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# Errwood Sailing Club - Rule Book 2004 Revision

## HISTORY AND GENERAL INFORMATION

The club was founded in November 1968 after negotiations between the Stockport and District Water Board and interested parties in the area.

Errwood Reservoir supplies drinking water to Stockport and consequently safeguards have been inserted in our Lease by the Water Company on the recreational use of the water. The water occupies 80 acres and is four miles North West of Buxton at an altitude of 900 ft.

The club is in an area of outstanding natural beauty in the Peak National Park and our relationship with the various authorities is cordial and must so remain. Land leased by the Club comprises approach road, dinghy parks, car parks and that up to the Starter's Box. There is no public access across Club land.

Sailing started in 1969. The Club race several classes and also has a Menagerie Fleet. Organised racing takes place on Sundays and Wednesday evenings. Saturdays are popular for sailing practice. In 1981 sailboards were introduced to the Club.

Open meetings and other events form an important part of the sailing calendar.

There is a social programme throughout the year, the main function being the annual Prize Giving Dinner.

There are also class meetings during the winter when many aspects of sailing are discussed.

The Club House represents a large investment and members have put a lot of time, work and money into making it one of the finest in the North. There are certain aspects which should be understood to ensure that the premises are used properly so keeping maintenance to a minimum.

All waste water and toilet drainage is collected in an underground tank and is removed periodically by a gully sucker. Removal is costly so water should not be run to waste unnecessarily. There is a device which prevents the underground tank from overflowing, which in turn disconnects the water supply and consequently no water is available in the Club House when the underground tank is full.

The electricity supply is limited and the circuits are so arranged that if one is overloaded it will switch off the total supply. Electrical apparatus will require switching off before the system can be returned to normal.

### IT IS IN THE INTERESTS OF ALL TO CONSERVE ELECTRICITY

The water heating system is by immersion heater and time switch, and all fuse boxes in the vestibule are clearly marked for switching when leaving and securing the building.

The water pump and filters are located underneath the Club access stairs on the north gable. These should only be operated by a competent person, for example the Estates Officer.

An alarm system protects the building and members must acquaint themselves of its mode of operation.

A system of keys for various parts of the premises is in operation and members may obtain keys and information as to their use from official key holders.

The last member to leave the Club House must ensure that:

- a) Space heaters, cooker, water heater, central heating and lights are turned off
- b) Main switches in the ground floor vestibule are correctly switched according to instructions.
- c) The alarm system is set.
- d) The Petrol Store, Race Control and Club House are secured and locked.

The reservoir is fished by the Errwood Fly Fishing Club, whose members use the car park, so there may be cars in the park when you leave and you must not assume there are people still sailing, or on Club premises.



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## ERRWOOD SAILING CLUB RULES

### 1. NAME

The name of the Club is 'ERRWOOD SAILING CLUB' and the burgee shall be the Peak National Park Emblem (dark blue on white).

### 2. PREMISES

The Club's premises and sailing facilities are at Errwood Reservoir, Goyt Valley, Buxton, Derbyshire.

### 3. OBJECTIVES

The objectives of the Club shall be :-

- a) To promote and facilitate the sport of sailing
- b) To carry out racing under the rules and provisions of the ISAF, RYA and the class rules applicable
- c) To provide facilities to approved groups of youth and other organisations for sailing
- d) To promote community participation in sailing

### 4. MEMBERSHIP

- a) The Club shall consist of Full, Full Family, Associate, Family Associate, Student, Junior, Juvenile, Country, Honorary, Group and Temporary members.
- b) The membership year will run from 1st March to 28<sup>th</sup> (29<sup>th</sup>) February the following year.
- c) Every application for membership shall be made to the Hon. Secretary and shall be signed by the applicant and by two members of the Club, one of whom shall be a member of the Committee.
- d) All nominations for membership shall be submitted to the next meeting of the Committee for consideration.
- e) The name and address of every applicant proposed for membership together with the names of his / her proposer and seconder shall, for a period of at least two clear days before such candidate is elected, be posted in a prominent position on the Club premises.
- f) The Hon. Secretary shall notify applicants for membership of the decision of the Committee.
- g) A newly elected member shall be informed of the entrance fee and subscription payable and shall be furnished with a copy of the Rules of the Club but shall not be admitted to any of the privileges of the Club until all monies due have been paid.
- h) No person, of whatever class of membership, shall be admitted to membership, or be admitted as a candidate for membership to any of the privileges of membership without an interval of at least two clear days between his nomination or application for membership and his admission. No person becoming a member without prior nomination or application may be admitted to the privileges of membership without an interval of at least two clear days between his becoming a member and his admission.
- i) Each member shall keep the Secretary informed of that member's address.
- j) The total number of boats and members shall be determined by the Committee from time to time according to the accommodation and facilities available both on land and on water.
- k) A list showing the names and addresses of all members shall be kept at the Club premises.
- l) (i) Membership of the club shall be open to anyone interested in sailing regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership according to available facilities is allowable on a non - discriminatory basis.  
(ii) The club may have different classes of membership and subscription on a non - discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.  
(iii) The Committee may refuse membership, or remove it only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.



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- m) All surplus income or profits shall be reinvested in the club and no surpluses or assets will be distributed to members or third parties.
- n) In the event of the club being dissolved then upon dissolution of the club any remaining assets shall be given or transferred to another sailing club which is a Community Amateur Sports Club, or the Royal Yachting Association.

