

NOTES

INTRODUCTION

D.S.C. Committee hopes this booklet will introduce Denholme Sailing Club to you as a new member.
If you have any questions to ask or points to raise feel welcome to approach any Officer or Committee Member.

CONSTITUTION

1. The name of the Club shall be "Denholme Sailing Club"
2. The object for which the Club is formed is to promote the sport of sailing.
3. The Club shall be administered under R.Y.A. Bylaws.
4. The Club shall be open to any sailing craft up to a length of 16 ft but excluding windsurfs, sailboards or any similar vessel normal operated by the sailor from a standing position. Power craft will be allowed on the water for rescue purposes with the approval of the committee.
5. Classes of membership.
 - (a) Family membership – which covers up to 2 adults and minor children living at the same address. Members in this class will be entitled to keep up to 2 boats per membership subscription in the club dinghy pen (subject to availability of spaces as determined by the committee, payment of pen fees and agreement to dinghy pen rules).
 - (b) Crew membership- for any person wishing to sail but who does not use their own boat on the club's facility. Members in this class are not entitled to keep boats in the club's dinghy pen.
 - (c) Student membership -for any person in full time education. Members in this class will be entitled to keep 1 boat per membership subscription in the club dinghy pen (subject to availability of spaces as determined by the committee, payment of pen fees and agreement to dinghy pen rules).

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Revised November 2009

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- (d) Group membership -for any person belonging to a Club recognised by the Committee, the subscription to be paid by the Club. Members in this class will be entitled to keep up to 2 boats per membership subscription in the club dinghy pen (subject to availability of spaces as determined by the committee, payment of pen fees and agreement to dinghy pen rules).
- (e) Social membership -for members who do not sail. Members in this class are not entitled to keep boats in the club's dinghy pen.
- (f) The Committee has the authority to elect any Temporary or Honorary members, as they deem appropriate and Life Members for meritorious service.
- (g) Life members are elected by the committee."

6 Subscriptions

These shall be fixed by the Committee and be payable on joining the club and on or before January 1st thereafter. Any person who has not paid the subscription by January 8th shall be removed from the membership list. A new member who joins the Club on or after the 1st of September shall pay a full subscription giving membership without further payment for the remainder of that year and the whole of the following year, unless there is an increase in subscriptions.

Joining Fee

The Committee may charge an entrance fee of such a sum, as it deems advisable.

- 7 Membership --- Every member, on joining the Club, implicitly undertakes to comply with the Constitution and Rules of the Club. Membership may be terminated or renewal of subscription refused for failure to observe the Club's Constitution or Rules. Any member so affected shall be given the opportunity of stating his case, either orally or in writing, to the Committee before the question of termination or non-renewal of membership is finally decided.
- 8 (a) The Officers of the Club shall consist of a Commodore, Vice Commodore, Rear Commodore, Hon. Secretary and Hon. Treasurer.
(b) The Vice Commodore shall be elected from the membership of the retiring Committee.

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RACING

- (1) A race sheet will be provided for signing on.
- (2) The course will be displayed on the black/white board and/or the course map. The marks will be listed on the board. All marks will be rounded.
- (3) Sound signals will be given to indicate 6 minutes (long blast), 3 minutes (three short blasts), 1 minute (long blast), 10 seconds (short blast) and start (extra long blast).
- (4) In the case of a general recall, two sound signals will be given. All boats must return behind the starting line.
- (5) In the case of an isolated recall, a single sound signal will be given and the sail number hailed. The boat must return behind the starting line and start again.
- (6) If the course has to be shortened, a sound signal will be made as the leading boat rounds the last mark before the finishing line.
- (7) If a boat intends to retire, it should do so immediately after the incident or decision. It should not continue to sail the course with the rest of the fleet.
- (8) Protests should be properly made out on the Club's protest form, quoting the relevant rule. The completed form should be handed to the duty officer within 20 minutes of the end of the race.
- (9) The scoring system of 1st-1pt, 2nd-2pts, 3rd-3pts etc. will be used. Retired boats will be allocated the number of points according to boats racing plus one. Boats disqualified will be given points equal to the number of boats racing plus one.
- (10) The duty officer should generally try to: -
 - (a) Ensure a long windward start by appropriate siting of the start line.
 - (b) Ensure each race lasts about an hour. Start with too many laps rather than too few as a race can be shortened but not lengthened.
- (11) After the leading boat has finished, all lapped boats will be Finished when they next cross the finishing line and appropriate corrections made to their elapsed times.
- (12) The race sheet will be completed by the duty officer and the results recorded.

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RESPONSIBILITIES OF THE DUTY OFFICER

- (1) Arrive at the centre at least one hour before the start of the first race so that all necessary preparations can be completed comfortably.
- (2) Set the course to be sailed at least 20 minutes before each race.
- (3) Assist in the preparation and launch of the safety boat before dinghies are sailed.
- (4) Ensure that all helms and crews are wearing buoyancy aids.
- (5) Proceed with the racing program according to the sailing instructions.
- (6) In the case of a protest being made, arrange a protest meeting as soon as possible or request assistance from the Racing Committee.
- (7) Return all racing equipment to the boat shed on completion of the racing program.
- (8) Ensure the security of the safety boat, dinghy compound and center on completion of sailing.
- (9) In the event of an accident the Duty Officer should record it in the Accident Book

N.B. Holders of keys to the clubhouse, dinghy pen and engine store. Are printed in the latest Newsletter.

