



WESTON

Sailing Club

MEMBERS BOOK



Abbey Hill, Netley Abbey, Southampton SO31 5FB

FISHING BOATS

A reminder to all members that commercial fishing boats operate in Southampton Water. These boats are frequently trawling and therefore restricted in their ability to manoeuvre. Therefore under rule 18 of the 'International Regulation for Preventing Collisions at Sea' sailing boats must give way to these fishing vessels.

They have a thin steel cable leading out behind when trawling, this can be very difficult to see, so you should aim to pass well behind the boat to avoid the cable. These fishing boats often turn unexpectedly, so great care must be taken when sailing in the vicinity of these boats.

HEALTH & SAFETY POLICY

Policy Statement

Health & Safety is the responsibility of all members at every level and is an integral part of their duties and membership. It is the responsibility and duty of each and every member of the Club to ensure the correct degree of personal responsibility for his/her own health and safety and report any potential hazards. A defect book is available for this purpose and will be in the office. Guests / Visitors are expected to exercise the same personal responsibility. Weston Sailing Club requires all contractors working on its behalf to operate health and safety standards fully consistent with its own and expects contractors to achieve comparable levels of performance as a condition of their contract.

Policy Objectives

To eliminate accidents sailing or non-sailing at Weston Sailing Club as far as possible. To periodically review the content of this document and make the appropriate changes. Definitions: For all open meetings, the officer will be the event manager. For club racing the officer in charge will be the rostered GP member, who may delegate the task to the race officer.

Accidents

- First aid kits are kept behind the bar, and in the Galley.
- Additional First Aid Kits are carried in each Safety Boat.
- A list of Trained First Aiders is posted inside the First Aid Box.
- The Accident Book is kept at the bar.

- Details of any accident requiring First Aid treatment should be entered into the Accident Book by the First Aider involved.
- In the event of a serious accident the person in control should undertake to inform the Emergency Services. The nominated officer in charge should inform the next of kin of casualties.
- If an accident to either a member of the club or a member of the public results in death or the person affected being taken to hospital, this must be reported to the HSE as soon as is feasible by the Commodore or Vice Commodore.

Patrol Boats

- Appropriate buoyancy aids or life jackets should be worn at all times.
- The kill-cord should be securely fitted to the person driving the Safety Boat and should be ready for use when the engine is engaged.
- Weston Sailing Club will endeavour to provide appropriate power boat training for members where practical. It shall be the responsibility of the officer on the day to check with each Patrol Boat driver to ensure that they have appropriate training and/or experience to enable them to carry out their task.

Dinghies

- Dinghies should be maintained in a seaworthy condition.

HEALTH & SAFETY POLICY

- Organised events should not take place unless adequate patrol boat cover is available.
- All sailors should wear appropriate buoyancy aids or life jackets.
- If practicable sailors who are non-swimmers or have a medical condition should notify the patrol boat driver and person in control before going afloat.

Training

- All courses must be supervised as a minimum RYA qualification and be approved by the Principal Training Officer.
- Weston Sailing Club shall maintain club RYA Training centre recognition.
- Weston Sailing Club shall ensure a Child Protection Policy exists and records maintained in accordance with Children Act 1989.

Responsibilities

- Final responsibility for Health & Safety will rest with the GP Committee.
- The officer in charge shall be aware if multiple sailing activities are taking place when making decisions and ensuring Patrol Boat cover is adequate for the conditions.
- All members should comply with all health & safety requirements and report any potential hazards.

Emergency Procedures

- These instructions outline the action(s) to be taken in the event of an Emergency such as a fatality or an injury requiring urgent attention of a doctor or evacuation to hospital or an incident that required the Coastguard, RNLI or other Maritime rescue service to be involved.
- Overall control of the event should be assumed by the Commodore or Vice Commodore if present, and in their absence the person in control.
- The person in control should arrange for First Aid or Emergency Services, i.e. Coast Guard, Fire Brigade, Ambulance, Police.
- The person in control should report to the GP Committee by written report, where possible, the events leading up to and/or the cause of the Emergency along with the action taken and the outcome.
- As soon as feasible following the Emergency a special meeting of the GP Committee will be convened to establish, where possible, the cause of the Emergency and implement any appropriate measures to avoid a recurrence.



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SECURITY

A few simple reminders that will benefit all members:

1. If you're the last to leave the clubhouse, please set the alarm and secure the doors.
2. If you're the last to leave the car park, lock the gate.
3. If you visit the club during the week lock yourself in by locking the main gate.
4. Please do not leave valuables in the changing room, use the Lockers situated opposite the office.
5. Make sure that you have your membership card when you visit the club.
6. If you see some you don't recognise, then please challenge them – ask to see their membership card.

CLUB & COMPOUND

MEMBERSHIP

Whilst we are always pleased to welcome visitors to the club, please remember that regular crews or families must be Club Members. (Please see Weston Sailing Club Rules).

DAY SAILING

Non-members (Guests) sailing from the Club must pay the appropriate 'Day Sailing' Fee (per person per boat) and complete one of the 'Day Sailing Application' forms (available in the race box and/or at the Bar). Please give monies and forms to the Officer of the day"

CLUB BOATS

If you do not have a boat, then please ask about "borrowing" a club boat. Currently the Club owns four Laser Picos. Fevas, Lasers and there is also a Contender, two RS Visions and an Enterprise which a member has kindly made available. There is a small administration charge for these boats. Please see the Hiring Policy with this yearbook for guidelines.

POUND SPACES

These are allocated by the Membership Secretary, and must be paid for! In return you will receive a sticker, which must be clearly displayed on your boat. Be warned, action will be taken against violators! Please note, if you buy or sell your boat within the Club, remember, the pound space is NOT transferable. Please refer to the Membership Secretary about space availability. Also, please keep your boat in the space allocated to you. If this is a problem, please contact the Membership Secretary. Trailers must either be kept under your boat or have their own pound space (and sticker).

GRASS

Please do not let the grass grow under your boat! We cut the alleys – you cut your space. The club mower and strimmer can be borrowed as required, but please be careful and watch out for debris. There are instructions for the safe use of the equipment in the boat shed. If you experience any problems, please report this in the defects book. Please take care to avoid any tie-down stakes, and don't be tempted to mow drink cans!

POUND KEYS

These may be obtained from the Membership Secretary on production of a current membership card and £10 (non-refundable).

ACCESS

The pound key gives access to the changing rooms via the door from the patio to the wet bar. This is available at all times. When racing is not in progress the remainder of the premises is locked and alarmed. Don't forget that there are two locks on the outside door to the wet bar. Please make sure they are both locked when you leave.

PARKING

Please do not park your car on the sea side of the bottom boundary fence, outside the Club House or in boat spaces (to do so violates the terms of our lease). During open meetings the adjacent field will be hired for visitors to park and rig their boats.

SECURITY

This can be a problem, especially during Open Meetings. Please do not leave valuables or car keys in the changing rooms and if you use the club during the day, please make sure doors and the pound gates are closed – even when you are working on your boat.

DOGS

Dogs are not permitted in the Club House, and must be kept on a lead whilst on the Club premises. It would also be appreciated if you could prevent them from fouling in the dinghy pound or adjacent to the launching areas! If they do please use a poop bag!

WORK PARTIES

The aim is to deal with a list of general maintenance (painting inside and outside, gardening, litter sweeps etc.). These days are great fun and a chance to meet other members informally over a paintbrush or chainsaw! Refreshments, including lunch, are provided for all those offering to help.

RADIO CHANNELS – SHORT GUIDE

Channel

16 Calling & distress signal
12 Southampton Vessel Traffic Services (VTS)
M2 Marina Channel 2
10, 23, 73, Marine Safety Information
84, 86 or 67

Channel 16

Channel 16 is the international distress, safety and calling channel. Where it is necessary to call a station on Channel 16, other than in cases of distress, urgency or safety, both stations should switch to an alternative channel as soon as possible. All calls on Channel 16 should be kept brief and should not exceed one minute, when not concerning distress, urgency or safety.

Channel 12

Continuous watch is kept by the Duty VTS Officer (VTSO) who holds the delegated powers of the Harbour Master, Southampton. VTS (call sign "Southampton VTS") also maintains watch on channels 9, 14, 16, 18 and 20.

Channel M2

Channel M2 is a UK channel and should only be used in UK territorial waters. Its on-board use is covered by a Ship Radio Licence. However, equipment that is only capable of operating on this frequency is usually licensed under a Coastal Station Radio Licence and it is not necessary for the operator to hold an operator's certificate.

Marine Safety Information

Radios are essential equipment for the safe and efficient running of sailing clubs. It is essential that anyone performing a duty in the race box, in a patrol boat, or acting as safety officer is familiar with our radios, their operation and radio protocol.

The information here is necessarily brief. Please take time to read it before you need it – emergency situations are not the time to learn!

Please also take time to study the actual equipment and make sure that you know how to operate it and that it is functioning correctly. Never go out in a patrol boat without a radio. Always carry out a radio check as soon as possible.