### 5. DEFINITION OF MEMBERSHIP

- a) Full membership shall confer the right to sail and keep on the Club's premises during season one sailing dinghy of a class or type approved by the Committee belonging to him or lent to him with the Committee's approval and registered pursuant to the Club's Lease on Errwood Reservoir and the right for the member to use the Club's facilities under the direction of the Committee. The full member may also bring to the Club not more than two additional dinghies of types approved by the Committee and park them at the discretion of the Committee.
- b) Full family membership shall confer the privileges of a Full member and also the right for the Member's spouse (to be known as a Family Associate member) and children up to the age of 14 (to be known as Juvenile members) to use the Club's facilities under the direction of the Committee.
- c) Associate membership shall confer the right to sail any dinghy not owned by him, normally kept at the Club's premises by a Full or Full Family member with such member's permission, and the right to use the Club's facilities under the direction of the Committee.
- d) Student membership may be granted at the discretion of and on conditions determined by the Committee to persons from the age of 18 whilst such persons continue in full-time education or training. Such membership shall confer the right to use the Club's facilities under the direction of the Committee.
- e) Junior membership shall be available to persons aged between 14 and 18 and shall confer the right to use the Club's facilities. A Junior member shall cease to be a Junior at the end of the year preceding the year in which he attains 18 years of age. A Junior member may be transferred to Full, Full Family Associate or Student membership without payment of the entrance fee provided that he has been a Junior member for two years.
- f) Honorary membership may be conferred at a General Meeting on the recommendation of the Committee.
- g) Temporary membership may be granted by the Committee for a period not exceeding one month to persons not over 21 years of age.
- h) Group membership may be conferred on organisations at the discretion of and on conditions laid down by the Committee.
- i) Country membership shall be granted at the discretion of the Committee to persons who have been Full, Full Family Associate, Family Associate or Junior members but who live at a distance too remote to enable them to make normal use of the Club facilities or are unable to make use of the Sailing facilities provided by the Club.
- j) Family Associate, Student, Junior, Juvenile, Country, Honorary, Group and Temporary membership includes the right to sail any dinghy normally kept at the Club with the responsible owner's permission and subject to the Committee's discretion in all matters of safety and competence, provided that no person, other than a Full, Full Family, Temporary or Group member or *bona fide* visitor, shall, except at Open Meetings for the appropriate class of boat, bring on to the Club's premises or on to Errwood Reservoir any boat belonging or lent to him without the specific consent of the Committee  
and that  
no person shall leave a boat or any article belonging to him on the Club's premises unattended other than a dinghy and trolley on a parking space allocated to him by the Committee.



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## 6. ANNUAL SUBSCRIPTIONS AND FEES

Fees and subscriptions for members other than Groups shall be fixed by the General Meeting. Provided that, subscriptions and entrance fees may be varied by the Committee subject to ratification by the next General Meeting and, pending ratification, shall apply from such date as shall be fixed by the Committee. Fees and subscriptions for Groups shall be fixed by the Committee.

## 7. PRIVILEGES OF MEMBERSHIP

- a) All members shall be given notice of and be entitled to attend all General Meetings of the Club provided that Group Members shall be entitled to send one representative only.
- b) Full and Full Family Members shall be entitled to one vote at General Meetings of the Club and, if they are the owner of a registered boat, shall be entitled to an extra vote.
- c) Associate, Family Associate, Honorary and Country Members shall be entitled to one vote at General Meetings of the Club.
- d) A Group Member shall be entitled to two votes.
- e) Student, Junior, Juvenile and Temporary Members shall not be entitled to vote.
- f) All Members shall be entitled to use the premises of the Club and to participate in races organised by the Club subject to any restrictions for any such race.
- g) Members may introduce guests whose names shall be entered in the book provided. Any such guest shall not be introduced more than three times in any one year.  
A Member's guest shall be entitled to all the privileges of the Club and may join in Club racing and sailing provided that the Member shall be responsible for ensuring the compliance of his guest with the Club's constitution and bye-laws, including insurance of craft.
- h) No visitors other than Members' guests shall be allowed on the premises except for organised events open to non-members and team racing.

## 8. CESSATION OF MEMBERSHIP

- a) Notification of the intention of all members to retire from the Club shall be given to the Hon. Secretary in writing on or before 1st November, otherwise subscriptions for the year following shall be payable.
- b) A list of members whose subscriptions remain unpaid at 31st December shall be reviewed by the Committee and unless there shall be strong reasons to the contrary the members concerned shall be treated as having left the Club. A surcharge of 20% of the appropriate subscription may be levied by the Committee at its discretion on all members whose subscriptions remain unpaid at 31st December.
- c) If the conduct of a Member is such as shall in the opinion of the Committee be injurious to the character or interests of the Club, the Committee may expel such member provided that any member whose expulsion is under consideration shall be entitled to offer an explanation either orally or in writing to the Committee before the resolution for expulsion is put to the vote.
- d) The Committee may at its discretion withdraw Full Membership from a Member who shall not in its opinion have in any season made reasonable use of the sailing facilities.



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## 9. MANAGEMENT

- a) The affairs of the Club shall be managed by a Committee consisting of the Officers and five other members all of whom shall be elected annually and a further member who shall be an adult nominated by the Group Members. The Committee shall have power to co-opt members.  
Five members shall constitute a quorum.
- b) The Officers of the Club shall consist of :-
  - Commodore
  - Vice-Commodore
  - Hon. Secretary
  - Hon. Treasurer
  - Sailing Captain
  - Sailing Secretary
  - Chairman of the House Committee

## 10. ELECTION OF THE COMMITTEE

- a) Every candidate for election must be a Full, Full Family, Associate or Family Associate member.
- b) A candidate for election must be proposed by a Full, Full Family, Associate or Family Associate member.
- c) Nominations signed by the candidate, proposer and seconder shall be left with the Hon. Secretary before the Annual General Meeting. All Officers and Committee Members shall be deemed to offer themselves for re-election unless they specify their intention not to stand.
- d) If there are more candidates for election than vacancies a ballot shall be held.
- e) If the number of candidates for election is equal to or less than the number of vacancies to be filled candidates shall be deemed to be elected.
- f) If there shall be any vacancy for which no nominations have been received by the Hon. Secretary before the meeting nominations may be made at the Meeting.

