

# **MINNIS BAY SAILING CLUB**

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## **RULES & GUIDELINES**

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## **INTRODUCTION**

This Handbook has been produced to serve both new and old members alike; its purpose is to welcome new members to the Club and to be a reference point for all members on club matters. Suffice to say that it is not intended to carry information that may change during the year. An annual sailing programme and regular newsletters serve this function. The Club holds an Annual General Meeting each February and a Boat Owners Meeting each October when all sailing matters are discussed.

## **WELCOME TO NEW MEMBERS**

A hearty welcome is extended to you from the Commodore, Executive Committee, Sailing Committee and all members. We hope that you will be happy and that you will enjoy the camaraderie to be found on the water, whether racing or cruising, and at the bar later relaxing with a drink whilst reliving those exciting moments.

We urge you, whether an experienced sailor or otherwise, to take the time to read this handbook which contains a wealth of information about the Club and sailing from it. You will undoubtedly benefit from the information gleaned and be a better member for it, thus ensuring that your new club remains the best in the area.

## **THE HISTORY OF THE CLUB**

The Club was formally inaugurated in June 1950 as a result of the Margate Corporations demand that boats should be removed from a piece of land between Kings Avenue and Canute Road. This land was rented at 5/- (25p) a year per boat plot by a number of boat owners; they and a number of friends formed the Minnis Bay Sailing Club to fight this demand.

The inaugural members were Ozzie and Jean Franklin (owners of "Boz" from which the Boz Transom Trophy emanated), Eric Magee ("Corgi"), Derek Pemble ("Lady Elizabeth"), Hugh O'Neill ("The Gnat"), Charlie and Laurie Brooks ("Clair de Lune"), Ray Strachan, Pam Schaessens and Ivy and Tessa Wallbridge. These people were successful in persuading the Corporation to lease them the current plot of land to replace the original boat park. We have been there ever since. In 1981 the land was purchased from Thanet District Council after much work by the then Commodore, Tim Peacock, and his team of stalwarts (too many to mention here). It was at this time that "1981 Members" were born for it was they who provided, by gift, sufficient funds together with the loan from the Sports Council to make it possible to take advantage of a Council Mortgage, this now having been redeemed the Club holds the freehold over the current site. We all owe the above members, past and present an enormous debt of gratitude for ensuring the long term future of Minnis Bay Sailing Club.

Many of the Club traditions can be traced back to these early days. For example the "Friday Club Night" was born from those early members meeting in the boat park to assess the weather for the coming weekend's activities.

Another long tradition has been that of safety boating. Eric Magee was a long-standing safety boatman and his service is honoured in "Mr Magee" now one of the club's safety boats. Naming boats have honoured other long-standing members, Safety Boats Allan G for Allan Graham who was a former Commodore, Bernard C for Bernard Clarke who was Treasurer and then Auditor for many years. Finally Doug B the Sport 16 for Doug Barrett who served in many posts and helped with Sail Training for many years, so it is fitting that a club training boat was named after him.

Yet another traditional feature of the Club is the Sailing Committee which was originally formed for the sole purpose of deciding who should be allowed to make use of the club boat, then the "Sam & John". This committee, which meets monthly, is now responsible for all the seasons sailing activity.

The Club has advanced from the cruising club it once was, using an odd array of boats, usually converted to sail, to what it is today, racing in a range of "Class Boats". Of course cruising still takes place with varying degrees of success although it must be said that racing forms the greater part of the Club's sailing activity these days. The Club is affiliated to the RYA and delivers a programme of RYA courses by approved instructors.

The Club has been fortunate in its benefactors and some of these have already been mentioned, however, no club publication would be complete without the mention of Mrs K Sandison who was responsible for many gifts and financial aid when constructing the second clubhouse. Many other personalities are recognised in the many splendid trophies the Club holds,

- The Garner Bowl – Lt. Cdr. Garner
- The Thanet Bowl – Murray Sandison
- Trevor Cowell Memorial Trophy
- Cyril Hollins Trophy
- Walford Cup

...to name but a few.

It is possible to write so much about the Club but space permits no more, so it is that you find yourself in a club with a rich history full of tradition of which you can be justly proud.

## ABOUT THE CLUB

The Club comprises of a large secure compound with a clubhouse and boatshed and includes berthing for approximately 100 boats of varying sizes.

The clubhouse includes ladies and gents changing room facilities; a well appointed dry bar; wet bar and galley, which provide hot and cold food on race days during the season and of course the bar is open on Friday evenings for "Club Night". This provides an opportunity for prospective new members to come and meet some of the regulars.

Other facilities include three safety boats, which are "fitted out" with marine radios, first aid kits and all related safety equipment. A "Race Office" (squarehead) is also maintained on the seafront, which provides the necessary framework for running the weekly racing events during the season. The sailing season traditionally runs from the middle of March to the end of October (weather permitting!)

As can be imagined, a club does not run itself and all members are expected to take some part in the many hundreds of tasks which are necessary, to ensure that it continues to function and indeed improve.

Rosters are organised to cover Race Officer and safety boat duties for sailing activities and a bar rota to cover Friday Club Night. Volunteers are always required to help in the galley for the many functions, which are held throughout the season and of course, the work parties which are organised prior to the sailing season to maintain the sailing equipment and the clubhouse. Please make sure you do your bit!

The management of the Club is carried out on a volunteer basis by the elected Club Officials whose structure is shown below.

	Commodore	
Rear Commodore	Secretary	Vice Commodore
Sailing Secretary	Treasurer	Bar Secretary
Membership/Berthing Secretary	Social Secretary	Publicity Officer
Works Officer	Member 1	Member 2

The duties of these officers are as follows:

***Commodore***

Is responsible for the running of the whole Club through the various officers and also represents the Club at local functions and chairs all meetings except the sailing committee.

***Vice Commodore***

Is responsible for all social activities in the Club and heads the social committee and in addition, is also responsible for ensuring that the clubhouse cleaning and maintenance is carried out.