THE PHONETIC ALPHABET

The Phonetic alphabet is the internationally recognised radio means for the pronunciation of both letters and numerals. Designed specifically to remove doubt as to what is trying to be communicated, the Phonetic alphabet should be learnt and used when delivery radio communications.

A – Alpha
B – Bravo
C – Charlie
D – Delta
E – Echo
F – Foxtrot
G – Golf
H – Hotel
I – India
J – Juliet
K – Kilo
L – Lima
M – Mike

N – November
O – Oscar
P – Papa
Q – Quebec
R – Romeo
S – Sierra
T – Tango
U – Uniform
V – Victor
W – Whiskey
X – X-ray
Y – Yankee
Z – Zulu

Fixed Racebox Radio



This radio operates on only one channel – M2. Weston has a licence to use this marine band radio in a land situation. The power switch (PWR) is at the right hand side (labelled), whilst the volume (VOL) and squelch (SQL) controls are the two left hand knobs. Although it is fitted with a channel switch, this is inoperative. The push-to-talk (PTT) switch is on the microphone.

Fixed Patrol Boat Radio



This fixed radio is fully functional so make sure you know how to set it up to communicate correctly. Remember that the race box can only listen on channel M2, which on this radio is selected when the display shows P4.

The power switch (PWR) is the push button in the bottom left hand corner above the volume control (VOL). The squelch control (SQL) is just to the right of the volume control and the large knob changes the channel (CHN). In normal use, this radio should be used in low power mode – the display will show 1W.

The push-to-talk (PTT) switch is on the side of the microphone. It is easy to knock the

tuning knob whilst steering the boat – so check frequently to ensure it still tuned to channel M2 (display P4).

Please turn the radio off and rinse it gently with fresh water when putting the boat away.

Mobile Radio (Standard Horizon)



This radio is stored in the bar store as normally it will not be required for ordinary club sailing. Although this mobile radio is fully functional, it is possible to lock its operating channel. Remember that the race box can only listen on channel M2, which on this radio is selected when the display shows "EXP02". You can find channel M2 by scrolling down to "below" channel 1.

The power switch (PWR) is incorporated with the volume control (VOL) on the top of the radio. When the radio is turned on, it reverts to the channel and lock state that it was in when turned off. The push-to-talk (PTT) switch is the larger of the three buttons on the side of the radio. Channel (CHN) is controlled by a pair of buttons. These same buttons also control the squelch if the squelch button (SQL) is pressed first. To lock (and unlock) the radio channel, press and hold the upper side button (LCK) until a key signal appears. This will also be accompanied by a single (double) squeak from the radio. In normal use, this radio should be used in low power mode – the display will show "L" on the right hand side.

Please rinse the radio with fresh water and dry the radio and battery separately (especially the battery compartment) before returning it.

These sailing instructions apply to all club racing except where specific event sailing instructions are issued.

1.0 RULES

1.1 Racing will be governed by the rules as defined in the Racing Rules of Sailing (RRS) (2013-16), the prescriptions of the RYA, the appropriate Class Rules, except as any of these are changed by these sailing instructions, and by these sailing instructions. Club races are designated Category C.

2.0 CONDITIONS OF ENTRY

2.1 General The safety of a boat and her entire management including insurance shall be the sole responsibility of the owner/ person in charge who must ensure that the boat is seaworthy and the crew are competent to face the conditions that may arise in the course of the race. Neither these sailing instructions nor any inspection of the boat limits or reduces the absolute responsibility of the owner/ person in charge for the crew, the boat and her management.

2.2 LIABILITY

2.2.1 The race organisers shall not be responsible for any loss, damage or personal injury how so ever caused to the owner/person in charge or crew, as a result of their taking part in the races. Moreover, every owner/person in charge warrants the suitability of the boat for the race or races and that he will draw the attention of his crew to this sailing instruction.

2.2.2 The provision of safety equipment and boats by Weston Sailing Club is neither a guarantee that assistance can be rendered to competitor in need, nor an acceptance of any responsibility for rescue of competitors. Further, in the event that any assistance is rendered to a competitor, no liability for any loss, damage or injury to the competitor and/ or boat and its equipment is accepted by either the Club or the crew of such rescue craft.

2.3 ELIGIBILITY

Only boats belonging to and fully crewed by current WSC members are eligible to

race in club races. Exceptionally, non-members may be invited to participate at the discretion of the race officer and on payment of the designated fee. All competitors must sign on the appropriate entry sheet before each race.

2.4 DISTINGUISHING NUMBERS

All boats will comply with RRS 77 regarding identification on sails. Boats not complying must seek prior approval of the Race officer before starting the race. Duplicate sail numbers are not permitted and the race officer will require either boat to modify their identification sail number to enable adequate identification both prior and during the race. Boats not complying will not be scored.

2.5 SAFETY

2.5.1 Attention is drawn to RRS Fundamental Rules 1 and 4.

2.5.2 Personal Buoyancy All crew members whilst afloat shall wear adequate personal buoyancy. Flag Y will not be displayed. This changes rule 40. Wet suits and dry suits do not constitute adequate personal buoyancy.

3.0 NOTICES TO COMPETITORS

3.1 Notices to competitors will be posted on the official noticeboard in the club, located between the doors of the changing rooms.

4.0 CHANGES IN SAILING INSTRUCTIONS

4.1 Any changes to these sailing instructions will be posted on the official noticeboard at least 30 minutes before the scheduled start time of the race to which they apply.

5.0 SIGNALS MADE ASHORE

5.1 Signals made ashore will be made using boards placed on the balcony of the race box. These boards will show either an illustration of the International Code flags described in the RRS Race Signals, or a number, as described below in SI 7.0.

6.0 SCHEDULE OF RACES

6.1 The schedule of races is as in the club programme.

7.0 CLASS SIGNALS

7.1 Boards displaying numbers will be used as the class signals. The number for each class will be shown on a board outside the race box. Classes will be defined on a notice displayed on the official notice board.

8.0 RACING AREA

8.1 Boats must not enter the Deep Water Channel whilst racing; offending boats will be disqualified from that race.

9.0 THE COURSE

9.1 Details of the course will be displayed near the race box before the 15 minute General Warning to competitors (board 15). The course may not be changed after this time unless the start sequence is postponed and re-started with another 15 minute General Warning signal.

9.2 Number of Rounds: The number of rounds to be sailed will be displayed with the course details as defined in SI 9.1.

10.0 MARKS

10.1 Course marks are as shown in Figure Racing Area and Marks. The Club mark is an inflatable, cylindrical orange buoy. Additional and/or alternative inflatable marks may be used at the discretion of the Race Officer. Note that the Port Authorities do, from time to time, remove some of the fixed marks for maintenance or other purposes and so not all the marks as indicated in Figure 1 may be present.

11.0 THE START

11.1 Races will be started using rule 26, with the following amendments:

- (a) The starting sequence begins 15 minutes before the first start with the General Warning signal to competitors (board 15 displayed). Classes will start in the order shown on the course board defined in SI 9.1 near the race box. Classes may be combined to form start groups.
- (b) The start sequence will be: The Warning Signal will be displayed 6 minutes before the start. Start group flags will be displayed The Preparatory Signal will be displayed 3 minutes before the start. There will be no 1 minute signal. The group flag will be removed at the start Start signals for

each start will be at 3 minute intervals, with the warning signal for the second and subsequent starts being displayed with the preparatory signal for the previous start.

- (c) A sound signal will be made when each board is displayed as a warning to competitors.
- (d) The start sequence can be postponed at any point, by displaying the board showing the Answering Pennant flag and making two sound signals.
- (e) The postponement will be ended by making one sound signal and removing the Answering Pennant board. This will be followed one minute later by either the 15 minute warning (board 15) if the course has been changed, or by the warning signal for the next group to start if the course has not changed.
- (f) A boat shall not start later than 10 minutes after her group start.

11.2 Starting Line The start line normally will be defined by the transit of a movable pole in front of the Race Box and a pole with a cross fixed to the Race Box. An inflatable mark (normally the Club mark) will be placed in the vicinity of the line to mark the outer distance of the line.

11.3 Alternative Starting line At the Race Officer's discretion, the start line may be set up to be water based. This shall be between the orange signal mast on the committee boat and the outer mark, which will be an inflatable mark (normally the club mark).

11.4 General Recalls: General recalls will be signalled by displaying the board showing 'First Substitute' and making two sound signals. The procedure for subsequent starts will be as follows:

- (a) The start group will be restarted 3 minutes after the last scheduled start or any previously recalled groups.
- (b) The 'First Substitute' flag will be removed 1 minute before the next start in the sequence.
- (c) The new warning and preparatory signals will be displayed together 3 minutes before the new start time.
- (d) If the final start in the sequence is subject to a recall, a new warning signal and preparatory signal will be displayed 1 minute after the first substitute flag has been removed and the start will be 3 minutes later.