## 11. DUTIES OF THE COMMITTEE

- a) The Committee shall manage the affairs of the Club according to the rules and shall take such steps as they consider desirable to promote the objects of the Club.
- b) The Committee shall apply the funds of the Club to the objects of the Club or to such other purpose as they shall deem expedient to the interests of the Club.
- c) The Committee shall cause proper books of account to be kept of all income and expenditure and all dealings with the assets of the Club.
- d) The Committee shall make such sailing regulations and bye-laws as they shall think prudent and such regulations and bye-laws shall be binding on all members.
- e) The Committee may delegate such of their powers as they think fit to sub-committees, the Chairman of such sub-committees shall be members of the Committee and shall have the power to co-opt additional members subject to the approval of the Committee and to the provisions of the Licensing Act 1964 Schedule 7.
- f) Flag Officers shall be members of all sub-committees.
- g) The Sailing Committee shall include the Sailing Captain, the Sailing Secretary and the Class Captains.
- h) If any member of the Committee shall fail to attend meetings for a period of four months he shall be deemed to retire unless the Committee otherwise resolve.



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## 12. PROCEEDINGS OF THE COMMITTEE

- a) The Committee may meet together for the despatch of business, adjourn and otherwise regulate meetings as they think fit but shall meet at least six times in every year.
- b) Questions arising at any meeting shall be decided by a majority of votes and in the case of an equality of votes the Chairman of the Meeting shall have a second or casting vote.
- c) The Commodore or in his absence the Vice-Commodore shall take the chair at meetings of the Committee but if neither of them is present at any meeting fifteen minutes after the appointed time for holding the meeting, the members of the Committee present shall choose one of their number to be Chairman of the meeting.
- d) The Committee shall cause proper minutes to be made of the proceedings of the Committee.

## 13. CLUB YEAR

The Club year shall commence 1st November and end on 31st October.

## 14. GENERAL MEETING

- a) A General Meeting shall be held annually to receive the Hon. Secretary's report and the Hon. Treasurer's Statement of Accounts made up to the end of each financial year ending 31st August and to appoint Officers and Committee for the ensuing year and to consider any other business which may be brought forward.
- b) Twenty-eight days' notice at least of any General Meeting shall be given to each member entitled to attend at such meetings. Such notices shall specify the place, day and hour of the meeting and the general nature of the business.
- c) Notice of any resolution to be proposed at the General Meeting shall be sent to the Secretary of the Club at least 21 days before the Meeting. Proposed resolutions shall be circulated by the Secretary not less than 14 days before the Meeting.
- d) The Committee may at their discretion call a Special General Meeting and shall do so upon the requisition in writing of ten members entitled to vote at a General Meeting to consider such matters as shall be stated in this requisition.

## 15. PROCEDURE AT GENERAL MEETINGS

- a) At all General Meetings the chair shall be taken by the Commodore or Vice-Commodore or in their absence an appointed Chairman from the members present and entitled to vote.
- b) No business shall be transacted at any General Meeting unless a quorum is present when the Meeting proceeds to business and for all purposes a quorum shall be 20 members.
- c) Every question shall be determined by a majority of votes unless otherwise expressly provided in these rules.
- d) A resolution put to the vote at the Meeting shall be decided by a show of hands unless the Chairman shall rule that voting on any resolution shall be by ballot.
- e) The Flag Officers and Committee members shall be elected by ballot.
- f) Two or more scrutineers shall be appointed at the meeting for the purpose of ensuring that ballot papers are in order and counting the votes.
- g) Any proposal to alter or add to the rules shall require a majority of two-thirds of the votes of those members present and voting.



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### 16. INTOXICATING LIQUOR

- a) The Committee may permit the supply of intoxicating liquor on the Club premises in accordance with the Licensing Act 1964. No intoxicating liquor shall be supplied to any person on the Club premises otherwise than by or on behalf of the Club.
- b) The Committee may arrange the supply of intoxicating liquor by the club to members and to members' guests on the Club premises at such times within the permitted hours as the Committee shall decide and shall secure the due observance of the provisions of the Licensing Act 1964 and all Acts relating there to and of any conditions attached to any Registration Certificate granted in respect of the Club premises, but it shall not be incumbent on the Committee to arrange such supply except as they shall decide.
- c) No person shall be paid at the expense of the Club any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club, nor shall any person directly or indirectly derive any pecuniary benefit from the supply of liquor by or on behalf of the Club to members or guests, apart from any benefit accruing to the Club as a whole.
- d) Persons other than members and their guests may be admitted to the Club premises and intoxicating liquor may be sold and supplied to such persons by or on behalf of the Club for consumption thereon on such special occasions as the Committee shall determine.
- e) Intoxicating liquor shall not be sold or supplied to persons under 17 years of age on the Club premises.

### 17. NOTICES

The accidental loss of any notice or document posted to a member at his last known address shall not invalidate any resolution or election connected therewith.

### 18. AUDITORS AND ACCOUNTS

The accounts shall be kept by the Hon. Treasurer and they shall be audited by the Hon. Auditor who shall be a member appointed at the Annual General Meeting and a copy of the Balance Sheet shall be given to all members prior to the Annual General Meeting. Should the Hon. Auditor be unable or unwilling to act, the Committee shall have the power to appoint a professional auditor until the next Annual General Meeting.