***Rear Commodore***

Is responsible for all sailing activities in the Club and heads the sailing committee. Also represents the Club at the East Kent Yachting Association, when all local fixtures are arranged.

***Hon Secretary***

Is responsible for taking and keeping minutes of meetings chaired by the commodore, writes all official club correspondence and keeps all official club files and documents.

***Hon Treasurer***

Is responsible for all financial aspects of the Club and for producing with the auditor the annual balance sheet and accounts from the Club's books, for which they are responsible.

***Bar Secretary***

Is responsible for running the Club bar, purchasing stock, keeping bar accounts and ensuring a supply of bar staff for Club events from club members.

***Membership Secretary/ Berthing Officer***

Is responsible for all aspects of membership including berthing, keeping subscription accounts and membership lists and is often the first point of contact with new members.

### ***Publicity Officer***

Is responsible for posters advertising events, sending copy to the press of club events and usually produces the club newsletter.

### ***Works Officer***

Is responsible for keeping an eye on the Club property and organising the necessary volunteers (or pressed men) to carry out necessary maintenance during the year and specifically organising the regular "work parties".

### ***Sailing Secretary***

Is responsible for the day to day running of the sailing programme which is produced each year, keeping minutes of sailing committee meetings and keeping all sailing committee records.

### ***Social Secretary***

Is responsible for the day to day running of the galley and house management. Also organises the Club social calendar and main events.

### ***Members 1 and 2***

Although this role holds no specific responsibility they provide support and general input to the running of the club.

The duties of Sailing committee members shown below;

### ***Sailing Secretary***

Takes minutes of meetings, produces any required correspondence and documents

### ***Bosun Safety Boats***

Monitors and manages the club safety boats reporting faults and any required work

### ***Bosun Club Boats***

Oversees the monitoring and management of club boats including maintenance and booking forms

### ***Bosun Engines***

**Radios Officer**

Monitors and manages the club VHF radios, making sure they are suitable for use

**Results Secretary**

Maintains results from racing programme and collates for awarding of trophies

**Duties Officer**

Maintains and manages the club DutyMan rota system

**Sail Training Officer**

Coordinates training programme/records and manages RYA accreditation

**Junior Rep**



## GENERAL INFORMATION

- The Membership Secretary, on payment of a refundable deposit, provides club keys. These are security keys and cannot be copied. They provide access to the boat park compound, storage shed and main clubhouse
- Clubhouse facilities may be used at any time by members provided they ensure that the clubhouse and boat park are properly secured when they leave. This includes closing and locking all gates, turning off lights and checking any hosepipes used are switched off - The water supply is metered
- Social events are run throughout the year such as barbecues, social evenings and quiz nights. There are also regular events such as the Fitting Out Supper in March and the Laying Up Supper and Prize giving, in October
- The bar is regularly open on Friday Night from 20.00 hours and at various times on Sundays plus other occasions, as demands require
- Friends and relatives are always welcome, particularly at social functions, but must be signed into the visitors' book kept in the clubhouse
- The clubhouse may be booked by members for private functions such as weddings, birthday parties etc. subject to availability. Contact the Social Secretary or Vice Commodore to make the necessary arrangements
- There are club boats available for the use by members except when required for official club purposes such as sail training

## SAILING WATERS

It is generally accepted that our normal sailing waters cover an area from the headland fixed mark to the east of the bay area to the disused Sewer Pipe Buoy to the west and out to sea for approximately 1 nautical mile north to the South Margate Sands.

The slipway provides access to a sandy beach which gives into a base of chalk covered by mussel banks in part and scattered with flints at a level just after the end of the short groyne (this area may or may not be covered in sand due to tidal variations). Beyond this extends a very flat area for some distance out which has some very soft areas, these being only exposed at spring tides or exceptionally low neap tides. There are a number of large mussel banks in the area to the west of the long groyne and out to sea which extend up to and beyond the disused sewer pipe but these are only a problem at lower states of the tide.

To the West of the slipway and for a distance out to sea, a line of buoys protects the swimming area from the boats launching and recovering on the slipway. It is a requirement that we avoid sailing in the area between these buoys and the beach, whenever it is safe to do so.

There is an area of rocks which stretch from the paddling pool in the East end of the bay directly out to sea, these rocks then curve towards Margate and extend some 200 yards out from and follow the line of the promenade. There is also a wreck of an old barge in the bay (The Hero), which is approximately on a line with the sideways slip and the end of the long groyne. This wreck is now such that it is unlikely to cause any real problems unless you try to land in shallow water on it, a most unlikely event.

In the area to the West of the disused sewer pipe (known as the Stink Pipe) you are advised that a multitude of old wooden groyne stumps are present and it is not a good idea to try and land in that area. It is also advisable to stay to seaward of the sewer pipe buoy except at high water.

The South Margate Sands extend from the black and yellow South East Margate buoy off Westgate to the green South Margate buoy off Minnis Bay to the black Margate Hook Beacon off Reculver to the west and then out to the green conical Copperas buoy. There are three further sandbanks to seaward of the South Margate Sands.

The tide floods (comes in) from East to West and tide times for racing are printed on the sailing programme provided to all current members annually.

## **HINTS ON ENGINES, RADIOS AND SAFETY OPERATION**

As can be imagined these are very expensive items to purchase, maintain and replace. It is therefore the duty of all of us to ensure that we treat this equipment as if it were our own, which indeed it really is. If it needs replacing, we as members pay for it from our subscriptions, these items are there for our safety so it really is in our best interest to look after them.

### **Engines**

These are all outboard engines; all fuel is oiled (if required) by the person who gets the fuel, which is unleaded. Fuel is stored in the fuel locker adjacent to the boatshed and is marked whether it is oiled or not. It is important to ascertain which oil to use and if in any doubt seek advice from the Bosun Boats or Sailing Secretary to avoid expensive damage to the engines.

