Except in emergencies, speed should be kept below walking pace.
- e. The boat's ancillary equipment must be carried at all times. This includes communication radios ('walkie talkies') turned on, one in the boat and one left with a responsible person ashore, fire extinguisher, boat bag, first aid kit, throw bag, ladder, boat hook and paddles.
- f. After use, the person in charge must ensure that the boat is securely moored and all its equipment is returned to its store or, alternatively, that responsibility for the boat has been expressly accepted by another authorised user.