RESPONSIBILITIES OF THE ASSISTANT DUTY OFFICER

- (1) Arrive at the centre at least one hour before the commencement of sailing.
- (2) Prepare safety boat, checking petrol supply and auxiliary equipment.
- (3) Ensure that all sailors are wearing buoyancy aids.
- (4) Assist the duty officer in preparing for races and running them.
- (5) Remain with safety boat afloat or ashore to provide any required assistance.
- (6) Keep Race Sheet up to date with all entries. Sign and date it. Recover safety boat after last dinghy is on jetty.

N.B. Refer to "Instructions for use of Safety Boat" on Club notice board.

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- (c) The Commodore subject to paragraph 8(d), shall on retiring be succeeded by the Vice Commodore or be elected from the membership of the retiring Committee.
- (d) The Commodore shall serve a maximum of three consecutive years at any one time.
- (e) The Rear Commodore will be the retiring Commodore.
- (f) The officers will be elected at the Annual General Meeting and hold office, subject to paragraphs (c) and (d), until the conclusion of the next Annual General Meeting. They shall be eligible for re-election.

9. Committee-- The committee shall consist of the officers, and not more than eight members of the Club elected by the members at the Annual General Meeting and shall hold office until the conclusion of the next Annual General Meeting.

10 The Committee shall manage the affairs of the Club according to the rules and shall apply the funds for the benefit of the Club. It shall have the power to make such Rules and Regulations, as it thinks fit as to the management of the Club. Such rules shall be binding, unless rescinded by a General Meeting, and shall be published on the Club's Notice Board.

11 The General Committee shall have the power to co-opt members and to appoint sub-committees.

12 The General Committee shall fix the time and place of its own meetings. A quorum shall consist of four members. An issue shall be decided by a majority of votes, the Chairman having an extra casting vote in the event of votes being equal.

13 Treasurer --- The Treasurer shall keep a complete and accurate account of the Club's finances. A statement of account shall be presented to the General Committee when required and for approval, prior to presenting it to the Annual General Meeting each year.

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14. 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. The General Committee may appoint a substitute if the appointed auditor is unable to act.
- 15 Annual General Meeting: -An Annual General Meeting shall be held each year To transact the following business.
- (a) To receive and if approved, to adopt the annual report and an audited statement of the accounts to the end of the preceding year.
- (b) To elect the Officers and members of the Committee for the ensuing year.
- (c) To elect an auditor for the ensuing year.
- (d)To deal with any matters which the Committee wishes to bring before the members.
- (e)To consider any resolution from members of which not less than 28 days notice shall be given to the Honorary Secretary. A quorum shall consist of 10 members.
A majority of votes cast shall decide any issue, the Chairman having an extra casting vote in the event of equality of votes. Voting shall be limited to one vote per Family, Crew, Student, Group or Social, (excluding Honorary or Temporary members) membership subscription and no member shall be entitled to act as proxy for or vote on behalf of any other member. Fifty-six days clear notice of a meeting is to be given.
16. Extraordinary General Meeting ---- This may be called by the Honorary Secretary at any time on the instruction of the General Committee or on a requisition signed by 10 members. All Annual General Meeting provisions apply.

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(12) **DINGHY PEN RULES**

- (a) Persons who cease to be members must within 30 days of ceasing to be members remove any boat they have stored in the dinghy pen.
- (b) All boats stored in the pen must be insured, whether or not they are sailed with third party cover of at least £3,000,000. Members who fail to obtain or maintain the required insurance cover on a boat must immediately remove it from the pen. Failure to remove uninsured boats will be deemed to be a failure to observe the Constitution & Rules and may result in termination of membership should the Committee so determine.
- RECOMMENDATIONS**
- (1) The safety boat should not be used for starting races if likely to be required for its main function.
- (2) If possible lower sails of moored dinghies when left on jetties for a length of time, especially in windy conditions. Single handers should loosen kickers and out-hauls.
- (3) Take care when walking round the reservoir since banking is in a poor state of repair.
- (4) Dogs should be kept on a suitable lead.
- (5) All sailors whether racing or free sailing should sign the Duty Officers Race Sheet on going afloat.
- (6) Do not promote or join in arguments with anglers.
- (7) Please keep the sailing centre tidy, suitably disposing of litter and help each other to contribute to the smooth running of the club.
- (8) For information about safety matters, refer to the Health and Safety Policy document displayed on club notice board.