Always start the engine with hosepipe attached before leaving the boatpark to warm it through if possible. Choke should be used sparingly; it is a good idea to disengage the gear on the throttle lever by pulling it away from the control box and pushing forwards to increase revs. Don't forget to return to neutral to re-engage the gear control.

Ensure that you understand how to set the engine in shallow drive for leaving and coming back into shallow water. Propellers are easily damaged and are expensive.

If the starter cord remains out after starting you have pulled it out too far or the engine is in gear. It can be restored to its stowed position by moving the control lever from forwards to reverse a few times.

Always wash the engine off and run it in fresh water after use. For details on individual engines refer to the instructions held in the boatshed.

### **Radios**

The Safety Boats are all fitted with fixed Radios, which run off a battery fitted to the boats, which is kept charged by the engines. Handheld Radios are also available as backup.

All radios are to be set to channel 37, the marine channel. You should always check that you have two-way communication with the squarehead before launching. When turning on the radio check the squelch level by adjusting the squelch control until a hissing noise is heard then readjust until the hiss just ceases. The radio should be held a couple of inches from the mouth when transmitting to prevent distortion.

Radios should always be switched off when not in use and Handheld Radios (if used) put back on charge after use. For details on individual radios refer to the instructions held in the boatshed.

## Safety Boats

Make sure that all boat equipment is on board.

- Towing Warp
- Anchor and Warp
- First Aid Kit
- Tool Kit
- Boat Hook
- Paddles
- Bolt Croppers
- Radio
- Fuel Can (ensure it is full)
- Buoys (if required for racing)
- Check the engine is secure and make sure the bungs are in.

Make sure that the engine is in shallow drive when launching. Engines should not be locked down until the water is deep enough to do so without damaging the props, also remember that you must not seek reverse until the engines are locked down. Check periodically that cooling water is passing through the engine.

It is beyond the scope of this document to explain how to handle a safety boat when carrying out rescue work so make sure that you talk to someone in the Club who does know how to do so. Better still go out as crew with someone in the boat and learn from them.

It is most important that the engine, boat and its equipment are washed down with fresh water after each outing; a hose is provided for this purpose. Make sure the bungs are removed from the boat and that the engine is run with hosepipe attached. All the gear should be restowed in the boatshed and fuel tank refilled and replaced in the fuel locker.

Please note no alcohol is allowed on the safety boat.

## THE DO'S AND DON'TS

Like all organisations we have our unwritten rules, these are the sort of things that nobody wants to write down as formal rules, but we do generally follow because they are helpful to us all, they are:-

- Don't rig or unrig on the slipway – because it causes inconvenience to other users who may be waiting launch
- Do remove your gear from the changing rooms after sailing – because it makes life easier for cleaning
- Don't park cars in the boatpark – because they drop oil and inconvenience other members and if you should hit a boat and damage it your insurance will not cover you
- Turn off the hosepipes after use – because our water is metered and we pay for what we use
- Turn up for your various duties – because that way we spread the load and it's not left to the few. (If you cannot for any reason do your duty, please make arrangements for a replacement)
- Make sure you are familiar with the Sailing Instructions and Club Rules
- Don't forget to return your glasses to the bar and crockery to the galley – because it helps keep the club tidy and helps the people running the facilities
- Don't launch via the car park – because it is against agreements made with Thanet District Council and there is a hazard of overhead cables
- Help launch and recover the safety boats – because you will be driving it one day and you can't launch and recover on your own either
- Take care of all Club equipment as if it were your own – because IT IS YOURS
- **DON'T "BORROW" EQUIPMENT FROM OTHER BOATS – BECAUSE IT'S NOT YOUR PROPERTY AND IT COULD RESULT IN YOUR BEING ASKED TO RESIGN FROM THE CLUB**

## **PAST COMMODORES**

1950 C .Brooks  
1951 A.B. Stevens  
1952 A.B .Stevens  
1953 A.B.Stevens / C.Kite  
1954 C. Kite  
1955 O.J. Franklin  
1956 O.J. Franklin  
1957 O.J. Franklin  
1958 O.J. Franklin  
1959 O.J. Franklin  
1960 O.J. Franklin  
1961 O.J. Franklin  
1962 O.J. Franklin  
1963 O.J. Franklin  
1964 O.J. Franklin  
1965 Major J. Borley  
1966 Major J. Borley  
1967 Major J. Borley  
1968 J.F. Birchmore  
1969 J.F. Birchmore  
1970 Major J. Borley  
1971 J. Mousdale  
1972 J. Mousdale  
1973 J. Mousdale  
1974 F. Norton  
1975 F. Norton  
1976 F. Norton  
1977 F. Norton  
1978 M. Graham  
1979 M. Graham  
1980 C. Wood  
1981 C. Wood  
1982 T. Peacock  
1983 T. Peacock  
1984 T. Peacock  
1985 T. Peacock  
1986 T. Peacock  
1987 T. Peacock  
1988 T. Peacock  
1989 B.J. Northrop  
1990 B.J. Northrop  
1991 B.J. Northrop  
1992 J. Brazier  
1993 C.R. Dodds  
1994 C.R. Dodds  
1995 T. Peacock  
1996 T. Peacock  
1997 T. Peacock  
1998 J. Brazier  
1999 J. Brazier  
2000 J. Brazier  
2001 J. Brazier  
2002 J. Brazier  
2003 K. Skinner  
2004 K. Skinner  
2005 K. Skinner  
2006 P. Howland  
2007 P. Howland  
2008 P. Howland  
2009 M. J. Graham  
2010 M. J. Graham  
2011 M. J. Graham  
2012 N. Field  
2013 N. Field  
2014 J. Brazier  
2015 T. Clarke  
2016 L. Whelan

## **THE RULES OF THE CLUB**

### **1. NAME AND OBJECT**

- a) The name of the Club is “Minnis Bay Sailing Club” and the burgee is white with a red stripe horizontal from hoist to fly with M.B.S.C. in white letters on red
- b) The object of the Club is to promote the sport of sailing and to encourage a social spirit within the Club