### 19. TRUSTEES

- a) The Club's property shall be vested in Trustees who shall be not more than four nor less than two in number and shall be appointed by a General Meeting of the Club.
- b) New Trustees may be proposed for appointment at a Meeting without prior nomination.
- c) The Trustees shall hold and deal with the Club's property in accordance with the directions of the Committee.
- d) A Trustee may not retire unless at least two continuing Trustees shall be left after his retirement and, upon the number of Trustees being reduced below four, new Trustees to bring the total number of Trustees up to four shall be appointed as soon as practicable.
- e) If the Committee shall deem it expedient Bank Accounts or Securities may be held in the names of not less than two of the Trustees.
- f) Upon a Trustee ceasing to be a member of the Club, he shall retire as and when a new Trustee is appointed.



## 20. INSURANCE

- a) The Club shall effect such insurance as may be necessary for the purpose of indemnifying the North West Water Authority, the Club and / or its Officers / Trustees against any legal liability. The Committee shall effect such insurance to cover the Club property against loss by fire, burglary and such risks as they shall determine.
- b) Full and Full Family members, Groups and Associations shall insure their boats through the Club's Fleet Insurance Scheme unless in a particular case the General Committee permit the member to insure elsewhere for special reasons.

## 21. TERMS OF LEASE etc.

Should the terms of the Club's Lease or any conditions laid down by the North West Water Authority conflict with these rules the former shall prevail.

## 22. TRAINING

The Club shall endeavour each year to organise and run a training course for people interested in learning to sail and who are resident in the area at a fee to be determined by the Committee.

## 23. CLUB CLASSES

The maximum number of classes shall be six and there shall be a limited menagerie fleet.

Boats in excess of 18 ft. overall length and cabin cruisers will not be admitted. Only one catamaran, up to an overall length of 16 feet, will be allowed on the water at any given time **for training purposes only** and then only when sailed under the control of an appropriately qualified Senior Instructor.

## 24. SAILBOARDS

Any reference in these Rules or the Club Regulations to a boat or Sailing Dinghy shall, where the context so admits, apply equally to Sailboards.



## GENERAL REGULATIONS

### LIABILITY

Every person using the reservoir shall be responsible for his own fitness and ability to do so and for his own survival. The Club accepts no responsibility for the safety of any person on its premises or using the reservoir.

### BUOYANCY

No person shall be in any boat on the reservoir without adequate personal buoyancy fastened. Wet suits are not regarded as adequate personal buoyancy. No boat shall be launched on the reservoir without approved buoyancy to class standards.

### WET SUITS

Wet suits are obligatory for any person on the water between the dates of the 1st November and the 30th April.

### INSURANCE

All boats using the reservoir shall be insured against third party risks in the sum of £1,000,000.

### DISINFECTION

Any boat, launching trolley or other article brought onto the Club premises shall be disinfected before being brought into contact with the water and the decontamination register signed. There is a spray disinfectant in the boat house. If the spray is unavailable the equipment should be thoroughly washed by mop and bucket.

### SAFETY

No sailing shall take place unless at least one safety boat is manned by a member capable of launching, starting and driving it. Safety boats shall not be used for any purpose other than rescue without the express authority of the Officer of the Day or his assistant. No boat shall sail close to the line of white buoys in front of the safety net or inside any of the creeks.

### INSTRUCTIONS

All helmsmen and crews shall comply with the instructions of the Officer of the Day and (as regards rescue launching and beaching) with the instructions of the Safety Officer.

### FISHING

Boats shall not be used for fishing.

### SWIMMING

No person shall swim or wade from choice.

### LAUNCHING AND BEACHING

Except in emergency, boats being launched shall have precedence on the slipway over boats being beached. Launching trolleys should be removed clear of the water once a dinghy has been launched. Submerged or semi-submerged trolleys pose a safety hazard to other sailors and their dinghies.



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## COMPOUND SPACE

Every boat-owning member shall be allotted space for his boat in the boat compound. No member shall leave his boat elsewhere overnight and a boat shall be returned to its space at any time when not being sailed if the Officer of the Day so requires. The occupant of a boat space in the compound shall be responsible for maintaining it in a tidy condition. Every boat owner shall make such provision for securing his boat as the General Committee shall from time to time prescribe.

## PERSONAL EQUIPMENT

Every person leaving a boat or other equipment on the Club's premises shall accept full responsibility for any damage to it. The Club accepts no liability to make good any loss however suffered.

## DINGHIES AND ASSOCIATED EQUIPMENT ABANDONED ON CLUB PREMISES

Each boat-owning member will, on receipt by the Club of an annual subscription, receive an identification sticker pertaining to the current membership year which the member must affix to his / her dinghy (dinghies) or cover(s) to facilitate their identification by Club officers. Extra identity tags will be made available on request to members to display on road trailers stored in the dinghy park. Road trailers may only be left in the dinghy park if properly secured to the designated anchorage points therein.

- a) The Committee reserves the right to remove any dinghy or associated equipment which by the first day of June is not so identified to a separate area of the dinghy park without being liable for any loss or damage to the dinghy or associated equipment however caused.
- b) The Committee will then contact the owner of the dinghy or associated equipment (if known) and give two months notice in writing of the Club's intention to sell the dinghy / equipment and to deduct any monies due to the Club by way of arrears in subscription before accounting for the balance (if any) to the former member.
- c) Alternatively any dinghy / equipment which in the opinion of the Committee cannot be sold may, after the two months notice, be disposed of in any manner the Committee shall think fit and any expenses incurred recovered from the former member.

## RESTRICTIONS

Boats owned other than by individuals or guests of the Club shall not use the reservoir between 1 p.m. and 6 p.m. on Saturdays, 10 a.m. and 6 p.m. on Sundays and after 6.30 p.m. on Wednesday evenings without the written consent of the General Committee, which may be given to Groups in respect of boats conforming to the Club's racing classes.

## INTERFERENCE

Members shall not interfere with any other private or public interest or with any wild life.