12.0 SHORTEN COURSE

- 12.1 Races will be shortened according to RRS 32. With the following amendments.
- 12.2 When the shorten course signal is displayed (Flag 'S') alongside a class signal (numbered board), the next boat in that class will finish on its next occasion of crossing the finishing line, irrespective of whether it is the leading boat. If the shorten course signal is displayed on its own (no numbered boards), then all boats will finish on the next occasion of their crossing the finish line.
- 12.3 Retrospective shortened course: If conditions dictate the race committee may, at their discretion, take the results of a race from the times recorded for a previous lap.

13.0 THE FINISH

- 13.1 Finishing lines
 - (a) The finishing line is a line of sight between a pole with a cross on the race box and an inflatable mark (normally the Club mark) marking the outer limit of the finish line.
 - (b) Alternative finishing line The race may be shortened, which will be in accordance with RRS 32 including provision for shortening the course from a committee boat or Rescue Boat.
 - (c) When the first boat in a class has finished, the rest of that class will finish on the next occasion of crossing the finishing line irrespective of the number of laps completed.
 - (d) An estimated finish time, based on their average lap time, will be calculated for those boats that do not complete the same number of laps as the leading boat in the class.

14.0 TIME LIMITS

- 14.1 The time limit for each race will be 1 hour and 30 minutes. Boats failing to finish within 30 minutes after the first boat finishes or within the time limit, whichever is later, will be scored Did Not Finish. This changes rule 35.

15.0 PROTESTS

- 15.1 Protests must be handed in writing to the Race Officer within 30 minutes of finishing the race in which the incident occurred.

The time limit will be extended to 60 minutes if the protestor informs the Race officer of the intention to protest within 30 minutes of finishing the race in which the incident occurred. In the event of two races being sailed back to back, the time limit will commence from the time of finishing the second race.

16.0 SCORING

- 16.1 The scoring system to be used in each series will be displayed on the official notice board.
- 16.2 Points will be awarded to boats irrespective of helmsman or crew.
- 16.3 The number of races to count for each series will be displayed on the official notice board.
- 16.4 Average points may be claimed if a helmsman misses a race whilst carrying out a club duty. The method for calculating average points for each series will be displayed on the official notice board.

17.0 LOCAL VARIATIONS

- 17.1 Fishing Lines All helmsmen are requested to keep clear of fishing lines, both shore and water based.



DUTY OFFICER ROLE

GENERAL

During the week before your duty contact all the people on the rota to confirm they are available. If they are not, stress that it is their responsibility to find a replacement.

If any member fails to turn up for their duty you must either find a volunteer or stand in yourself. If the duties cannot be covered it is your decision to cancel or postpone the racing until volunteers are found. In particular the safety boat must have two crew on board. The race officer can volunteer to go short handed in the race box but should not be pressurised to do so.

The keys to give you access to all parts of the club are kept in the key press (safe) located on the wall by the double doors leading to the hall from the club room. This is unlocked using the same code as the alarm followed by pressing the # key, then turn the knob to open. Closing just requires the door shutting and the knob turning back. If the wrong code is entered three times the safe will lock out for about 20 minutes. It can be opened manually using a key held by the Commodore and also by the club secretary.

OPENING UP

On the day arrive at least one hour before the first race. The clubhouse may already have been opened by another key holder. If not, on opening the front door the alarm will sound warning bleeps. Disarm the alarm by entering the security code on the keypad situated to the left of the double doors from the hall into the clubhouse. If the alarm was not on and / or warnings are flashing and / or intermittent bleeps are sounding notify a flag officer and reset the alarm if you know how.

- 1 Draw the curtains in the club room and unlock the patio door; tie the opening bar up in the open position.
- 2 Unlock the door to the toilets and changing rooms
- 3 Lock the entrance door and replace 'door locked' sign with 'door locked use patio entrance' sign
- 4 Await arrival of duty personnel.
- 5 Do not leave the clubhouse unattended; if necessary re-lock the clubhouse before going out.

DUTY PERSONNEL

Ensure that the Race Officers and Safety Boat drivers have arrived and are familiar with their duties. Issue the race box and safety boat shed keys. You may need to introduce the duty personnel to each other as you may be the only one to know all the latest swaps. Note the attendees on the duty list and note any absences. Place the duty list in the results tray in the Race Box. Once all positions are covered the Race Officer is responsible for management until all the keys are returned to you.

LOCKING UP

- 1 After racing when keys have been returned check that the Race box and store have been secured, the boat shed and container (if used) are locked.
- 2 If handing over to another duty officer make sure they are aware and agree which of the following you are leaving for them to do, and then you have finished; otherwise:
- 3 Bring furniture and toys in from outside, close and lock patio doors and draw the curtains.
- 4 Check emergency door adjacent to bar door is secure.
- 5 Check all lights and heaters have been turned off in the changing rooms and the fire door exit in the gents changing room is secure.
- 6 Check dead lock is locked on the back door, office door is locked and turn off light.
- 7 If the galley person is still working in the galley skip to 9 below, else:
- 8 Lock the door from the hall to toilets and changing rooms.
- 9 Put keys back in the key safe and lock it.
- 10 Switch off lights and heaters in the clubroom.
- 11 Change sign on hall door to 'door locked'.
- 12 Unless the galley person is still in the galley set the alarm and leave the building.
- 13 Ensure hoses have been put away.
- 14 Lock the north compound gate.
- 15 Unless galley person is still in galley lock the south compound gate.
- 16 Go home locking the top gate behind you. You may wish to check that anyone still in the compound is a member and has a key.

CLUB DUTIES

- All members are allocated a number of duties (for example: Race Officer or Patrol Boat) which they MUST perform. (See Bylaw B4).
- Duties will be allocated using Dutyman using the information you provided on your membership application form. Please ensure that you inform the Membership Secretary of any changes.
- The Rosters are maintained via the "Dutyman" system. Members will be mailed login details for the site, and are must perform duties in accordance with club rules.
- If you cannot perform your allocated duty, you MUST arrange a stand-in via the Dutyman system. If you really cannot swap with someone, you MUST email rotas@weston.org.uk as soon as possible,

informing the club of your name and contact details, along with the duty you are unable to attend and the measures that you have taken to find alternative cover.

- For standard Club Racing, please ensure that you turn up for your duty at least 1 hour before the first scheduled start. For Open Meetings, check with your Event officer – you will probably be needed earlier.
- Please familiarise yourself with the check-lists for Race Officers and Patrol Boat Drivers which are published in this year book. You should find these useful whatever your role.



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RACE OFFICER CHECK LIST

MISSION STATEMENT

The Race Officer, the lead member of the team whose job is to provide fair, safe and enjoyable racing and sailing for members and visitors.

PREPARATION

All race officers should be at the club at least 60 minutes before the scheduled start of the first race. It is important to allow sufficient time to start the races at the scheduled time. In addition to racing you are required to administer the hiring out of club boats, collection of day sailing fees and dealing with all enquiries from visitors and members; ensure that patrol boat crews have arrived and fill any absences from volunteers recording any no shows in the diary. To this end you should have two assistant race officers. You may cancel racing if after giving due notice no volunteers are forthcoming. If you cannot get volunteers you should seek assistance in seeking volunteers from a GP member before cancelling. Boats may not be hired out once the starting sequence has commenced. Guidelines for boat hire are in the race box.

1. Unlock race box and remove shutters. (The GP member will show you where

the keys are located).

2. Ensure that you have adequate rescue boat cover before starting the racing and boats are launched. Racing will not take place unless there is a minimum of 2 rescue boat crew available (sufficient for 1 rescue boat). It is the Race officer's discretion whether a second safety boat is required, in which case racing must be postponed until volunteer crew are found. A single person in a rescue boat is not sufficient to provide adequate safety cover.
3. Radios
 - a) Obtain the race officers box from the facilities cupboard within the club house.
 - b) Switch on base station radio and conduct radio check between base station and patrol boat radios.
 - c) Allocate rescue boats to areas of the race course, make sure that the rescue boats are aware of the courses and general likely movement of the racing fleet.
4. Allocate rescue boats to areas of the race course, make sure that the rescue boats are aware of the courses and general likely movement of the racing fleet.

