

# **AQUARIUS SAILING CLUB**



## **RULES AND BY-LAWS**

**2014**

# 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	Mgmt. Com. 14.07.08
2009	<p>Contents and Equal Opportunities Policy</p> <p>7.12 Works Security.</p> <p>8.6 Berths c. &amp; f.</p> <p>Appendix 2 Paras 4 &amp; 5 deleted and rest renumbered, Old 6 a, changed &amp; 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>		

Date	Key changes	Prepared by	Approved
2012	Club rules 3.1 and 3.3 are altered as follows:-  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.  Rule 3.3. The Officers of the Club shall consist of a President and Members as follows:- 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	J Maracchi	AGM 2012
2014	- Style and format changes - New front page - Move Appendices 1, 2 & 3 to separate documents available in the clubhouse and on the website	M Baker	Mgmt. Com. 24.11.14

## CONTENTS

This document sets down the Rules and By-laws of the Aquarius Sailing Club, 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 1-6.

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.

Some other Club documents relevant to the governance of the Club are:-

- Operating Schedule
- Health and Safety Plan
- Risk Assessment Plan
- Child Protection Policy
- Pollution Incident Response Plan
- Equal Opportunities Policy
- Membership Application Procedure
- Membership Application Form
- Conditions of Junior Membership

All the above documents are available in the Clubhouse and on the Club website  
<http://www.sailaquarius.org.uk/documents> or under the Member's Pages Documents menu.

### **RULES**

1. Name and Object
2. Membership
3. Officers
4. Management Committee
5. Meetings of The Club
6. Dissolution of The Club

### **BY-LAWS**

7. General By-laws
8. Sailing By-laws

## 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 bona fide private members club, governed by an elected Management Committee.
- 1.2 The object for which The Club is formed is to promote and facilitate the sport of sailing and to provide social facilities for Thames Water employees and other members 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 members are as defined in Section 8 – General By-laws.
  - a. **Full Members** – Being such persons who are over the age of eighteen and 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 of one family (e.g. Husband, Wife and all children under the age of eighteen or students, notionally 18-21, who are not earning). The family unit shall have one vote, exercisable by either parent.
  - c. **Junior Members** – Being a person who are under the age of eighteen and shall have no vote.
  - d. **Student Members** – Being persons aged 18 to 21 and shall have no vote.
  - e. **Social Members** – Being persons who shall have been Full Members of The Club and have no vote.
  - f. **Honorary Members** – Being persons, nominated and elected in the manner described at Para 4.5 , who have delivered exceptional services to the Club over several years
  - g. **Emeritus Members** - shall be members in good standing who are still active in the Club. They shall have one vote each.
  - h. **Honorary Life Members** - shall have no vote
  - i. **Guests** – are not members. They are admitted at the discretion of the Management Committee and shall have no vote.

- 2.2 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.
- 2.3 **Membership Entrance and Subscription Fees** - The rate of entrance and subscription fee 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 Committee to the members at the Annual General Meeting (AGM) in each year. Any proposed changes shall be approved by a majority of those present and entitled to vote, provided that there is a quorum, and shall become operative on the first day of May in the year following. The current rates of subscription will be found on The Club membership application forms, available within the clubhouse and on the club website under Membership Pages/Documents together with the associated Membership Application Procedures document.
- 2.4 Members wishing to keep a boat on The Club's premises shall also make an annual payment of such a sum as The Committee shall from time to time prescribe.
- 2.5 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 effectively 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.
- 2.6 The date from which new or varied rates of subscription are to be payable shall be decided by a General club meeting
- 2.7 All members shall pay the entrance fee and their first annual subscription upon election to The Club and thereafter by the first day of May in each year. Provided that a member elected after the first day of August in any year shall pay the entrance fee and half the annual subscription applicable for that year and that a member elected after the first day of October in any year shall not be required to pay any subscription in respect of the year of election but shall pay, on election, the entrance fee and the annual subscription in respect of the year following election. Every member shall furnish the Honorary Secretary with an up-to-date address which shall be recorded in the Register of Members and any notice sent to such address shall be deemed to have been duly delivered.