## PETS

Pets are not allowed on Club premises.

## DUTY ROSTER

Members and their families (other than children) using the Club are required to carry out the functions of race officials, safety boat crews or serve in the galley as scheduled in the Duty Roster. This is published periodically with the Newsletter and also displayed on the notice board. It is members' responsibility to acquaint themselves of their duty dates, to promptly find substitutes if unable to attend and to advise the monitoring officer of the change. The nominated Officer of the Day is required to ring his assistant, safety boat crews and galley staff before their duty date to ensure that attendance or substitution will take place.

## CAR PARKING

Unless delivering materials or supplies to the Club House, members are required to use the car park and keep the foreshore clear for rigging and beaching boats. Members rigging boats on the foreshore must keep a clear vehicular lane to the Club House for deliveries and emergencies.



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## SAILING INSTRUCTIONS FOR CLASS AND HANDICAP SERIES RACING

### RULES

Races shall be sailed under ISAF and Class Association Rules and the following Sailing Instructions, the latter taking precedence.

### VOID RACE

A race shall be void unless there are at least two starters.

### RACING PROGRAMME

Dates and times of races shall be as detailed on the Race Notice board at the Club House.

### STARTING LINES

Shore based starts will be conducted from Race Control and the Starting Line shall be the extension of a line between the flagstaff in front of Race Control and either the red, white or blue post behind Race Control. The three starting lines so formed shall be limited by red, white and blue coloured distance marks respectively, moored approximately on those lines. Either a red, white or blue coloured flag shall be flown from the flagstaff in front of Race Control to indicate which starting line is in use. Water based starts shall be conducted from a Committee Boat which when on station will fly International Code Flag C and the starting line shall be a line between the forward mast of the Committee Boat and a designated mark. An inner distance mark may sometimes be moored near to the Committee Boat and approximately on the line, in which case no yacht shall pass between such mark and the Committee boat at any time.

### FIVE (TWO AND A HALF) MINUTE RULE ISAF

Rule 45 shall not apply.

### STARTING SIGNALS FOR CLASS SERIES RACES

Starting signals shall be given from Race Control and a light signaling system will be used whenever possible to replace the use of traditional Class warning and the preparatory signal flags. Class races shall be started in turn according to directions posted on the Race Notice board, which will indicate the starting order of the Classes and the colour of each Class warning light. Five minutes before the start of the first Class a single sound signal will be made and the appropriate coloured warning light illuminated. Two and a half minutes before the start of the first Class a single sound signal will be made and (i) the white preparatory light for the Class will be illuminated below its warning light and (ii) the coloured warning for the second Class to start will be illuminated. At the start of the first Class a single sound signal will be made and (i) both the coloured warning light and the white preparatory light for that Class will be extinguished and ii) the white preparatory light for the second Class to start will be illuminated below its warning light and (iii) the coloured warning light for the third Class to start will be illuminated. At the start of the second Class a single sound signal will be made and (i) both the coloured warning light and the white preparatory light for that Class will be extinguished and ii) the white preparatory light for the third Class to start will be illuminated below its warning light and (iii) the coloured warning light for the fourth Class to start will be illuminated. This procedure will continue until all Classes have started.

Note: - Boats not already started must as far as practicable remain at least thirty metres behind the starting line during the period of two and a half minutes before the start of any other Class.



## STARTING SIGNALS FOR HANDICAP SERIES RACES

Except when otherwise instructed all boats shall start together in Handicap Series Races.

When starting signals are given from Race Control a light signaling system will be used whenever possible to replace the use of traditional Class warning and the preparatory signal flags. Five minutes before the start of a race a single sound signal will be made and a coloured warning light illuminated. Two and a half minutes before the start of the race a single sound signal will be made and the white preparatory light below the coloured warning light will be illuminated. At the start of the race a further single sound signal will be made and both the warning and preparatory lights will be extinguished.

Starting signals from a Committee Boat shall be as follows. Five minutes before the start of a race a single sound signal will be made and International Code Flag Number 1 broken out. Two and a half minutes before the start of the race a single sound signal will be made and International Code Flag P broken out. At the start of the race a further single sound signal will be made and both flags lowered.

## FINISHING LINE

The finishing line shall always be a line between the flagstaff in front of Race Control and the white-coloured distance mark.

## COURSES

Courses will be decided by the Race Officer on the day and will be displayed at least fifteen minutes before the start of a race. Marks are numbered clockwise around the reservoir. Odd numbered marks are coloured orange and even numbered marks are coloured yellow. Courses will usually be shown by reference to mark numbers only, the mark number appearing upon either a red or a green background, depending upon whether the mark is to be left to port or starboard respectively. The number of laps to be sailed will be indicated by a black figure on a white background.

## MARK OF THE COURSE

A buoy shall only be a mark of the course when it is the next mark to be rounded in the sailing of the prescribed course.

## LAP OF THE COURSE

After rounding the last numbered mark of a course all yachts must then cross the finishing line to either commence a new lap in the race or to finish.

## SHORTENED RACE

A race may be shortened by one or more complete numbers of laps in which the Class Flag shall be broken out below International Code Flag S on the flagstaff in front of Race Control and two sound signals given as the leading boat in the race rounds the last numbered mark of the course.

## FINISHING HANDICAP SERIES RACES

There will be no prescribed number of laps for Handicap Series Races and the duration of a race shall be such that the leading boat sails for approximately one hour. The Race Officer shall signal the termination of a race by breaking out International Code Flag S on the flagstaff in front of Race Control and giving two sound signals as a selected boat in the race rounds the last numbered mark of the course. Every yacht shall then complete the lap it is sailing.