### **2. MEMBERSHIP**

- a) Anyone whether or not the owner of a boat is eligible as a candidate for membership
- b) Application for membership shall be made to the Membership Secretary on a form provided by the Club. At the next Executive meeting a vote is taken with a majority being required for the application to be approved. Candidates for membership have no privileges in relation to the use of the Club or its premises
- c) Sailing Members aged 18 and over on March 31<sup>st</sup> will be termed Full members. Members admitted to Full membership will be entitled to use all the Club’s sailing and social facilities

Members and their partners and children under the age of 16 years on March 31<sup>st</sup> may apply to be Family members. All members of a Family membership will be entitled to use all the Club’s sailing facilities and appropriate social facilities

- d) Cruising Membership (non racing) is available at the discretion of the Executive Committee, to any person who does not participate in club racing nor does any duties namely Safety boat and Race Officer. Members will be required to pay an additional premium on top of their subscription, as set out by the Executive Committee and agreed each year at the A.G.M. The number of such memberships will be decided by the Executive Committee and allocated on a first come first served basis. The member is entitled to one vote at the A.G.M.
- e) Kayak Membership is available at the discretion of the Executive Committee to any person wishing to participate in the activities of kayaking/canoeing/paddle boarding. Membership fees will be the same as Full Membership and includes the keeping of one of these craft in the boat park. No duties are required to be undertaken and the member cannot partake in club racing activities. The number of such memberships will be decided by the Executive Committee and

allocated on a first come first served basis. The member is entitled to one vote at the A.G.M.

- f) The Club, on the recommendation of the Executive Committee, may in general meeting elect Honorary Members, but the total shall not at any time exceed five percent of the total Club membership
- g) The Executive Committee may accept associate members, (non-sailing or kayaking), to the Club but their total number shall be left at the discretion of the Executive Committee. An Associate member is not: entitled to use any of the Club's sailing facilities, vote at a General Meeting or attend Full Members Meetings. However Associate Members may be elected to serve on any Committee or Sub-Committee and whilst they serve they have the right to vote at their Committee and an AGM, EGM & Full Members Meetings. On relinquishing any such post these voting rights shall cease
- h) Any member who is over sixteen and under eighteen years of age on the 31<sup>st</sup> March of the year in which they are eighteen, shall be a Cadet member for the whole of the succeeding season. A Cadet member is entitled to use all the Club's sailing facilities and appropriate social facilities. Cadets aged sixteen or over will be entitled to one vote at both General Meetings and Full Members Meetings on Non-financial matters
- i) Cadet membership shall be limited to thirty three and one third percent of the total Club membership excluding Associate members, with discretionary powers for the Executive Committee to admit a cadet to membership in conjunction with a family membership, or a cadet to membership who, in his own right owns a boat. The Executive Committee may also exercise discretion in the case of a boat owner and crew presenting themselves for admission to membership
- j) A young member who is part of a family membership wishing to hold a berth in his or her own right before sixteen years of age will be permitted to do so. He or she would be required to pay a cadet subscription (sixteen and seventeen years rate) and also appropriate berthing fees. They would enjoy no voting rights whatsoever. A young person under the age of sixteen may join as a cadet member as long as their parent/guardian joins as an associate member.
- k) Group membership is available to organisations on the basis of one boat per Group. Youth organisations may have additional boats at the discretion of the Executive Committee. The number of additional Group membership boats admitted will be subject to the discretion of the Executive Committee. Persons covered by Group membership are fully entitled to participate in any sailing function using the Group membership vessel(s). Should they wish to sail in any other vessel they will be allowed to race three times and are excluded from "one off" races



- l) Temporary membership is available to persons not belonging to a recognised R.Y.A. club who wish to join for a period not exceeding fourteen days. They will be afforded full facilities whilst on club premises but will have no voting rights. The acceptance of a Temporary member shall normally rest with an Executive Officer of the Club (Flag Officer, Honorary Secretary and Honorary Treasurer) or if an Executive Officer is not available an Executive Committee member. They will allocate a berth (subject to availability) and collect the fee and pass it on to the Membership Secretary or the Treasurer only
- m) The Executive Committee shall present at the Annual General Meeting its recommendations for fees for the forthcoming year. The Annual Meeting shall fix the fee as per rule 3(b)
- n) Life membership shall be available to members three years after election or at any time thereafter. The subscription for life membership shall always be at least twenty times the current "Full members" subscription
- o) To expel a member from the Club, written notice setting out the circumstances giving rise to such notice and signed by a Flag Officer and two other members, shall be given to the Secretary who, within fourteen days after receipt, shall communicate with the member so that they shall have the opportunity of withdrawing from the Club or rejecting such notice. If the member objects, the matter shall be decided upon at the next meeting of the Executive Committee: If a two third majority of the Executive Committee vote in favour of expulsion, the member shall be expelled forthwith and the Secretary shall as soon as possible give written notice by registered letter to the member, of the Executive Committee's decision. Any member so expelled may within fourteen days give notice of appeal for a Special General Meeting to be held within one month of receipt by the Secretary of the notice of appeal and at which no other business shall be discussed. A two-thirds majority of the members present confirming the decision of the Executive Committee shall be final; voting shall be by ballot. The member appealing may be present at the meeting to give and to call evidence but shall retire if and when asked to do so by the Chairman and shall not be present at the voting. If expulsion be not confirmed the member shall be re-instated
- p) Any Executive Officer of the Club (Flag Officer, Honorary Secretary and Honorary Treasurer) together with two other members of the Executive Committee may expel temporarily or permanently any person who has the right of use of the Club premises only under Rules 2(i); 2(l); 15(a); 15(b); 15(c) and 15(d)
- q) Any member expelled in accordance with the rules, or otherwise ceasing to be a member of the Club, shall forfeit all such rights to or

claim upon the Club or its property or funds as they would have by reason of membership