- 2.8 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
- 2.9 **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 subscription fee provided that notice is given in writing to the Honorary Secretary before the first day of May. A member wishing to be re-instated during the year shall pay such portion of the annual subscription as the Committee shall require.
- 2.10 **Resignation or Retirement of a Member** - A member who wishes to resign or retire from membership shall give written notice to the Honorary Secretary before the first day of May and shall not then be liable to pay the subscription for the following year. Upon re-application by a past member the Committee may, at its discretion, excuse the payment of an Entrance Fee.
- 2.11 **Arrears of Subscription** - If a member's annual subscription is more than 1 month in arrears from the first day of May, the member will be advised of this situation by the Honorary Secretary. If after a further period of one month the situation has not been resolved membership may be cancelled without further notice. If at any time any mooring or berthing fee payable to The Club by any member or former member shall be 1 month in arrears from the first day of May the Management Committee :-
- a. Shall be entitled to move the boat to any other part of the premises without being liable for the loss or damage to the boat howsoever caused.
  - b. The Management Committee shall be entitled, as per current 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 any monies due to The Club (whether by way of arrears or subscriptions or mooring fees or otherwise) from the proceeds of the sale before accounting for the balance (if any) to the former member. Any 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. Alternatively any boat, which in the opinion of the Committee cannot be sold, may, upon such notice as aforesaid, be disposed of in any manner the Management Committee may think fit and the expenses recovered from the member or former member. Any arrears as aforesaid shall be deemed to be a debt owing to The Club.
- 2.12 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 subscriptions or otherwise. For the purposes of this rule, boat is deemed to include trailer and all ancillary equipment associated.
- 2.13 **Conduct of Members and Undertaking to Comply with the Club Rules**
- a. Every member, upon election and thereafter, is deemed to have notice of, and impliedly undertakes to comply with, the Club Rules and the current Rules and By-laws of the Club. By implication this also includes abiding by the licensing objectives as defined by the licensing authority. 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 expulsion by the Management Committee providing that before expelling a member, the 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.
  - b. 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.
- 2.14 **Election of Members**
- a. A candidate for membership shall submit to the Honorary Secretary an Application Form, available in the clubhouse and on the club website under Members Pages/Documents, where the associated Membership Application Procedures document can also be found
  - b. Under eighteens shall complete form "Conditions of Junior Membership" signed by parent or guardian using the procedures set out in the associated Membership Application Procedures document; both documents are available in the clubhouse and on the club website under Members Pages/Documents.
  - c. Election of candidates to membership shall take place at a regular Management Committee meeting or a Committee Meeting duly convened for that purpose.

- d. The election of all classes of members is vested in the Management Committee and shall be by a simple majority vote of those members present and voting at the relevant meeting of the Management Committee. The Honorary 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.
- e. 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 the TWU Plc.
- f. Upon election a candidate shall pay, within one calendar month, such entrance 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.

#### 2.15 **Limitation of Club Liability to Members and Guests**

Members, and their guests use The Club premises, and its facilities entirely at their own risk and accept that 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.

**Note:-** It is strongly recommended that members make their own insurance arrangements to cover loss of personal possessions from the club-house and their boats.

- 2.16 **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 Honorary Secretary.
- 2.17 **Data Protection Act** - Membership of The Club and acceptance of these rules by a member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act 1984

### **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 members.
- 3.2 Officers shall be elected at the Annual General Meeting (AGM) in each year to hold office until termination of the next AGM. 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 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. Honorary Bar Manager
- k. The Honorary Boatswain
- l. The Honorary Harbourmaster

#### 3.4 **The Honorary Secretary shall :-**

- a. Keep a register of club member's names and addresses.
- 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 Committee and sub-committees which shall be confirmed and signed by the appropriate Chairman 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 subscriptions and berthing/mooring fees, and provide same to the Honorary Treasurer.
- g. Ensure that the intent of the licensing objectives are understood by the Management Committee and promoted at The Club.

#### 3.5 **The Honorary 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 30<sup>th</sup> September in each year and cause such Balance Sheet (and accounts as necessary) to be audited at least once annually and shall 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 policy or policies as may be needed fully to protect the interests of The Club, its officers and members.

### 3.6 **Auditor** - An Auditor:-

- a. Judged competent by the 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 shall be required By-law or by The Committee.
- c. If the auditor is unwilling or unable to act, inform the Committee who 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 Committee in the year immediately following his retirement.

## Section 4 - Management Committee

### 4.1 **Management of The Club by The Committee**

- 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.
- a. Management of The Club shall take account of the intent and provisions of The Operating Schedule document available in the club house and on the web site. The Operating Schedule is the responsibility of the Management and Bar Committees and details principles and tasks adopted by The Club to meet the licensing objectives.
- b. Candidates for election to the Committee (not being Officers of the Club) shall be those members of the retiring Committee who offer themselves for re-election and such other members who may be proposed and seconded at the AGM.
- c. If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot.
- d. If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if two thirds of those present at the AGM, and entitled to vote, vote in favour of such election.
- e. 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.