RACE OFFICER CHECK LIST

5. Make sure you have pens and paper. You will need:
 - Entry forms – Lap charts
6. Check that the signal boards are available in the race box. These are:
 - Numbers 1, 2 etc.
 - Class signals (one per class)
 - Number 15
 - General warning
 - Answering Pennant
 - Postponement
 - First substitute
 - General recall
 - Flag N Abandonment
 - Flag P Preparatory signal
 - Flag S Shorten course
 - Flag X Individual recall
7. Determine which start groups you will be running. This can vary from series to series. If turnout is minimal, consider starting several classes together
8. Write down the times of the guns and corresponding boards to be displayed for the whole sequence. There are forms to help you do this.
9. Complete entry sheets for each fleet (on clip boards, with pens) and place in the signing on area.
10. Set a course for each class in consultation with the fleet representatives
11. Check that the fixed marks are there. If the fixed marks do not give a suitable course configuration for the wind direction, consider the use of movable (inflatable) marks. If you are unsure about a course for a particular class, then consult with the Event Officer or fleet representative.
12. Indicate the course on the course board and dry wipe board and display at the top of the main slipway. Ensure that each mark of the course is clearly indicated with the direction of rounding. Show the number of laps per class. Common abbreviations for race marks are:
 - NET Netley
 - MHD Moorhead
 - BHB Boathouse Beacon
 - BND Boundary
 - FB Field Beacon
 - All other buoys are as named
13. Instruct the patrol boat crew where to drop any inflatable marks and the ODM. The ODM must be in place before the Warning signal for the first start group. (Note: Where possible set the start line to give a windward start, however remember that you need to be able to read the competitors sail numbers, and they need room to manoeuvre behind the start line.)
14. Line up the mast on the race box with the ODM (Note: since most people judge their start using the ODM not the mast, it is good practice to set the ODM slightly behind the start line. Also, when a reaching start is unavoidable, try to lay the line back along the shore so that the windward end of the line is further back from the first mark. This encourages boats to spread out along the line.) ODMs can be accurately positioned if the rescue boat starts downtide (or downwind depending on which has more influence on the ODM) from the expected drop point and streams the ODM behind the boat with just the anchor left in the boat. Once the Race Officer identifies the ODM is in the correct position, then the anchor is simply dropped over the side on radio instruction before the boat drifts off station.

Try to ensure that the lap time for each start group is not too long, especially in very light or very heavy weather.

RACE OFFICER CHECK LIST

BEFORE THE START

Make sure you and your assistants are clear on all the procedures for:

- A standard start
- Postponing the start and subsequent restart
- Individual recall in a start group
- General recall of a start group and subsequent re-start
- A standard finish
- Shortening the course for one or more start classes
- Abandoning a race
- Finishing a boat that has been lapped
- Calculating time limits

Make sure you and your assistant know whose job it is to:

- Display the visual signals
- Count down the time to guns/signals
- Decide on individual or general recall
- Note the sail numbers of infringing boats
- Record lap and finish times
- Sound the finishing gun and call out sail numbers of finishers

THE START

- Begin your start sequence fifteen minutes before the start time published in the club programme with the General Warning signal (board 15). Sound one gun at each time interval and display/remove board as indicated in figure 2.
- Collect the signing on sheets after the six minute warning for the first start and before the three minute warning so that you know which boats are in which start group.
- Postponement Procedures To postpone a start sequence: Make two sound signals and display board showing Answering Pennant (AP).
- Take down all other boards.
- To end a postponement – course changed: Remove AP and make one sound signal. One minute later, sound the 15 minute warning.
- To end a postponement – course not changed: Remove AP and make one sound signal. One minute later, sound the 6 minute warning signal for the next start group to start.

(Note: Please inform the Galley staff if the start of a race is postponed for more than fifteen minutes.)

RACES BACK TO BACK

If competitors are kept on the water between races, and there is not a stated start time for the second race, you must use the postponement procedure after race 1 to give all competitors opportunity to be ready for a starting sequence to begin. Do not start directly with a start group warning signal without using the AP flag sequence.

- Postpone the start with AP and 2 sound signals
- Sort the sequence and establish your intended start time (aim for it to be on a increment of 5 minutes on the clock)
- End the postponement at 7 minutes before the expected start (AP down, 1 sound signal)
- Make warning signal (6 minutes) for first class to start 1 minute after the AP is removed.

PREMATURE START PROCEDURES

The start line is an extension of the line from the fixed post on the race box and the movable mast on the race box. The club mark is not part of the line, although it is used as an outer distance marker. If there are one or more premature starters, signal either an individual or general recall. Individual recall: If it is possible to identify all premature starters:

- Make one additional sound signal.
- Display board showing flag X and remove start group board. Flag X should remain displayed until all offending boats have returned or until 1 minute before the next start, whichever is earlier.

General Recall

In the event of a general recall:

- Make two additional sound signals.
- Display board showing first substitute flag and remove start group board.
- Two minutes later, make one sound signal and remove first substitute board.
- Start any remaining groups as scheduled.
- On the last scheduled start, display the group board for the recalled group and leave the board showing flag P in position. The recalled group will start 3 minutes after the last scheduled start or any previously recalled groups.

RACE OFFICER CHECK LIST

If the final start group in the sequence is subject to recall, one minute after removing first substitute, display the class board and the board showing flag V and make one sound signal. The recalled group will start 3 minutes after this.

Only one general recall per start group is permitted. If a second general recall is required for a start group, abandon their race immediately by displaying flag N and their start group board, accompanied by three sound signals.

General recall example:

If start group 2 is recalled; the starting sequence would be modified and extended as shown in figure 3.

DURING THE RACE

1. Record the time of every boat as it crosses the club line, on every lap, to enable average lap times to be calculated. These times are also useful when deciding whether to shorten a

2. course or in the event of an error in recording a finish time for a competitor.
2. Help the patrol boats by alerting them to boats in difficulties
3. Record on the signing on sheets the actual start times of each starting group.
4. Shorten course if necessary.
5. Abandon if necessary (for example: time limit exceeded, lack of water, hazardous weather). Time Limits Apply, they are as follows: A time limit of 1 1/2 hours will apply to all club races. If no boat in a start group has finished within the limit, the race will be terminated or abandoned.

(Note: A terminated race is one in which all the boats in a class have completed at least one lap, and for which it will be possible to produce results based on the last completed lap, as described in Finishing Times). A race should be terminated using the same signals as an abandoned race)

When one boat in a start group has finished within the time limit, all other boats in that start group must finish either inside the time limit or within 30 minutes of the first boat, see SIs.

| Time | Boards up/ showing | Boards down | Warning signal for | Preparatory signal for | Start for signal for |
|------|--------------------|-------------|--------------------|------------------------|----------------------|
| 15 | 15 | | | | |
| -6 | 1 | 15 | Class 1 | | |
| -3 | 1, 2 & P | | Class 2 | Class 1 | |
| 0 | 2, 3 & P | 1 | Class 3 | Class 2 | Class 1 |
| 3 | 3, 4 & P | 2 | Class 4 | Class 3 | Class 2 |
| 6 | 4, 5 & P | 3 | Class 5 | Class 4 | Class 3 |
| 9 | 5 & P | 4 | | Class 5 | Class 4 |
| 12 | | 5 & P | | | Class 5 |

Fig 2 Standard Starting procedure

| Time | Boards up/ showing | Boards down | Warning signal for | Preparatory signal for | Start signal for |
|------|--------------------|-------------|--------------------|------------------------|------------------|
| -3 | 1, 2 & P | | Class 2 | Class 1 | |
| 0 | 2, 3 & P | 1 | Class 3 | Class 2 | Class 1 |
| 3 | 3 & P | 2 | | Class 3 | Class 2 |
| 3+ | 1st Sub, 3 & P | | | | |
| 5 | 3 & P | 1st Sub | | Class 2 | Class 3 |
| 6 | 2 & P | 3 | | | Class 2 |
| 9 | | 2 & P | | | |

Fig 3 Example of General Recall Start Procedure for Class 2

RACE OFFICER CHECK LIST

SHORTEN COURSE PROCEDURE

To shorten a course:

Make two sound signals as the first boat of the class(s) to be shortened is approximately 100/200 metres from the finish line. This need not be the leading boat. It could, for example, be the last boat which has almost been lapped. Display the board showing flag S. If the shortened course does not apply to all classes, display the number boards for the classes that are to be shortened in addition to S. Repeat this sequence as necessary, for any remaining classes. Be aware that it is possible to shorten course at a mark of the course but this requires coordination of rescue boats and equipment and should only be attempted if it looks like no boats will get a normal finish and the RO/rescue boat crew are sufficiently experienced to do so successfully.

ABANDONMENT PROCEDURE

To abandon or terminate a race:

Make three sound signals and display the board showing flag N. If possible instruct the patrol boats by radio to inform competitors. If the abandonment does not apply to all classes, display the number boards for the classes that are to be abandoned in addition to N. (Note: Please inform the Galley staff if a race is to be terminated or abandoned.)

THE FINISH

As a guide, you should aim to finish the lead boat in each class after 50-70 minutes. Please remember that in windy conditions, a shorter duration may be more appropriate.

1. Finish each race, as described below.
2. Ensure the time limit has not been exceeded.
3. Record the finish times as described below.

STANDARD FINISHING PROCEDURE

Finish the races as follows: The finish line is between the club mark and the cross on the race box. Give one sound signal to each boat as it crosses the line (excluding any boats which were OCS). When the first boat of a start group has finished, the rest of that start group will finish on the next crossing of the finish line irrespective of the number of laps completed. (Note: the 'first boat' may not be the 'leading boat' if you have shortened course).

FINISHING TIMES

Record the finish times as follows:

As all club results are now calculated by computer, please record finishing times as clock values rather than elapsed times. If no boat in a class finishes within the time limit, the finish times should be taken as the time the previous lap was completed (if possible).