- r) The name, address, telephone number, type of membership and boat details of members is normally kept on a “database” for Club purposes in accordance with General Data Protection Regulation.
- s) “1981 Members” have been granted for perpetuity the privilege of Free Life Associate membership. They shall further be entitled to a 20% discount of any higher form of membership and berthing fees. These privileges may not be withdrawn by any means other than the application of rule 2(m)
- t) Student membership is available, at the discretion of the Executive Committee, to any person not qualifying for Cadet Membership who is undergoing training. This generally applies to full time students, apprentices, government training scheme trainee’s etc. Anyone who does not fall into the named categories above, but who thinks they might qualify for this type of membership may apply to the Membership Secretary, who shall bring the case to the Executive Committee for a decision. Students aged sixteen or over will be entitled to one vote at both General Meetings and Full Members Meetings on Non-financial matters.
- u) All full members or one member of a family membership are obliged to perform the number of duties notified to members on their renewal form. The number of duties is derived from the total number of duties required for the season divided by the number of qualifying members (typically 3 to 4 duties per qualifying member).
- v) Members who do not carry out their sailing/race officer duties will not have their renewal accepted; this is subject to appeal.

**Membership voting rights and duties**

	Membership type							
	Full	Family	Kayak	Cruising	Group	Cadet	Student	Associate
Voting	✓	✓ (2)*	✓	✓	✓	✓***	✓***	X**
Duties	✓	✓	X	X	X	X	X	X

\*2 votes if both partners present at meeting. \*\*Voting rights if serving on committee \*\*\* No voting rights on financial matters

**3. ENTRANCE FEE AND SUBSCRIPTION**

- a) The Executive Committee shall make recommendations for the following years annual subscriptions and entry fee at each Annual

General Meeting, when such fees shall be fixed by a majority vote of those members present, and shall be payable not later than the 31<sup>st</sup> March. The subscription fees for the following year will be posted on the notice board and the club's website before the 1<sup>st</sup> March.

- b) Any member who fails to pay his or her subscription by the 31<sup>st</sup> March shall be deemed to have resigned from the Club. Any boat owner ceasing to be a member must immediately remove his or her boat from Club premises
- c) Members temporarily unable to take advantage of Club facilities owing to prolonged absence shall notify the Honorary Secretary. With the approval of the Executive Committee they may be allowed to retain their membership at the reduced subscription of £1.00 per annum. A normal subscription will, however, be required if boats or other equipment are left on Club premises
- d) New members accepted between the 1st October and the Annual General Meeting in any year shall pay the current subscription for the class of membership which will cover the remaining period of the membership year and the year following. In any year new members accepted on or after 1 Aug will pay 50% of the current subscription for the appropriate class of membership. An individual is considered to be a new member with respect to the class of membership for which they wish to join if they did not hold that class of membership for anytime during the previous year.
- e) A member who retires shall not be entitled to have any part of the annual Membership fee or any other fees refunded.

#### **4. OFFICERS**

The officers of the Club shall consist of: - Commodore, Vice Commodore, Rear Commodore, Honorary Secretary and Honorary Treasurer. They shall be elected at the Annual General Meeting. All officers shall retire at each Annual General Meeting and shall be eligible for re-election

#### **5. COMMITTEE**

- a) The general affairs of the Club shall be managed by an Executive Committee consisting of the officers and such other members of the Club as shall be elected at the Annual General Meeting, or co-opted by the Executive Committee as provided for in Rule 5(c) below. Full Members shall elect a Sailing Secretary, Race Officer and Sailing Committee at the Full Members Meeting. The Social Committee shall be elected at the Annual General Meeting

- b) The Executive Committee shall consist of not less than nine and not more than fifteen members including the Officers of the Club. At least two members of the Executive Committee must be Full sailing members, one member Sailing Secretary, one member Bar Secretary, one member Social Secretary, one member Membership Secretary and one member Publicity Officer
- c) The Executive Committee shall have the power to co-opt further members of the Club to the Executive Committee provided that Rule 5(b) is not thereby infringed
- d) At an Executive Committee Meeting a quorum shall consist of not less than half the number of Executive Committee members appointed
- e) It shall be the responsibility of the Honorary Treasurer to keep complete and accurate account of the Club's finances; all monies shall be banked in the name of the Club. The financial year shall end on October 31<sup>st</sup> annually
- f) No money or property of the Club, or any gains arising from the Club operations shall be applied otherwise than for the benefit of the Club, except for benevolent or charitable purpose at the discretion of the Executive Committee, for a sum not exceeding ten pounds in any instance
- g) The Honorary Secretary shall keep correct minutes of all meetings, both general and executive, the Sailing Secretary shall keep correct minutes for all Sailing Committee meetings and the Social Secretary shall keep correct minutes of all Social Committee meetings. The minutes of all meetings, both Annual and Extraordinary shall be read at the following Annual General Meeting and if passed by the membership shall be signed as correct by the Chairman. The minutes of the Executive Committee meetings shall similarly be submitted for approval of the Executive Committee and signed by the Chairman at each following Executive Meeting. The minutes of both the Sailing and Social Committee meetings shall be similarly submitted for approval of the Sailing and Social Committee and shall be signed by the Chairman at each following meeting. The Honorary Secretary shall produce the minutes of all General Meetings, both Annual and Extraordinary, at the request of any member of the Club, but at least fourteen days written notice must be given of any such request
- h) The Commodore shall take the chair at, both General and Executive, the Vice Commodore shall take the chair at Social Committee meetings and the Rear Commodore at Sailing Committee meetings; in the event of their absence a temporary chairman shall be elected by the meeting
- i) All members of the Executive Committee shall retire at each Annual General Meeting and shall be eligible for re-election

- j) An Executive or Sailing Committee person may not be elected on less than a 51% majority of the total votes cast
- k) A closing date for nominations of Executive and Sailing Committee Members shall be set two weeks prior to the date of an Annual General or Full Members Meeting. Once the closing date for the nominations has passed the Executive Committee may accept a single nomination for any unfilled post.
- l) In pursuance of the authority vested in the Executive Committee by members of the Club, members of the Committee shall be indemnified by the members of the club out of the assets of the club from and against any liability, costs, expenses or payments whatsoever which may be properly incurred or made by them or any one of them in the exercise of their duties on behalf of the club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the club.