- f. 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.

### 4.2 **Powers to make By-laws.**

The Management Committee shall make such By-laws and 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 an AGM of The Club.

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

### 4.5 The Management Committee may nominate for election at an AGM such Emeritus and/or Honorary Life Members as it may think fit. Nominees for Emeritus Membership shall be members in good standing. The number of Emeritus Members at any time shall not exceed five percent of the total Members. Nominations for Emeritus and Honorary Life 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.

### 4.6 The Management Committee shall have the power to make conditions governing racing and the use of The Club's boats and premises generally. All races organised by The Club shall be sailed under ISAF and RYA rules except where modified by the AQSC sailing instructions.

### 4.7 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.

### 4.8 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.

4.9 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.

4.10 The purchase for The Club of excisable goods 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.

4.11 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

( See also Para 8.6) for the sale of excisable goods 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 shall have been entered in the Visitors Book upon entry to The Club premises. Off-sale facilities are not provided at The Club.

4.12 No person shall take a commission, percentage or other such payment in connection with the purchase of excisable goods for The Club. Any profit derived from the sale of such goods shall (after deduction of the costs of providing such goods for the benefit of The Club) be applied to the provision of additional amenities or the purchase of property to be held in trust for the benefit of The Club.

4.13 Proper accounts of all purchases and receipts shall be kept and presented at the AGM in each year and such information as the Honorary Secretary or Honorary 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** - The AGM shall be held not later than 20<sup>th</sup> 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 Honorary Secretary shall, at least 14 days before the date of such meeting or of any General Meeting as hereinafter mentioned, post or deliver to each member notice thereof and of the business to be brought forward thereat.

5.2 **Chairman at Meetings** - At every General meeting of The Club the President or the Commodore or, in their absence, a Chairman 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 Honorary Secretary at least 14 days before the date of the AGM. The Chairman of the meeting may, at his sole discretion, permit discussion of other urgent matters.

Only Full and Family members 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 Chairman shall have a second and casting vote, on any matter other than the election of members to The Committee.

5.4 **General Meeting upon request of the Members** - The Committee shall call a General Meeting upon a written request addressed to the Honorary Secretary by at least six members or 1/5<sup>th</sup> 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.

5.5 **General Meeting called by The Committee** - The 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, and the discussion at such meeting shall be confined to the business stated in the notice sent to members.

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

5.7 **Committee Meetings** - The Management Committee should meet at least 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 absence a delegated Chairman or Chairman elected by those present, shall preside.

5.8 **Voting at Committee** - Voting (except in the case of a resolution relating to the expulsion of a member) shall be by a show of hands. In the case of equality of votes the Commodore or Chairman, as the case may be, shall have a second and casting vote.



5.9 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 8 and 9) made by the Management Committee under the provisions of Para 4.2 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 to be determined by the members of The Club by resolution passed at a General Meeting at or before the time of the dissolution and 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 Rules and By-laws, a full copy of which is always available within The Club premises.
- 7.2 Full, Family (including spouse and all children under eighteen), Junior, Social Emeritus and Honorary Life Members shall have the use of The Club facilities subject to the requirements of Section 2 - Membership. Social members shall not have the use of The Club's boats or participate in water-borne activities
- 7.3 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 Visitor's 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 Visitor's Book and be signed in by a club member.
- 7.5 The purchase, for The Club and the supply by The Club, of alcohol shall be exclusively controlled by a Bar Committee appointed by the Management Committee of The Club. The AQSC Bar & Management Committees shall ensure that the measures detailed in The Operating Schedule document, which is available in the club house and on the web site, (i.e. The Prevention of Crime & Disorder, Public Safety, The Prevention of Public Nuisance and the Protection of Children are fully implemented and regularly reviewed to ensure effectiveness.

- 7.6 The hours during which alcohol may be sold or supplied in the club-house shall be :-
- |  |   |
|--|---|
| Monday to Thursday                       | 11:00 am - 3:00 pm<br>5:30 pm - 10:30 pm  |
| Friday and Saturday                      | 11:00 am - 3:00 pm<br>5:30 pm - 11:00 pm  |
| Sunday, Christmas Day<br>and Good Friday | 12:00 noon - 2:00 pm<br>6:00 pm - 9:30 pm |

or as varied by the Licensing Authorities. The Clubs licensable area shall be the main clubroom and its attached patio.