## POSTPONED RACE

A fifteen minute postponement of the start of a race will be indicated by breaking out the Class flag and the Answering Pennant and making two sound signals. Subsequent postponements of fifteen minutes will be indicated by dipping and raising the Answering Pennant and making further sound signals as appropriate. A single sound signal shall be made at the end of the postponement as the flags are lowered. If it is decided to postpone a race until a later date than details of the alternative arrangements will be posted on the Race Notice board at the Club House.

## CANCELLED OR ABANDONED RACE

A cancelled or abandoned race shall be signaled by breaking out International Code Flag N along with the Class flag and making three sound signals.

## INDIVIDUAL RECALLS

If one or more boats start prematurely in a race a single sound signal shall be made immediately after the starting signal and, except when a light signaling system is in use, the Class warning flag shall be left flying at the dip until all offending yachts return behind the line to the satisfaction of the Race Officer. Sail numbers shall be called out by the Race Officer or one of his assistants if possible but the onus is on the helmsman to ensure a correct start.

## GENERAL RECALL

If a number of unidentifiable boats start prematurely in a race or if the Race Officer is not satisfied with the start a general recall shall be made in which case two sound signals shall be made immediately after the starting signal for the void start and, except when a light signaling system is in use, the First Substitute Pennant shall be broken out. Unless two or more races are being started consecutively the next signal after the general recall shall be the warning signal for a new start. When a number of races are being started consecutively any recalled starts shall be deferred until the start of end of the starting sequence in the order they occur and so on until all races are started satisfactory.

## ROUND THE ENDS RULE

When, after a general recall, any part of a yacht's hull, crew or equipment is on the course side of the starting line or its extensions during the minute before her starting signal she will thereafter return to the pre-start side of the line across one of its extensions and start.

## TIME LIMIT

If any boat fails to complete the course or shortened course within twenty minutes of the first boat finishing it will be deemed to have retired.

## PROTESTS

A helmsman's intention to protest after a race must be notified to the Race Officer immediately he comes ashore from that race. The protest must be made in writing on the approved form, which may be obtained from the Race Officer who will, when the completed form is returned, make the necessary arrangements in order that the protest may be heard as soon as possible.

## PERSONAL BUOYANCY

Personal buoyancy must always be worn when sailing and if of the inflatable type, must be inflated. Wet suits alone are considered insufficient.

## SAIL NUMBERS

Sail numbers in accordance with RYA and Class Rules must be displayed. Permission must be sought from the Race Officer to use sails other than those bearing the number of the boat.



## LIABILITY

The Club does not accept responsibility for the safety of any person on its premises or using the reservoir.

## SCORING

Each boat will be awarded the same number of points as its finishing position in a race, except that the first boat will be awarded  $\frac{3}{4}$  of a point. Boats retiring in a race will be awarded points equal to the number of starters in the race, plus one. Boats disqualified will score points equal to the number of starters in the race, plus four.

## OVERALL WINNER

The overall winner of a series will be the boat securing the lowest points score, counting results from a number of races equal to 40% of the total number in the series, less the total of those races either cancelled or abandoned.

## ELIGIBILITY

All boats must be registered with their Class Association, have a current measurement certificate and third party insurance cover of at least £1,000,000. Helmsmen shall be members of their Class Association when this is a condition for the measurement certificate of their boat to be valid.

## VARIATIONS

The Sailing Committee will have the right to add to or amend these instructions at any time. Any alterations will be displayed on the Race Notice board at the Clubhouse, which will be the official means of communication with competitors.



## FREE SAILING REGULATIONS

No boat shall sail outside periods for which Officers are appointed on the duty list until the helmsman has made the appropriate entry in the Free Sailing Log in the Clubhouse.

Any helmsman free sailing during a period for which Officers are appointed and who continue sailing after the end of such period shall make the appropriate entry in the Free Sailing Log and shall personally satisfy the Officer of the Day that he has made adequate arrangements for manning the rescue boat and securing equipment and the premises when he has finished sailing.

No person shall free sail unless he or she has righted the boat he or she is sailing or a comparable boat after capsize or there are at least three boats actually sailing or sailing is taking place under the auspices of a competent instructor.

The first person free sailing shall be deemed to be Officer of the Day until the stated period of duty of an Officer appointed in the duty list and shall carry out the duties of the Officer of the Day as set out in these Regulations, so far as applicable to free sailing. When such person wishes to leave he shall inform another competent helmsman who shall assume the duties of Officer of the Day so far as above and the other obligations of a helmsman free sailing until he in turn hands over the duties on the same terms. The helmsman handing over the duties shall in every case mark the free sailing log to indicate the person to whom the duties have been handed over.

If there shall be no person willing or competent to assume the duties of Officer of the Day the person who last assumed them shall require all boats to leave the water and secure the rescue boat and premises. Boats free sailing shall generally remain at least three boat lengths from boats racing and shall not in any case interfere with the wind flow to boats racing. They shall also keep three boat lengths away from any mark on the reservoir.

Boats free sailing shall not fly a racing flag.

Boats free sailing shall keep well clear of fishermen.

Boats free sailing shall keep well clear of the race starting and finishing areas whilst starting and finishing procedures are in operation.