Boats which have been lapped or shortened 'early' should have their finish time and the number of completed laps recorded. (Note: This will enable average lap times and a calculated finish time to be produced by the computer. The time limit will apply to both actual and calculated finish times.)

AFTER RACING

1. Recall the safety boat(s) and have the marks brought in. Arrange for volunteers to recover the safety boat(s).
2. Leave the signing on sheets and lap charts
3. If any protests have been submitted, note the time received on the protest form and pin the form to the notice board in the race box. Please inform the Sailing Secretary as soon as possible, so that a hearing can be arranged.
4. Tidy up the race box. Dispose of any waste paper and take any crockery back to the galley.
5. Stack the boards neatly in the back corner of the race box. Also store the dry wipe board and course board in the store below the race box.
6. Roll down the race box shutters, turn off lights and heaters, lock the race box and return key to a GP member.
7. 7. Any day sailing forms and money should be placed in the locked letter box in the office for collection by the Treasurer.

FINALLY

If you have any questions on the above, please contact the Sailing Secretary (details are in this book).

THE DEEP WATER CHANNEL

The deep water channel is out-of-bounds for anyone racing at Weston. It's a pretty hazardous piece of water with a dangerous cocktail of extremely large (and cumbersome) vessels together with some very fast (and slightly more manoeuvrable) ferry traffic. In return for staying out of the channel, we have been given an undertaking that all commercial traffic should stay within the channel bounds.

Some of these vessels (for example the Red Jet hydrofoils) are not constrained by their draft and can navigate outside the channel.

We are encouraged to report all incursions as these just add to the risk when sailing near the channel. We have been told that these reports are taken seriously by the port authorities and observation and experience backs this up.

So, if you see a vessel, particularly a high-speed one, coming out of the channel, then record its particulars and report it to VTS (phone number at the back of this book or see below) as soon as possible. The details required are date and time, vessel name and direction of travel.

NOTES FOR PATROL BOAT DRIVERS

AGE LIMITS

It is the Club's Policy that the driver of the Patrol Boat must be over 18 years of age, and the crew must be over 16.

GENERAL

1. All patrol boat crews should be at the club 60 minutes before the scheduled start of the first race.
2. Crews must be adequately dressed for the duty such that one crewmember can enter the water if necessary to assist boats and crews in difficulty.
3. Personal buoyancy in line with the club racing sailing instructions must be worn.
4. After opening the boat shed please hang the padlocks and keys on the hooks on the wall on the left as you go in. Padlocks left on the ground eventually get grit inside them and cease to work.

The following notes are to assist those using the boats and engines and to avoid common problems.

PREPARATION

1. Fill the fuel tank
2. Check with the Race Officer where the outer distance mark (ODM) and any inflatable marks are to be located.
3. Please familiarise yourself with the radio that you are going to use.

BEFORE LAUNCHING (There is a copy of this checklist on the wall in the boat shed)

1. Make sure the driver's safety cut out lanyard (kill cord) is attached to the emergency cut-off switch (underneath the ignition key).
2. Check the propeller is not damaged.
3. Check all equipment is loaded (i.e. safety equipment container, tow rope, anchor and warp, paddles, ODM, any other inflatable marks to be used and their ground tackle).
4. Ensure that you have an operational radio either a fixed one on the console, or a handheld. If using a handheld, make sure it is tied on. Ensure channel is set to M2 (this is represented on the console radio as 'P4').
5. Please familiarise yourself with the radio that you are going to use and make sure you know how to operate it. Carry out a radio check with the base station. You are Weston 5 or 6. Each boat is labelled inside the bow. The base station is 'Weston Base'. Do not launch if you do not have radio contact with 'Weston Base'.
6. Do not forget to put the bung in and release the cord on the self bailer!

LAUNCHING

1. Use the rope provided to restrain both the boat and trolley on the descent down the slipway. Get extra people to help with this.
2. Ensure the engine is tilted up only enough not to make ground contact.
3. Tilt the engine by means of the raise/ lower

NOTES FOR PATROL BOAT DRIVERS

- switch on the throttle gear lever, or by the switch on the side of the engine itself.
4. Ensure that the propeller and water intake Oust (above the propeller) are always immersed in water.
5. When in deep enough water, make sure the engine is fully down.

STARTING ENGINE FROM COLD

1. Turn the ignition key to crank the engine.
2. When it has started, ensure that a jet of water is squirting from the side of the engine. (Switch off the engine if no water after 15 seconds).
3. If the engine will not start, wait a few moments and try again.
4. If it still will not start, seek the assistance of the Race Officer.

WHILST ON DUTY

Be alert and vigilant. All personnel should be on watch at all times.

Check the radio:

1. Frequently carry out a visual check to ensure that it is turned on and on the correct channel.
2. From time to time, carry out a radio check with the base station.
3. If you have a radio problem, return to the shore to report it, and obtain a replacement.

BETWEEN RACES

Please, please, DO NOT BEACH THE BOAT. Either let it ride at anchor, or put it on its trolley, you pay for it, so treat it as your own. One day you may be in urgent need of it.

RECOVERY

1. The reverse away from the beach when launching.
2. Raise the engine enough so that, when nearing the shore, the propeller does NOT hit the bottom.
3. Paddle in if necessary.

AFTER RACING

1. Wash the boat down properly, drain it out and tidy any equipment used. Ensure the radio and microphone are rinsed off gently.

2. Flush the engine through with fresh water, as described below. Do this with the engine DOWN. Connect the 'earmuffs' to the water hose in the boat shed. Push the 'earmuffs' over the water intake above the propeller. Turn on the water fully. Start the engine. (Watch for the jet of water from the engine). Allow the engine to IDLE for about 3 minutes. Switch off the engine, turn off the water and remove the 'earmuffs'.
3. Put the boat away.
4. Ensure the console RADIO and battery isolator switch are turned off. Return any handheld radio to the Race Officer (do not forget to put handheld radio batteries on charge).

FINALLY

Record any comments, grouses, ideas or complaints. Please take time to elaborate on this information to either the Race Officer or the Sailing Committee Patrol Boat officer (details in this booklet). Please make sure you identify the boat by number in all entries. Tidy up the boat shed, lock it and return the keys to the Race Officer.

ALWAYS WEAR THE KILL-CORD!



CLUB BOAT HIRE GUIDELINES

The sailing club owns a number of dinghies which are used for training but are also available to hire by club members for either racing or informal sailing.

CLUB BOAT HIRE PRINCIPLES

Approved training will always take precedent for the hire of club boats. If training is taking place on the day the hirer wishes to hire a club boat, please speak to the club instructors to see which boats they are using, as some club boats may still be available for hire.

Club boats may only be hired during times when the club is open and the Race Officer, Assistant or a member of the committee is available. Advance booking is no longer possible (except for approved club training).

Club boats will not be available for hire if the prevailing, or forecast winds, are expected to exceed 20 knots. The Race Officer or committee member decision on the wind is final.

The boats

| Boat | Qty | Skill level required |
|------------|-----|----------------------|
| RS Vision | 2 | Average |
| Laser | 2 | Average |
| RS Feva | 2 | Average |
| Contendar | 1 | Advanced |
| Pico | 4 | Training |
| Enterprise | 1 | Average |

The fees are used towards the maintenance of the boats and are not negotiable.

A session may last for the whole period of club racing on that day, or until the hirer has finished using the club boat and advises this to the Duty Officer or Race Officer. This may mean that a club boat can be hired again that day, subject to the 'Club Boat Hire Principles' above, and the following guidelines.

Arranging the hire of the club boat

All hire MUST be authorised by the Race Officer, or club committee member ('the Authoriser').

The hirer MUST complete a hire form and

pay the fees before use. All hire must be recorded by the Authoriser in the Race Officers Diary, which is kept in the Race Box.

Club boats may only be hired by adult Weston sailing club Members or Guests holding the RYA Level 2 certification or above, and may be asked to produce their certificate. Other members who are undergoing training and wish to gain additional experience may be permitted to hire a club boat with agreement of the Race Officer, or club sailing instructors on the day of the hire.

Junior members holding the RYA Level 2 or WSC Helms competency certification may also hire a club boat when accompanied by an adult and may be asked to produce their certificate. In respect of Junior Members, the parent/carer is responsible for the completion of the hire documents and must remain at the Club for the duration of the hiring session.

Junior members must not go sailing unless there is a safety boat out on the water, or this has been agreed in advance with the Authoriser.

Please note, there is no provision for hiring out club boats to non members, other than Guests of members, subject to the club rules on guests

The Authoriser, when agreeing the hire, may restrict the usage of the boat, or the sailing area, as deemed appropriate for the prevailing conditions, experience of the helm and/or crew, etc. Usually the area will be away from any club racing, but within the view of the Race Box and safety boats (unless the hirer is planning on competing). Only when agreed in advance may club boats be taken out of this area or land at any location other than the club foreshore and slipways.

Weston Sailing Club reserves the right to refuse the use of any club boat for hire.