- 7.7 Properly elected members of The Club, over the age of eighteen, shall be permitted to purchase alcohol in the club-house. Note: The Club does not undertake off-sales from the club.
- 7.8 No person under the age of eighteen years may purchase alcohol within The Club premises. 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.
- 7.9 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.
- 7.10 No money or property of The Club or any gain arising from the operation of The Club shall be applied otherwise than for the benefit of The Club.
- 7.11 **Keys**
- Any member so desiring will be issued with Clubhouse and Works Gate keys. The loss of a key MUST be immediately reported to the Honorary 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 will be made for the replacement.
  - Members resigning from The Club MUST return all club keys in their possession.
- 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. This became a Thames Water mandatory requirement in April 2009.
- 7.13 **Access to Works** - With the exception of the works road from the Lower Sunbury Road to the river bank, the TWU works, filter beds and reservoir are out of bounds to members (See also Para 8.13)
- 7.14 **Use of TWU Property** - Members shall refrain, except in serious emergency, from using TWU property or equipment other than the ground or premises immediately adjoining the moorings, the use of which has been granted to The Club.

- 7.15 **Animals** - In accordance with the wishes of the TWU, no dogs or other animals are permitted on The Club premises.
- 7.16 **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.
- 7.17 **Car Parking** - Cars may only be parked in areas designated for such parking so as not to cause an obstruction to other cars or to the approaches of The Club premises.
- 7.18 **Refuse** - Club-house or personal refuse must not be dumped in the car park area but should be removed from the site.
- 7.19 **Personal Property** - No personal property shall be kept on the Club's premises without the approval of the Management Committee. All such 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.
- 7.20 **Bonfires** - Bonfires are not permitted anywhere on the Club premises.

## Section 8 - Sailing By-laws

- 8.1 **Members Duties** - All members are expected to undertake duty as Officer of the Day (OD), Assistant OD or rescue boat helm as advised by the Sailing Secretary and posted on The Club notice board.
- 8.2 **Insurance** - Members of The Club who are boat owners 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 which is (a) declared on the annual membership renewal form, and (b) must 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 (See also Para 9.10)
- 8.3 **Boat Registration** - Members of The Club who are boat owners must register their boats with the Environment Agency - Thames Region (PO Box 214, Reading RG1 8HQ) and obtain a licence for the current year. Evidence of which is declared on the annual membership renewal form
- Note:** The requirements of 8.2 and 8.3 above are member's personal responsibility. The club will not accept any liability arising because members do not have these documents.
- 8.4 Members must acquaint themselves with the Environment Agency rules and right of way rules for sailing and powered craft.

- 8.5 **Members Boats** - No member may handle or use any privately owned boat or equipment without the express permission of the owner.
- 8.6 **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 members who sail regularly. The Committee reserves the right to require that 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 Clubs dry berths to be adequately maintained 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, who for physical reasons may be wishing to convert from dinghies to bigger boats.
  - 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. The AQSC Management Committee expects boats and their equipment kept on The Clubs wet berths to be adequately maintained by their owners.
  - g. Boats shall not be used for overnight accommodation whilst berthed at the Club.

## 8.7 Club Boats

- a. Members must not handle The 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 will 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 boat MUST be entered in the log book and it must be noted that priority in hire is to be given to those members wishing to race.
- c. Any member bringing a club boat back to the moorings is responsible for mooring the boat and returning all gear to store. Any damage or defect occurring or found must be reported at once to the Honorary Harbourmaster or 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.

8.8 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.

## 8.9 The wearing of buoyancy aids or lifejackets will be compulsory:-

- a. During ALL club racing (failure to do so will lead to automatic disqualification)
- b. When sailing in any club boat at any time.
- c. When operating the Club Safety boats.
- d. For Junior members (under the age of eighteen) at all times whilst on the water.

8.10 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.

8.11 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 (see the Conditions of Junior Membership form which is available in the clubhouse and on the club website under Members Pages/Documents

8.12 **Club Safety Boats** - Club Safety boats may be used only subject to the following conditions;

- a. The person in charge of the boat must have demonstrated his competence and familiarity with the boat and its equipment to the satisfaction of the Bosun or his designate (as appointed from time to time). A list of such authorized users will be posted in the Clubhouse.
- b. On days when organized racing is scheduled, boats may only be used with the express permission of the Officer of the Day
- c. Safety 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 a Flag Officer.
- d. Safety boats must be handled at all times with proper regard to other river users and in compliance with EA navigation rules. Except in emergencies speed should be kept below walking pace.
- e. Buoyancy aids or life jackets must be worn by everyone aboard.
- f. The boat's ancillary equipment must be carried at all times. This includes 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, boat hook and paddles.
- g. 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.