## **6. HONORARY AUDITOR**

At the Annual General Meeting each year a member shall be appointed as Honorary Auditor, whose duty it shall be to audit the accounts of the Club for the current year.

## **7. GENERAL MEETINGS**

- a) An Annual General Meeting shall be held each year during January or February and a Full Members meeting shall be held each year during September, October or November, at such time and place as the Executive Committee may appoint; not less than twenty one days notice in writing shall be given to every member
- b) At the request of the Executive Committee or a petition signed by not less than fifteen members, the Honorary Secretary shall summon an Extraordinary General Meeting of the Club giving not less than seven days written notice to all members. The request or the petition shall state the object of the proposal Extraordinary General Meeting
- c) At any General Meeting, whether Annual or Extraordinary, fifteen percent of the total Club Membership, holding full voting rights and over the age of eighteen years shall form a quorum
- d) At a general Meeting of the Club every Full Member shall have one vote. A Family Membership will be entitled to two votes at all meetings; these votes may only be used by each partner if they are present at the meeting. Honorary Members and Associate Members shall be entitled to attend but shall have no vote, however Associates members who hold a post in accordance with Rule 2(e) shall have one vote. Cadet Members shall be entitled to attend and to vote, except on financial matters. At each Annual General Meeting the Club shall elect

a President and one or more Vice Presidents. These appointments are subject to acceptance by the individuals concerned; they shall retire at each Annual General Meeting and shall be eligible for re-election

- e) In the case of an equality of votes the chairman shall have a second or casting vote

## **8. NEW RULES AMENDMENTS AND ALTERATIONS**

- a) On any resolution properly put to a (Annual or Extraordinary) meeting of the Club relating to the creation, repeal or amendment of any Rule, Bylaw or Regulation of the Club such Rule, Bylaw or Regulation shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote
- b) Any member wishing to propose any alteration or addition to the rules shall petition the Executive Committee in writing and shall submit it to the Honorary Secretary by November 30<sup>th</sup> in order that it may be included in the agenda for the Annual General Meeting.
- c) Any matter or dispute not provided for by the rules of the Club shall be referred to the Executive committee in writing giving the names of members concerned. The decision of the Executive Committee in any such dispute shall be binding, subject to final recourse by a member or members to Rule 7(b)

## **9. BERTHING**

- a) Berths will be allocated to members who have paid their annual subscriptions and submitted the appropriate berthing fee on the following basis:

Family Member	1 Berth
Full Member	1 Berth
Cadet Member	1 Berth
Student Member	1 Berth
Group Member	1 Berth (see also rule 2i)

Storage is also available on a "first come, first served" basis for kayaks on designated racking for members who have paid the appropriate fee. Kayaks are not considered to be a berth for members who make use of this facility and the area designated for kayaks is not considered to be a berth.

Those members that are not doing their duties can be asked to remove their boats when the need arises.

Should additional berthing space be available members may be allocated additional berths on submission of the appropriate berthing fee and on a "first come, first served" basis. Members in possession of additional berths may be required to relinquish those berths at a later date to provide berthing space for

new members or existing members who have acquired boats after the start of the season. In such cases one months notice shall be given and the Club will refund the outstanding berthing fee on the basis of one twelfth per month of the year remaining ending March 31<sup>st</sup>

Should insufficient space be available to provide current members with a berth each, berths will be allocated in order of receipt of berthing fees. In cases where it is otherwise impossible to differentiate between berth applications, preference will be given to members who have fully participated in the Clubs sailing activities in the previous year.

- b) Berthing fees will be based on a percentage of the standard monohull fee. The fees must be submitted in full to the Membership Secretary by March 31<sup>st</sup>. Except for new members (see definition of new member under 3e), berthing fees are payable in full irrespective of the time of year at which the berth is taken over or vacated except in those cases where a holder of an additional berth has been requested to relinquish it. New members (only in their first year of any class of membership) accepted on or after 1 Aug pay 75% of the applicable berthing fee

Members allocated berths must inform the Membership Secretary of the details of any change of boat, which they are keeping in their berth, or permanent vacation of the berth

- c) Boat owners who have been allocated space in the Boat Park will not use any other space. All boats must be made secure to the ground and halyards and rigging must be made fast to prevent undue noise
- d) Space for road trailers (unless they are supporting a boat and are not using up more than the normal berthing space i.e. combi trailers) is not available on Club premises. If a road trailer or other equipment is left in an additional berth the Executive Committee or appointee may move it to the owner's berth without the club being liable for any loss of or damage to the boat howsoever caused.
- e) If at any time membership or any other fees as shall be levied from time to time, payable to the Club by any member or former member shall be in arrears:-
  - i. The Executive Committee shall be entitled to move the boat to any other part of the premises without being liable for any loss of or damage to the boat howsoever caused
  - ii. The Executive Committee shall be entitled upon giving one months notice in writing to the member or former member, at his last known address shown in the register of members to sell the boat and to deduct any monies due to the Club, (whether by way of arrears of subscriptions or any other fees) from net proceeds of the sale before accounting for the balance (if any) to the member or former member

- iii. Alternatively, any boat, which in the opinion of the Executive Committee cannot be sold, may upon such notice as aforesaid, be disposed of in any manner the Executive 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 to the Club by the member or former member. Further the Club shall at any time, have lien over member or former members boats parked on Club premises in respect of arrears of subscriptions or otherwise. From the time unpaid fees are due the Club reserves the right to charge £50 per month for storage of the boat and/or trailer until such time as the owner collects or pays the full berthing fee (in addition to the £50 per month charge) for the boat and/or trailer.
- f) The club offers, to members where possible, the storage of a second boat in the same berth for free, if deemed necessary by the executive committee to create space, if and when the boat park is full

## **10. LIABILITY**

All members use the Club premises and sail entirely at their own risk and neither the Club nor its Officials shall at any time be held liable for any damage including bodily injury or property damage howsoever caused to members, guests, visitors or other persons.