USING THE CLUB BOATS

The Hirer will, before rigging make sure they collect the correct sails and equipment (e.g. rudder, etc) from the Safety Boat Shed or other locations as directed. The Race Officer and assistants are available to help the hirer rig the boat correctly. Please ask if you have any doubts as to the correct rigging or safe operation of the club boat. (Assistance will not

CLUB BOAT HIRE GUIDELINES

take priority over club race starts or finishing) After the hirer's session, hose the boat with clean water and put everything away tidily where you found it. Do not leave easily removable equipment in the boat, with the exception of the booms in the Fevas and Visions. Boat covers must be put on and securely fastened unless you are requested not to do so by the Authoriser.

If, in the opinion of the Authoriser, the hirer is deemed to be misusing the club boat, or sailing in a manner that is thought to endanger the club boat, its crew, or other craft, the hirer will be instructed to immediately return the boat to the club compound.

All damage, loss, or other issue with the boat and its equipment occurring during the hire period WILL be deemed the responsibility of the hirer, if it was reasonably avoidable or results from misuse. All such matters MUST be reported to the Authoriser immediately.

In such circumstances,

Costs for the repair/replacement of any damage, or loss, will be paid for by the hirer. If any damage or loss is found subsequent to the hiring, the hirer WILL be deemed to be liable for any costs for repair/replacement.

The hirer is responsible for the boat and its equipment, together with the safety of the craft and crew, with due consideration to the weather conditions, sailing area, experience of the crew. The number of crew sailing a club boat is limited to the recognised maximum crew numbers for the class of boat (i.e. Pico and Laser - 2 crew, RS Feva - 2 crew, etc).

Buoyancy aids are to be worn at all times (in accordance with WSC rules).



CLUB RULES – INDEX

| | |
|-----------------------------|--------------------------|
| Abandoned boats | B.1, B.2 |
| Address, change | 4.4 |
| AGM | 11.1 |
| Amendments | 11.3 |
| Auditor | 11.2 |
| Bar | 12 |
| Boat Fees | 6.7, 6.8 |
| Burgee | 1.3 |
| Bylaws | 9.7 |
| Cars | B.3 |
| Chairman | 13.2(iii), 13.3(iii) |
| Committee, Co-option | 9.4 |
| Committee, GP | 9.1 |
| Committee, Indemnity | 9.10 |
| Committee, Management | 9.6 |
| Committee, Responsibilities | 9.9 |
| Committee, Sailing | 13.2 |
| Committee, Social | 13.3 |
| Concessionary Rates | 6.5 |
| Conduct | 4.5, 5.4 |
| Day Sailing | 6.6 |
| Discount | 6.5(iv), 6.5(v) |
| Dogs | B.6 |
| Duties | B.4 |
| Entrance Fee | 6.1 |
| Finances | 8.8 |
| Financial Year | 11.2 |
| Grass cutting | B.5 |
| Guest | 5.1 |
| Injury | 15.2 |
| Insurance | 16.1 |
| Liability | 7.9, 15.1 |
| Licencing | 14 |
| Meetings, General | 11 |
| Membership, Limitations | 3.2 |
| Membership | 3.1 |
| Membership fees | 6.4 |
| Name | 1.1 |
| Object of the Club | 1.2 |
| Officers, Flag | 8.2 |
| Officers, Other | 8.3 |
| Pound Fees | 7.3, 7.4, 7.5 |
| Pound Key | B.8 |
| Pound Space | 7.2, 7.6 |
| Quorum | 10.5, 12.7 |
| Regulations | 9.7 |
| Resignation | 4.3 |
| Rule changes | 12.1 |
| Security | B.7 |
| Storage (boats & equipment) | 7 |
| Subscription | 6.2, 6.3, 6.4, 6.9, 6.10 |
| Treasurer | 9.8 |
| Trustees | 10 |
| Visitors | 5.1, 6.6 |
| Voting | 11.6, 12.4 |

CLUB RULES

1. Name and Object
- 1.1 The name of the Club is "Weston Sailing Club"
- 1.2 The object of the Club is to promote and facilitate the sport and pastime of sailing.
- 1.3 The burgee of the Club will be designed and defined by the General Purpose Committee as and when they feel fit
- 2 Eligibility
- 2.1 Any person who is interested in sailing, whether or not the owner of a sailing boat, is eligible as a candidate for membership.
- 3 Classification of Membership
- 3.1 There are six categories of membership. These are:
 - A) Single Membership: Persons aged 18 or more on 1st January.
 - B) Family Membership: Husband and Wife (or two cohabiting partners) and any children of either under the age of 18 on the 1st January. Family Membership can choose to have one 'Sailing' Adult, and one 'Non Sailing' Adult. Only the 'Sailing' Adult is subject to normal club duties under Bylaw B.4). The non sailing adult will be requested to undertake 'social' duties during the membership year.
 - C) Cadet Membership: Persons aged 8 or more and under the age of 18 on the 1st January. From the age of 8 to 12 inclusive, whilst on Club premises a Cadet Member shall be supervised by a registered parent or guardian who will be responsible for their behaviour.
 - D) Associate Membership: Non-Sailing persons aged 18 or more on 1st January.
 - E) Temporary Membership: Persons aged 12 or more on the 1st January, for a maximum of five months in any membership year.
 - F) Life Honorary Membership: Persons proposed as such by the General Purposes Committee.
 - G) Student Membership is the same as Single Membership but runs from January to January, or September to September at the members choice.
- 3.2 Full Members of the Club are defined as:
 - (i) Family Members aged 18 or more on the 1st January.
 - (ii) Single Members.
 - (iii) Associate Members.
 - (iv) Life Honorary Members.
- 3.3 Every category of membership may be limited at the discretion of the General Purposes (GP) Committee.
4. Membership
- 4.1 Every candidate for membership shall be nominated by one full member and seconded by another full member.
- 4.2 Admission of members shall be by agreement of one member of the GP Committee, after displaying the proposed member's name on the Club notice board for 2 days
- 4.3 Any member wishing to resign from the Club shall notify his/her intention to the Club Secretary on or before the 21st December and shall not then be liable to pay the subscription for the following year. Upon re-application by a past member the Committee may, at its discretion, excuse the payment of an Entrance Fee.
- 4.4 Every member shall notify the Club Membership Secretary of any change of Postal or email address or furnish the Club Membership Secretary with an up-to-date address which shall be recorded in the Register of Members and any notice sent to such addresses shall be deemed to have been duly delivered and not subject to repudiation.
- 4.5 It shall be implicit on a member joining the Club that he or she undertakes to comply with these rules and any subsequent refusal or neglect to do so, or any conduct which, in the opinion of the GP Committee, is either unworthy of a member or is prejudicial to the best interests of the Club shall render the member liable to expulsion from the Club by the GP Committee, provided that, before expelling a member, the GP Committee shall give that member an opportunity of explaining his or her conduct or of resigning from the Club. The vote on a resolution for expulsion shall be by ballot and shall only be carried if not less than three-quarters of the members of the GP Committee present vote in favour. A member expelled under this rule shall forfeit all rights in, and claim upon, the Club and its property. A notice under this rule shall be held to have been duly given if sent by pre-paid post to the address recorded in the Register of Members.
- 5 Visitors
- 5.1 Any member may introduce as his or her Guest any person provided that the guests' names and addresses and the name of the Introducing member shall have been entered in the Visitors' Book upon entry to the Club premises and that he/she at no time leaves the Club premises while the said guest is there on. No member may introduce more than two guests in any