## DUTIES OF OFFICERS

### 1. OFFICER OF THE DAY

The Officer of the Day shall be the person so appointed in or in accordance with the Sailing Programme or these bye-laws and regulations, and his duties shall be to :-

- a) Ensure that the Rules and Bye-laws and Sailing Regulations of the Club are complied with
- b) Obtain the keys from a nominated key holder
- c) Attend the reservoir from forty-five minutes before the start of the first race until the last race of the day shall have been completed (see also section on free sailing)
- d) visually check the security of the outfall boom ropes and safety net for fretting etc. and visually check the boom net and enter the date and his signature in the log book certifying his having checked the above items
- e) Choose a course for the first race, mark the course board accordingly and put it on display. Help in setting a course can be obtained from a member of the Sailing Committee. Ensure that the outer limit mark is in front of the start line. So far as it is practicable a windward start and a windward finish should be set.
- f) Allot a Safety Officer to the duty boats and see that the Safety Officers carry out their duties. No sailing shall take place until Safety Officers are on duty.
- g) Check the light signaling system, the race flags and the public address system. Operating instructions for ELSIE are in the handbook and also in the lid of the instrument console. Assistance is available from any member of the Sailing Committee.
- h) Prepare the race sheet
- i) commence the race sequence. If any boats are over the line at the start, be prepared to (and as far as is practicable) announce individual boat numbers on the PA. system. General recalls are as detailed in the General Sailing Regulations.
- j) Mark the position of each boat upon completion of each lap and, in the case of handicap racing, the number of laps completed and the finishing time in minutes and seconds
- k) Signal finish of the races fifteen minutes after the last boat to finish in any race sequence, check each race sheet, enter the number of points for each boat and file the race sheets in the Sailing Secretary's box
- l) Postpone, cancel or abandon races if the capacity for ensuring safety of the helmsmen and crews appears inadequate, also, if there shall appear to be inadequate wind within twenty minutes of an appointed starting time to complete a lap of the appointed course within one hour.
- m) Ensure that all sailing equipment is correctly stowed and the beach and compound left tidy
- n) Ensure that the outboard engine and safety boat are securely locked in the boathouse
- o) Deliver the keys to the appropriate custodian

An Officer of the Day may arrange a substitute for himself on the following conditions :-

A substitute for the entire day or for the start of the day must be approved by a member of the Sailing Committee at least one week before the substitution takes place.

A substitute may be arranged to act for part of a day at the start of the first race provided that the substitution has been approved by a member of the Sailing Committee whose name shall be noted by the appointed Officer of the Day in the Sailing Log Book.

If an appointed Officer of the Day or Assistant Officer of the Day be absent a Member of the Sailing Committee shall appoint a deputy or deputies to act in his stead.

All persons on the Club's premises or using the reservoir under the Club's auspices shall comply with the requirements of the Officer of the Day in relation to sailing generally, use of the Club's facilities, rescue and relations with the general public.

### 2. ASSISTANT OFFICER OF THE DAY

An Assistant Officer of the Day who shall have similar authority to the Officer of the Day shall be appointed to act on every Racing Day during the Club's sailing season and he will assist and be responsible to the Officer of the Day and shall comply with the Officer of the Day's instructions. He shall attend at the reservoir forty-five minutes before the start of the first race until the last race of the day has been completed.



### 3. SAFETY OFFICERS

Safety Officers shall be appointed to act on every Sunday and on every Wednesday during the Club's sailing season.

Their tour of duty shall be from forty-five minutes before the start of the first race to the end of organised sailing for the day. At all times when sailing is taking place the

Safety Officers shall be the persons or person (if any) appointed in the sailing programme and, if no such person be appointed to the sailing programme, shall be the person designated by these regulations. In addition to specific duties assigned to them Safety Officers shall in general be responsible to the Officer of the Day, assist him and comply with these instructions.

A safety officer may provide a substitute for himself upon similar terms and conditions to those prescribed in respect of the Officer of the Day.

If a Safety Officer shall fail to attend the Officer of the Day or a member of the Sailing Committee shall appoint a member to deputise for him.

The Safety Officers are specifically responsible for Rescue Duties and the recommended procedure is :-

#### Preparation

- a) Obtain the necessary keys or make sure the O. D. has them.
- b) Arrive early - at least 45 minutes before the start of the first race.
- c) Bring full sailing gear. If the weather is cold bring wet suit - you may have to enter the water to help someone.
- d) Make sure you have a competent assistant.
- e) Do you know how to apply mouth-to-mouth resuscitation?
- f) Do you know how to treat hypothermia?

If there is any doubt about your ability to attend, find a deputy, remember there can be no racing if the rescue boat is not manned.

#### On Arrival

- a) Open boat store
- b) Get rescue boat out
- c) Mount outboard motor on boat
- d) Open fuel store
- e) Put appropriate fuel can in boat
- f) Launch boat and start engine (see Bosun's notes)
- g) Check that all rescue boat equipment is present and in good order
- h) Report to the O. D. who may wish you to perform duties such as moving marks before racing and may wish you to take a particular station during racing.

#### During Racing

- a) Take station as directed by the O. D.
- b) In the absence of specific instructions from the O. D. take station close to the point on the course where capsizes are most likely to occur. This will normally be the gybe mark or the run.
- c) Do not motor about during racing (unless going to the aid of a boat in difficulty) as this can annoy and distract racing helmsmen and may well set up a wash which can affect boat performance.
- d) Keep a sharp lookout at all times (even when rescuing someone) for people in difficulty.
- e) Do not come ashore until all competitors are ashore - the last to finish are likely to be the least able and therefore the most likely to need help.



## Rescue

- a) Before rescuing anyone, make sure they wish to be rescued. Most Club Members are quite capable of righting a capsized boat and sailing on, and will wish to do so rather than risk being disqualified for receiving assistance.
- b) If rescuing people in danger of drowning or hypothermia the first priority must be to get the victims aboard the rescue boat. Give first aid and return to the shore with them - leave the capsized boat where it is and return to it later.
- c) When approaching people in the water, always idle your engine before coming close to them or their boat. The reasons for this are :-
  - i) the propeller could cause nasty injuries
  - ii) The propeller could become entangled in rigging, sheets, etc. and disable the rescue boat.
- d) To assist craft off a lee shore, the safety net, etc., stand off and throw a line. Use this to tow them off. This will avoid any injuries or damage from the propeller and also will avoid putting the rescue boat aground.
- e) Always right capsized boats before attempting to tow them.
- f) It is usually easier to tow a dinghy alongside the rescue boat with the crew holding on.
- g) Always remember that the primary function of the rescue boat crew is to save life. The salvage of boats and gear is a secondary matter and must never be allowed to interfere with the main function. If you are engaged in salvaging equipment and you see a crew in difficulty you must at once leave the equipment and go to the aid of the crew.