## **11. SAFETY AFLOAT**

- a) Adequate personal buoyancy must be worn at all times when sailing. Wet/dry suits do not qualify as adequate personal buoyancy
- b) All boats should carry adequate buoyancy, according to class rules and are advised to carry an anchor, warp and paddle

## **12. INSURANCE**

It is a requirement Boat Owning Members have Third Party Insurance cover of at least £2,000,000. The Club accepts no responsibility whatsoever that such cover is carried by individual members.

## **13. BOATS, TRAILERS AND EQUIPMENT**

No member shall in any circumstances remove a boat, trailer or any other equipment either from the Boat Park or seafront without first having obtained the owners permission.

## **14. CLUB PREMISES**

Any fully paid up member holding a club key may open the club premises at any time and shall be responsible for ensuring that the premises are properly secured upon their departure. The bar/galley may be opened by an



authorised executive member or member carrying out bar duties using the duty keys.(see rule 16)

## **15. VISITORS**

- a) Members may introduce visitors to the Club; they must sign their names in the "Visitors Book" along with the members introducing them
- b) Cadet members who wish to invite a visitor to Club premises must first obtain permission from a full member
- c) A member of any other recognised R.Y.A. Club may be authorised by a member of the Executive Committee to use the Club premises
- d) Any person competing in an open race sponsored by the Club and any person who is a member of the crew of such competitor for the purpose of the race is entitled to use the Club premises within a reasonable period before and after the race in which they are competing
- e) Notwithstanding conditions stated in (a), (b), (c) or (d) above no one visitor will be permitted to sail from Club premises on more than three occasions in any one year without applying for membership

## **16. INTOXICATING LIQUOR**

- a) The purchase for the Club and supply by the Club of intoxicating liquor shall be exclusively controlled by the Executive Committee or a Special Committee
- b) No person under eighteen years of age may purchase, or attempt to purchase intoxicating liquor within the Club premises
- c) The Bar will normally be open on Friday evenings and Sunday lunchtimes. A member of the Executive Committee may open the bar at other times as required during Licensing Hours in operation at the time
- d) Intoxicating liquor may be sold for consumption on the premises by those persons over eighteen who are entitled to the use of the Club premises in pursuance of Rule 16 (a), (b) or (c)

## **17. PRIVATE BUSINESS**

- a) No member shall carry on his business in the Club, except when in the opinion of the Executive Committee it is in the direct interest of the Club for him to do so. No letter shall be taken in by officials of the Club unless it is addressed to a member in his own name

- b) No member shall make use of the Club Name, or facilities of the Club for the purpose of advertising privately or publicly
- c) No member shall post any notice on the Club Notice Board or elsewhere on the Club premises except by permission of the Executive Committee

## **18. DISSOLUTION**

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 institution or 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.

## **19. TRUSTEES**

### **a) Trustee numbers, terms of reference & property of club vested in them**

There shall be at least three Trustees of the club, all the property of the club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the club.

A Trustee shall hold office during his lifetime or until they shall resign, by notice in writing given to the Executive Committee, or until a resolution removing them from office shall be passed at a General Meeting by a majority comprising two-thirds of the members present and entitled to vote Rule 7(d).

In the death, resignation, or removal from office of a Trustee, those members entitled, Rule 7(d), at a General Meeting shall elect a new Trustee(s) in their place by simple majority vote, from among Full, Family or Honorary Members who are willing to be so appointed.

The Executive Committee shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all club property into the names of the Trustees as constituted after such election. For the purpose of giving effect to any such election, the Commodore for the time being is hereby nominated as the person to appoint new Trustees of the club within the meaning of Section 36 of the Trustee Act 1925 and he or she shall by Deed duly appoint the person or persons so elected by the Members.

### **b) Powers of Trustees**

The Trustees shall in all respects act, in regard to any property of the club held by them, in accordance with the directions of the Executive Committee and shall have power to sell, lease, mortgage or pledge any club property so held for the purpose of raising or borrowing money for the benefit of the club in compliance with the Executive Committee's directions (*which shall be duly recorded in the Minutes of the proceedings of the Executive Committee*) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

**c) Indemnity of Trustees from Club**

The Trustees shall be effectually indemnified by the Executive Committee out of the assets of the club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the club.

**d) Limitation of Liability of Club Trustees**

(To be incorporated in every contract, lease, license or other agreement entered into by the Trustees of the Club). The liability of the Trustees for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club.

APPENDIX ONE  
ANNUAL RACE AND TROPHY DETAILS

May 2005

Notes

1. This document has been prepared to ensure that the details of each race are set down for the guidance of Sailing Secretary's and Sailing Committee and also for the Club in general
2. Racing normally commences on the last week of March and extends to the last week of October
3. No Race should commence before 1000
4. The norm is to run two races a day (one of which may be a trophy race) when tides allow, when possible aim to run the first race before high water and the second after high water, extreme low water starts should be avoided except where a race dictates a low water start e.g. The Galleon. The length of each race should be approximately one hour and the start time of the second race set to allow for an hour and a half break between races
5. Cats will use the Small Catamaran Handicap System and Dinghies will use the Portsmouth Yardstick system, except where both types of boats are competing in the same race when the Portsmouth Yardstick will be used

<u>Race</u>	<u>Trophy Name</u>	<u>Ideal Start Times</u>	<u>Split</u>	<u>Detail</u>	<u>Trophy Donor</u>
Brass Monkey	Brass Monkey	2 Hours before HW	None	First race of the season usually run on the same day as the 1st Spring Series Race	
Series Races		2 hours either side of HW	Cats Dinghy's	There are generally 3 series, Spring, Summer and Autumn each comprising approximately 15 races. The highest percentages of races as prescribed by the sailing instructions are used to calculate the overall winners of each series.	