CLUB RULES

- one day and may not introduce the same person as a guest more than once in any one month. A guest who also wishes to sail may be liable for fees, as described under rule 6.6.
- 5.2 A member of any Club recognised by the Royal Yachting Association may be authorised to use the premises of this Club by any member of the GP Committee. Such authorisation shall specify between which dates, not being more than fourteen days apart, the said person may so use the premises. It shall also state any fees payable.
- 5.3 Any person who is a competitor in any race sponsored, or organised by (or on behalf of) the Club, or in any race starting from Weston Sailing Club, and any person who is a member of the crew of such competitor for the purpose of the race, is entitled to the use of the Club premises within a period of twenty four hours before and after the race in which they are competing, provided any associated fees have been paid.
- 5.4 The Club Secretary, or any other person who has received the authority of two members of the GP Committee, may expel temporarily or permanently any person who has the right to use the Club premises only under the Rules 5.1, 5.2 and 5.3.
6. Entrance Fees and Subscriptions
- 6.1 An Entrance Fee shall be set from time to time by the GP Committee.
- 6.2 The Annual Subscription shall be decided by the GP Committee and presented to the membership at the Annual General Meeting (AGM) for ratification. The Annual Subscription shall become operative and due on the 1st January following, except for Student Membership which shall become operative and due on the 1st January, or 1st September following, at the member's choice.
- 6.3 The Annual Subscription for persons applying for membership between 1st January and 31st July inclusive shall be the full, appropriate fee, payable in advance. On or after 1st August in any one year a candidate for membership to the Club shall, for that year only, upon admission pay a reduced subscription of approximately one sixth of the appropriate (annual) membership rate per month, or part thereof, remaining in the calendar year, subject to the candidate not having previously been a full or cadet member of the Club at any time during the past 5 years.
- 6.4 The fees for the membership categories shall be as follows:
 - A) Single Membership: See rule 6.2 above.
 - B) Family Membership: Approximately one and a half times the Single Membership rate.
 - C) Cadet Membership: Approximately one half of the Single Membership rate.
 - D) Associate Membership: A fee set by the General Purposes Committee.
 - E) Temporary Membership: Approximately one sixth of the appropriate (annual) membership rate per month or part thereof, payable in advance.
 - F) Life Honorary Members: There shall be no annual fee for this membership category.
 - G) Student Membership, is the same as Single Membership but runs from January to January, or September to September at the members choice. This category of membership will not be applicable for early payment discount if the member chooses membership from September to September.
- 6.5 Concessionary Rates are available, at the discretion of the GP Committee, as follows:
 - (i) Single parent families at the Single Membership rate.
 - (ii) Single members in full time education or equivalent on the date their subscription is due (rules 6.2 and 6.3) at approximately one half of the Single Membership rate.
 - (iii) Members of retirement age on 1st January at approximately one half of the appropriate rate. This concession is not available for the Associate and Temporary Member categories (see rule 6.4 for definitions)
 - (iv) An early settlement discount may be offered by the GP Committee. The terms and rate for this concession shall be set at an appropriate rate in advance of the membership year in which it is to apply. This concession is not available for the Associate and Temporary Member categories.
 - v) For any member of a committee after that person has served one full year on that committee. This concession may take the form of a discount on the membership fee for the membership year immediately following the year of service and may not be applied retrospectively to any other previous membership year. The discount shall be considered by the GP Committee, and presented to the membership at

CLUB RULES

the AGM for ratification. The decision to offer this concession to any Committee Member shall be taken and recorded by a quorate meeting of the GP Committee. This concession is not available with any other concession and may only be applied to Single and Family Membership categories where the principal member is a named individual. Any member seeking any concessionary rate may be requested to provide proof of eligibility.

- 6.6 Visitors (as defined by rules 5.1, 5.2 and 5.3) shall be liable for the payment of a Daily Sailing Fee. This fee shall be set by the GP Committee. This fee shall be waived for guests (rule 5.1) who do not sail or who sail the introducing member's boat.
- 6.7 Any member who has not paid his or her Annual Subscription by the 1st day of March shall be requested in the name of the GP Committee to pay the same within fourteen days and, if this subscription is not paid by the 31st day of March, his or her name may be removed from the Register of Members by the GP Committee. A member's name may be restored at the discretion of the GP Committee.
- 6.8 No member shall be entitled to any rights or privileges of membership until his or her subscription for the current year and all arrears of subscription (if any) has/have been paid.
7. Storage of boats and equipment
- 7.1 Membership of the Club does not confer an automatic right to store any vehicle, boat or equipment on Club premises.
- 7.2 The right to apply for an annual pound space is restricted to the following classes of member (Family Member, Single Member, Life Honorary Member and Cadet Member) and the following concessionary memberships (Student & Single Parent Family).
- 7.3 Any fee that is to be imposed for an annual space, shall be decided by the GP Committee and presented to the AGM for ratification.
- 7.4 The annual Pound Fee shall become operative and due on the 1st January following ratification at the most previous AGM.
- 7.5 The Pound Fee for persons applying for membership in any one year shall be the full fee. This fee may be reduced in accordance with the provisions of rule 6.3. Any boat or equipment occupying an annual pound space shall display the

correct, current and valid pound license sticker clearly in a readily visible location within 28 days of issue, and for the term of the licence

- 7.6 The GP Committee reserve the right to refuse an application for an annual space if the application is for a space for a boat or equipment which has occupied an annual space during the previous membership year and which has not met the minimum use criteria for the previous full membership year. The minimum use criteria will be defined by the GP Committee in advance of each membership year. Any member refused a place, may appeal in writing to the Officers of the Club if they believe that there were extenuating circumstances which had not been considered at the time of the refusal. This appeal should be communicated to a Flag Officer within 14 days of the date of the original refusal. The Officers will consider this appeal and communicate the reply, no later than 28 days from its receipt. The outcome from this appeal will be final. Any boat or equipment which has been refused a space shall be removed from Club Premises no later than 14 days from the latest date of refusal.
- 7.7 The GP Committee reserve the right to impose a storage fee either as part of, or in addition to any fee levied on a person who competes in an event organised by (or on behalf of) the Club, or in any race starting from Weston Sailing Club.
- 7.8 Any person (whether a member or not) leaving or storing boat(s) or equipment on Club premises shall be liable for payment of a fee if that period exceeds twelve consecutive hours.
- 7.9 All persons are reminded that nothing in this rule changes any responsibility or liability as defined in rule 15.
- 7.10 The GP committee reserves the right to be able to move boats or property whilst taking all reasonable care, to any other part of the Club premises without being liable for any loss or damage to the boat however caused. If any boat or trailer that is to be moved is secured by lock, then subject to notice, the member will unsecure the boat or trailer within 28 days of notice, and notify the GP Committee that they have done so. If not unsecured within the 28 days then the GP Committee can take any necessary action to move the boat or trailer.
- 7.11 All boats stored in the pound, subject to

CLUB RULES

rule 7, with their mast stepped must be adequately secured

8. Officers
- 8.1 All Officers of the Club shall be Full Members of the Club.
- 8.2 The Flag Officers shall consist of a Commodore and a Vice-Commodore. They shall be elected at the AGM and may hold office for two years, after which they shall be eligible for re-election to the same office in continuation for a maximum of two terms (four years). A previous Flag officer can then stand for re-election after a gap of two years.
- 8.3 The other Officers shall consist of a Club Secretary, a Membership Secretary, a Sailing Secretary and a Club Treasurer. They shall also be elected at the AGM and may hold office for two years, after which they may stand for re-election to the same office in continuation.
- 8.4 No candidate for election to any Office shall be proposed unless the name of the candidate, duly proposed and seconded by Full Members, is received by the Club Secretary, not less than twenty one days before the AGM.
9. General Purposes Committee
- 9.1 The GP Committee shall consist of the Officers of the Club, the Social Secretary and a maximum of three other Full Members including a Clubhouse Manager and a Pound Manager. The members of the GP Committee who are not Officers of the Club shall be elected annually at the AGM.
- 9.2 Candidates for election to the GP Committee shall be those members of the retiring GP Committee who shall offer themselves for re-election and such other Full Members of the Club whose nomination (duly proposed and seconded in writing by Full Members of the Club), with their written consent, shall have been received by the Club Secretary not less than twenty one days before the AGM.
- 9.3 If the number of candidates, duly proposed and seconded, exceeds the number of vacancies to be filled, the election shall be by ballot. proposed and seconded, exceeds the number of vacancies to be filled, the election shall be by ballot. If the number of candidates is equal to or less than the number of vacancies then all candidates shall be deemed to be elected if two-thirds of those present at the AGM, and entitled to vote, vote in favour of such election.
- 9.4 The GP committee shall have the power

to co-opt members to any posts unfilled at the AGM or which subsequently become vacant. Such co-opted members shall have full voting rights on that committee thereafter.

- 9.5 The Quorum of the GP Committee shall be a simple majority of the elected and co-opted members of that committee.
- 9.6 The GP Committee shall manage the affairs of the Club according to the rules and shall apply the funds of the Club to the objects of the Club.
- 9.7 The GP Committee may make such Bylaws and Regulations as it shall from time to time think fit and shall cause the same to be exhibited in the Club premises for fourteen days before the date of implementation.
- 9.8 It shall be the responsibility of the Club Treasurer to keep a complete and accurate account of the Club's finances.
- 9.9 The GP Committee, or any person or sub-committee delegated by the GP Committee to act as agent for the Club or its members, shall enter into contracts only so far as expressly authorised, or authorised by implication, by the members. No one shall, without the express authority of the membership in General Meeting, pledge the credit of the membership.
- 9.10 Indemnity. (i) In pursuance of the authority vested in the GP Committee by members of the Club, members of the GP Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.
(ii) The limit of an individual member's indemnity in this respect shall be a sum equal to three year's subscription at the then current rate for that category of membership unless the GP Committee has been authorised to exceed such limit by a General Meeting of the Club.
10. Trustees
- 10.1 There shall be at least three Trustees of the Club who shall be appointed from time to time as necessary by the GP Committee of the Club from among Full or Honorary Members who are willing to be so appointed. A trustee shall hold office during his lifetime or until he shall resign, by giving notice in writing to the GP