## At the end of sailing

- a) Return the boat, engine, fuel and equipment to their respective stores.
- b) Report any breakages or gear deficiencies to the Bosun.

## 4. CLASS CAPTAINS

Class Captains shall be elected annually by each fleet. Their duties include :-

- a) Attending meetings of the Sailing Committee thereby assisting in the general running of the Club and ensuring that matters concerning their Class in relation to the Club are brought to the attention of the Sailing and General Committees and conversely from Committees to fleet members.
- b) Liaison with their Class Association.
- c) Obtaining particulars of Open Meetings and informing fleet members and conversely informing other Clubs of our fleet Open Meetings.
- d) Arranging for the measurement of boats in their Class.
- e) Keeping the Club Publicity Officer informed of Fleet activities.
- f) Holding fleet meetings on a regular basis.
- g) Arranging guidance on sailing matters for beginners.
- h) Maintaining contact with members of their fleet.



## CARE AND OPERATION OF OUTBOARD MOTORS

The safety of all members depends upon the satisfactory operation of the engines which drive the safety boats. By following these notes safety officers can help ensure that engine problems are minimised.

When fitting an engine onto a boat ensure that the clamps are firmly hand tight on the transom and secure the safety line from the engine to a cleat or part of the boat structure. Failure to attach a safety line can result in total loss of engine.

All fuel tanks are stored in the fuel locker; the key can be obtained from the O. D. Select the correct tank for the engine and ensure that it is between half and three-quarters full. The 5 gallon drum in the fuel locker contains ready-mixed fuel. Connect the flexible pipe from the tank to the engine, open the air bleed screw on the top of the filler cap and prime the carburetor by squeezing the bulb in the fuel line until it goes hard. Ensure that the engine can swivel freely for steering purposes, check that the bungs are fitted to the boat and launch.

Paddle the boat clear of the shore but do not attempt to start the engine until it has been lowered to the vertical position and 'locked down'. The propeller must be submerged before starting the engine. Each engine may have differing controls and if you are in any doubt as to their position or function, consult the Bosun or O. D. It is essential that the engine is NOT in gear and the throttle is at idle before attempting to start the engine.

To start a cold engine some choke may be necessary but only use it for 2 or 3 pulls on the cord. If the engine does not start, return the choke to its running position and try to start it again 2 or 3 times. This cycle of alternate choke and no choke may be repeated as necessary and will nearly always start the engine.

If the engine refuses to start with the above sequence :-

- 1) Check that the carburetor has been primed (i.e.. the bulb is hard).
- 2) Continue trying to start the engine with the choke in the running position for 3 or 4 times because it is probably flooded with fuel.
- 3) Call for the assistance of the Bosun or O. D.

After starting a cold engine it is advisable to motor across the reservoir at full power to warm the engine and to check that all is well with the boat. Starting an engine which has been running recently should present no problems. Always try to start the engine with no choke first and only use choke if this fails.

Whenever any person is in the water near to the rescue boat, the engine must be in neutral (not in gear) to prevent any injury from the propeller, but do not stop the engine. Any necessary manoeuvring should be done with the paddle.

When bringing the boat ashore, direct the boat to the landing point and switch off the engine while still about 5 metres from the shore. Unlock the safety catch and lift the engine to its horizontal position before it catches the bottom. Bring the boat ashore and always find an assistant before removing the engine from the boat. (DO NOT remove the engine from the AVON). Please return the fuel tank to the fuel locker with its air vent closed and the engine to the rack in the boat house. The Avon, complete with engine, can be wheeled into the boat house.

Always report any difficulties or faults to the Sailing Captain or Bosun as soon as possible so that any necessary work can be done.



## Revision Information

### Rule Book Version 4 2004

Compiled and revised by Geoff Dobson 05/03/05

From previous edition and on the basis of AGM held at the Clubhouse on Sunday 7<sup>th</sup> November 2004.

Extract From minutes.

### **"9. Resolutions**

*The General Committee proposed the following resolution to the Annual General Meeting:*

#### **Proposed amendments to Sailing Club rules :-**

##### **Section 3-Objectives**

Add as subsection (d)

*"To promote community participation in sailing."*

*This was unanimously approved*

##### **Section 4- Membership**

Add as subsection 4 (l)

*"(i) Membership of the club shall be open to anyone interested in sailing regardless of sex, age, disability. Ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership according to available facilities is allowable on a non - discriminatory basis.*

*(ii) The club may have different classes of membership and subscription on a non - discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.*

*(iii) The Committee may refuse membership, or remove it only for good cause such as conduct or character likely to bring the club or sport into disrepute. appeal against refusal or removal may be made to the members."*

*These rule changes were unanimously approved*

Add as subsection 4 (m)

*"All surplus income or profits shall be reinvested in the club and no surpluses or assets will be distributed to members or third parties."*

*This was unanimously approved*

Add as subsection 4 (n)

a) *"In the event of the club being dissolved then upon dissolution of the club any remaining assets shall be given or transferred to another Community Amateur Sports Club, a registered charity or the Royal Yachting Association "*

*This was unanimously approved after discussion and amendment to*

*"In the event of the club being dissolved then upon dissolution of the club any remaining assets shall be given or transferred to another sailing club which is a Community Amateur Sports Club, or the Royal Yachting Association". "*