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RULES

- (1) Sailing by club members is only permitted.
 - (a) From 6.00 p.m. on Tuesday.
 - (b) From Noon on Saturday.
 - (c) All day Sunday.
 - (d) All day on Bank Holidays.
- (2) Sailing is not permitted unless a safety boat is afloat and ready for use.
- (3) Any dinghy sailed must be capable of passing a suitable buoyancy test, this fact to be demonstrated, if required, to the club safety officer or other committee member.
- (4) Any dinghy sailed must be currently insured with third party cover of at least £3,000,000
- (5) No launching or beaching of craft is permitted, except in an emergency, other than on the ramp provided.
- (6a) Any person in a boat or on a jetty must wear a buoyancy aid to at least 50 Newtons standard.
- (b) Children under 16 years of age must wear approved buoyancy aids at all times when on club premises and beyond the gate.
- (7) Wet or dry suits must be worn whilst sailing in the months of December, January, February and March.
- (8) Non- members are not normally allowed on the jetties.
- (9) Swimming and wading are not allowed except in an emergency.
- (10) Pollution of the reservoir water in any way is prohibited.
- (11) Members afloat should keep at least 9m away from anglers where possible.

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- 17 Notice of any alteration to the Constitution or Rules intended to be proposed by a member shall be given to the Honorary Secretary in writing 28 days before the Annual General Meeting or Extraordinary General Meeting and full particulars must be circulated.
18. Trustees - -- There shall be not less than two and not more than four trustees who shall be elected at an Annual General Meeting. They shall remain in office until death, resignation or until removed by a General Meeting.

All the property of the Club shall be vested in the trustees and they will deal with such property as directed by resolution of the General Committee and they shall be indemnified against cost, risk and expense out of the Club funds. The trustees on behalf of the Club shall execute all legal documents.
19. Indemnity — It is a condition of membership that each member shall indemnify the Club and its Officials from and against all actions or claims in respect of death, injury or loss arising out of or in connection with the use of the reservoir, the Club's premises or equipment. The Club shall not be responsible for the loss or damage that may be sustained from any causes whatsoever to member's craft or other property.
20. A responsible adult must accompany any child under the age of 16.
- 21 **Abandoned boats policy**

If at any time any membership subscription or pen fee payable to the club by any member or former member shall be three months or more in arrears and a boat the property of the member or former member remains upon the club premises:

(i) The 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.

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(ii) The Committee shall be entitled upon giving three 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 subscription, pen fees or otherwise) from the net proceeds of sale before accounting for the balance (if any) to the member or former member.

(iii) Alternatively any boat, which in the opinion of the Committee cannot be sold, may, upon such notice as aforesaid, be disposed of in any manner the Committee may think fit and the expenses recovered from the member or former member. Any arrears as aforesaid shall be deemed to be a debt owing to the club by the member or former member.
Further, the club shall at all times have a lien over the members' or former members' boats kept or stored on the club's premises in respect of all monies due to the club whether in respect of arrears, subscriptions or pen fees or otherwise. Where a member is in arrears with the payment of monies owed to the club by at least six months, the club may in any event take possession of the member's boat.

This policy and procedures shall also apply where membership has been terminated by a final decision of the committee under paragraph 7 and a boat owned by the former member remains upon the club premises three months or more thereafter.

PROVIDED ALWAYS THAT: -

Proper evidence is available to show that all reasonable steps have been taken to trace a member or former member and that when and if the boat is sold the net proceeds of sale (after deducting any indebtedness by the member or former member to the Club) shall be placed upon the Club's bank account and retained against the eventuality of a claim by the owner (whether he or she be the said member or former member or otherwise) for a period of six years.

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MAJOR ACCIDENT PROCEDURE.

It is essential that all club members are familiar with the advice below and follow it in the case of emergency.

Priorities

Assess the situation--do not put yourself at risk,.
Make the area safe; e.g. disconnect power/electricity/ water
Assess all casualties and provide treatment if you have sufficient knowledge and feel competent to do so.
Remember the priorities. Attend first to any unconscious casualties, remember to place in the recovery position if appropriate.

Remember ABC

A--Airway.

B--Breathing.

C--Circulation--(and bleeding).

Deal with any immediate risk to life to the best of your ability and use others to assist.

e.g. Cardiopulmonary resuscitation for drowning.

There is a list of qualified First Aiders in the club house, they could be used if present and needed.

Telephone 999 or 112 for professional assistance giving precise location of Sailing Centre as indicated on the Club Notice Board.

{ Use plug-in portable phone from lower right hand (First Aid) kitchen cupboard or personal mobile }

Give verbal explanation and reassurance to casualty. Await arrival of Ambulance or Paramedics.

(7)

MAJOR ACCIDENT PROCEDURE.

It is essential that all club members are familiar with the advice below and follow it in the case of emergency.

Priorities

Assess the situation--do not put yourself at risk,.
Make the area safe; e.g. disconnect power/electricity/ water
Assess all casualties and provide treatment if you have sufficient knowledge and feel competent to do so.
Remember the priorities. Attend first to any unconscious casualties, remember to place in the recovery position if appropriate.

Remember ABC

A--Airway.

B--Breathing.

C--Circulation--(and bleeding).

Deal with any immediate risk to life to the best of your ability and use others to assist.

e.g. Cardiopulmonary resuscitation for drowning.

There is a list of qualified First Aiders in the club house, they could be used if present and needed.

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**DENHOLME
SAILING
CLUB**

MEMBERS
HANDBOOK



DOE PARK RESERVOIR

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