<u>Race</u>	<u>Trophy Name</u>	<u>Ideal Start Times</u>	<u>Split</u>	<u>Detail</u>	<u>Trophy Donor</u>
Galleon	Galleon	1 Hour before LW	Cats & Dinghies	This is a traditional race around the South Margate Sands, normal sailing rules apply with the exception that competitors can drag their boats over the sand as long as they round the marks of the course. It is normal to lay a buoy on the far side of the sands to ensure that competitors do go round the sands and not sail round the South Margate buoy and down the inshore side of the sands. Marks used are the South Margate, a buoy laid on the seaward side of the sands and the West Marker Pole on the western end of the sands. The general idea is to sail the race at low water so the sands are exposed. Such things as taking a launching trolley on your boat to carry it across sand have all been done in the past; it is supposed to have an element of fun in it so anything goes.	
Acorn Shield		1.5 Hours Before HW @ Herne Bay	Faster Than 1078	To Herne Bay Pier and back, start time to be set to allow the slower handicap boats to reach the pier at HW slack at Herne Bay! This race is run at the same time as the Twin Towers.	
Twin Towers		Before HW @ Herne Bay	1078 and Slower	To Reculver Towers and back, Buoy to be laid close inshore, this race is run at the same time as the Acorn Shield and second start.	

<u>Race</u>	<u>Trophy Name</u>	<u>Ideal Start Times</u>	<u>Split</u>	<u>Detail</u>	<u>Trophy Donor</u>
Trevor Cowell Pursuit	Trevor Cowell Memorial	2 hours either side of HW	None	Pursuit race with the starts set depending on boats handicap. The race is set to last for 90 Minutes for the slowest boat participating. The course is set as a square. The leading boat at time is the winner. The safety boat should drop a buoy in front of the leading boat and take numbers as boats cross the line. This race should be held as near to the 20th (27th) June as possible to coincide with the anniversary of the loss of Trevor Cowell.	Trevor Cowells Family
LongNose	Longnose Cats & Longnose Dinghy's	1.5 Hours Before LW @ the Longnose	Dinghies Faster Than 1078 & Cats	Traditional Race to the Longnose buoy off North Foreland. The race should be started to allow mid handicap boats to get to the Longnose at LW off the foreland. This race is run at the same time as the Shortnose.	
Shortnose	Shortnose Dinghy's	1.5 hours Before LW @ the Longnose	1078 and Slower	Traditional Race to the PLA Tide Gauge off Margate. The race should be started to allow mid handicap boats to get to the Longnose at LW off the foreland. This race is run at the same time as the Longnose and second start.	
Junior Race	Dolphin Trophy	2 hours either side of HW	None	Helm & Crew under 21 on 31st March on the current year. Normally held during the summer series.	
Ladies Junior Race	The Ladies Dolphin	2 hours either side of HW	None	Female Helm & Crew under 21 on 31st March on the current year. If there is no Female Team then the trophy goes to the highest placed female. Normally held during the summer series and with the Dolphin Trophy.	

<u>Race</u>	<u>Trophy Name</u>	<u>Ideal Start Times</u>	<u>Split</u>	<u>Detail</u>	<u>Trophy Donor</u>
Gala	Gala	Series	None	Series of races starting on a Wednesday evening through to Friday with one race per evening and culminating in a Long Distance Race (Sanderson Cup) on Saturday and two races on Sunday.	
Gala Long Distance race	Sandison Cup	1.5 hours Before HW @ Herne Bay	None	Traditional Race set to start to allow mid fleet boats to reach Herne Bay Pier @ HW to Herne Bay and back	Murray Sandison
Compass	Compass Trophy			Separate trophies will be awarded for Cats & Dinghies. The start line is in Minnis Bay, the course goes out to the Red Buoy marking the end of disused sewer pipe (the Stink Pipe) to the west then back through the start line then out to the West Marker Pole on the Margate sands back through the start line and then round the South Margate Buoy and finally back to the finish line. A shorter leg to the Margate Hook will be included for dinghies	
Crews Race	Foam Cup	2 hours either side of HW	None	Traditional Race held during the Autumn Series where the normal crew helms the boat and the normal helm must crew. They must have completed a minimum of 5 races during the season. Held during Autumn Series and run on the same day as the Foam Goblet e.g. One Start.	Murray Sandison
Ladies Race	Foam Goblet	2 hours either side of HW	None	Traditional Race held at the same time as the Foam Cup, Ladies helming in the crews race also qualify and results are extracted from that race. One Start.	Murray Sandison

<u>Race</u>	<u>Trophy Name</u>	<u>Ideal Start Times</u>	<u>Split</u>	<u>Detail</u>	<u>Trophy Donor</u>
6 Race Day		3 hours before HW	None	A series of six short races held on one day no other races are scheduled on the same day. Aim for a day, which will allow a 1030 start. The format will be three races back to back with a break between each set of three.	
Boxing Day	Icicle Tankard	2 hours either side of HW	None	Traditional Race run on Boxing Day, weather and crews permitting, usually quite a short race of ½ hour duration.	
Overall Cats		N/A	Cats	The results are derived from the Non-discarded results of all three series. At least 1 race must be entered per series to qualify.	
Overall Dinghy's		N/A	Dinghy's	The results are derived from the Non-discarded results of all three series. At least 1 race must be entered per series to qualify.	
Gray Trophy		N/A	None	Inclusion of the. To be run with the Dolphin Trophy for ladies under 21	Don Gray (2005)

- The Garner Bowl – Lt. Cdr. Garner
- The Thanet Bowl – Murray Sandison
- Trevor Cowell Memorial Trophy
- Cyril Hollins Trophy