CLUB RULES

- Committee for the time being, or until a resolution removing him from office shall be passed at a meeting of the GP Committee by a majority comprising two thirds of the members present and entitled to vote.
- 10.2 All 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 is necessary and practicable, on trust for the use and benefit of the Club.
- 10.3 On death, resignation or removal from office of a Trustee, the GP Committee shall nominate a new Trustee in his place, and shall as far 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 nomination. The Club Secretary 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 shall by deed duly appoint the person or persons so nominated by the GP Committee.
- 10.4 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 GP Committee, and shall have power to purchase, 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 GP Committee's directions (which shall be duly recorded in the minutes of the proceedings of the GP Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any direction has been given.
- 10.5 The Trustees shall be effectively indemnified by the members of the Club (pursuant to rule 9.10 herein) and the GP 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 in 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 proper functions of a Trustee of the Club.
- 10.6 If upon winding-up or dissolution of the club there remains, after the satisfaction of all debts and liabilities, any property or money, this shall not be distributed among members but shall be applied to approved sporting or charitable purposes i.e. given or transferred to another Community Amateur Sports Clubs, a registered charity or sport's governing body.
11. General Meetings
- 11.1 Members shall be notified by post, or email of the date of the AGM not less than forty two days before that date. The AGM shall be held on a day in the first two weeks in the month of December on a date to be fixed by the GP Committee. The Club Secretary shall, at least seven days clear before the date of such meeting, post, email or deliver to each member notice thereof and of the business to be brought forward there at. When a member provides their email address(s) on their Membership Application form, or Membership Renewal form, they will be deemed as electing to receive such communications by email.
- 11.2 The Club's financial year shall end on 30th September in every year and independently verified accounts shall be presented to the AGM in the December following. Members shall appoint a qualified independent verifier, whose duty shall be to verify the Club's books and should the Club Treasurer for the time being not be suitably qualified to do so, prepare the annual accounts for the then current year.
- 11.3 The business of the AGM shall be:
- the passing of the Accounts,
 - the election of the Officers and other Committee members,
 - the appointment of an suitably qualified independent verifier.
 - the ratification of entrance fees, pound fees and annual subscriptions, and
 - any business that the GP Committee may order to be inserted in the notice convening the meeting. No other business shall be discussed at such a meeting unless notice thereof be given, in writing, to the Club Secretary at least twenty one days before the AGM.
- 11.4 The GP Committee may, on giving fourteen days' notice, call a General Meeting of the Club, for any specific business, the nature of which shall be stated in the summons convening the Meeting, and the discussion at such meeting shall be confined to that business only.
- 11.5 The GP Committee shall also call a General Meeting at the written request of any twenty five Full Members of the Club within twenty eight days of the request.
- 11.6 At a General Meeting of the Club each Full

CLUB RULES

- Member shall have one vote. Members of all other categories of membership, including members under 18 on the 1st January, shall be entitled to attend a General Meeting but shall have no vote. In the case of equality of votes the Chairman shall have a casting vote.
- 11.7 A Quorum at a General Meeting shall be a majority of the current Officers of the Club and 71/2% of the other full members of the club as measured twenty one days before that meeting.
- 11.8 Where a correctly convened general meeting has failed to reach a Quorum, that meeting may continue with the business of the meeting but any decision must subsequently be ratified by a Further General Meeting which must be called to meet within twenty eight days of the original meeting. This Further General Meeting need not achieve a Quorum to be valid but if a Quorum is not reached the meeting may not decide any new business that was not notified for the original meeting. Any decisions that are not ratified will fall.
12. Club Rules
- 12.1 Alterations or additions to Club Rules must be passed at a General Meeting of the Club.
- 12.2 Notice of any intended alteration or addition to the Rules shall:
- (i) if proposed by a member of the Club, be given to the Club Secretary, in writing, at least twenty one days before the General Meeting, or
 - (ii) if proposed by the GP Committee, be stated in the summons convening the meeting.
- 12.3 The Chairman of the General Meeting may accept amendments to the proposal during the meeting. Such amendments must be proposed and seconded by members present and entitled to vote.
- 12.4 The proposal shall be carried if the majority of the votes of those members present and voting are cast in its favour. Voting may be either by a show of hands or, if demanded, by poll.
13. Sub-Committees
- 13.1 There shall be two standing sub-committees. These are:
- (i) Sailing Committee
 - (ii) Social Committee
- 13.2 Sailing Committee
- (i) This shall consist of the Sailing Secretary and a maximum of eight other Full Members, elected annually at the AGM The
- Officers of the Club are ex-officio members of the Sailing Committee. The quorum shall be a simple majority of the elected and co-opted members.
- (ii) The responsibilities of the Sailing Committee are to be defined by the GP Committee. Any Officer of the Club may require any item to be referred to the GP Committee for decision.
 - (iii) The Chairman of the Sailing Committee shall be the Sailing Secretary or, if absent, another Officer of the Club.
 - (iv) The GP or Sailing Committee shall have the power to co-opt members to any posts unfilled at the AGM or which subsequently become vacant. Such co-opted members shall have full voting rights on the Sailing Committee thereafter.
- 13.3 Social Committee
- (i) This shall consist of the Social Secretary and a maximum of eight other Full Members, elected annually at the AGM. The Officers of the Club are ex-officio members of the Social Committee. The quorum shall be a simple majority of the elected and co-opted members.
 - (ii) The responsibilities of the Social Committee are to be defined by the GP Committee. The Social Secretary or any Officer of the Club may require any item to be referred to the GP Committee for a decision.
 - (iii) The Chairman of the Social Committee shall be the Social Secretary or, if absent, another Officer of the Club.
 - (iv) The GP or Social Committee shall have the power to co-opt members to any posts unfilled at the AGM or which subsequently become vacant. Such co-opted members shall have full voting rights on the Social Committee thereafter.
14. Licencing
- 14.1 The purchase for the Club and the supply by the Club of intoxicating liquor shall be under the control of the GP Committee.
- 14.2 Supply of liquor. (i) Intoxicating liquor may be supplied to, for consumption on the premises by, those persons aged 18 or more who are entitled to the use of the Club premises in pursuance of the Rules, Bylaws and Regulations for the time being in force. (ii) Intoxicating liquor may not be purchased by, supplied to or consumed by any person under the age of 18, on Club premises.
- 14.3 The permitted hours for the sale of intoxicating liquor are in accordance with

CLUB RULES

the current licensing laws. The bar may be open at these hours or at such other hours as may be decided by the GP Committee subject to any restrictions imposed from time to time by the Licensing Justices.

15. Liability
- 15.1 The Club shall not accept liability, whatever the cause, for loss or damage of boats, sails, fittings and personal effects of persons using the Club premises, or for moorings or for boats, sails and fittings stored upon the Club premises.
- 15.2 The Club shall not accept responsibility for injury to any person using the Club premises or equipment belonging to the Club. All persons entering upon Club premises and using such equipment do so entirely at their own risk.
16. Insurance
- 16.1 All boats belonging to Club members and sailing from or stored at the Club's premises shall be covered by third party insurance equal to or exceeding the minimum amount currently specified by the GP Committee.
17. Version
- 17.1 These Rules rescind and replace all previous Club Rules. Date: December 2011 BYLAWS Notes:
(i) The terms "member" and "former member" in the context of these Bylaws are deemed to include any person who has temporarily assumed the privileges of membership by entering for an Open Meeting or any other event which may temporarily confer the privileges of membership.
(ii) The GP Committee shall be able to show that all reasonable steps have been taken to trace a member or former member if action is taken under Bylaws B1(b) or B2. Bylaws:
- B.1) In addition to the powers given to the GP Committee under Rules 6.7 and 9.7 hereof if, at any time, any fees payable to the Club by any member or former member shall be three months or more in arrears and a boat or property of a member or former member remains upon the Club premises without authorisation the GP Committee may:
(a) Move the boat or property to any other part of the Club premises without being liable for any loss or damage to the boat however caused.
(b) Give one month's notice in writing to the member or former member at his or her last known address as shown in

the Club Register or entry form or other relevant document and thereafter sell the boat or property and deduct any monies due to the Club (whether by way of arrears of subscription or other payments) from the proceeds of sale before accounting for the balance (if any) to the member or former member. (i) If the boat or property is sold the proceeds of the sale (less any indebtedness by the member or former member to the Club) shall be paid to the owner (whether he or she be the said member or former member or otherwise) or placed upon bank deposit account and retained against the eventuality of a claim by the owner for a period of six years. The Club reserves the right to transfer such monies to its general account at the end of this period. (ii) If the boat or property is unsaleable, the Club may dispose of said boat or property in any manner the GP Committee may think fit, and add the cost of disposal to the debt owing to the Club by the member or former member.

- B.2) If a boat or other property of a member or former member remains on the premises and becomes derelict or in a dilapidated condition or Southampton Corporation requests the removal of said boat or property the Club may dispose of said boat or property in any manner the GP Committee may think fit.
(a) If the boat or property is sold, the proceeds of the sale (less any expenses incurred by the Club) shall be paid to the owner (whether he or she be the said member or former member or otherwise) or be placed upon bank deposit account and retained against the eventuality of a claim by the owner for a period of six years. The Club reserves the right to transfer such monies to its general account at the end of this period.
(b) If the boat or property is unsaleable the cost of disposal shall be a debt owing to the Club by the member or former member.
- B.3) No motor vehicle shall be driven or left on the land beyond the lower pound gates (on the south side of the boat pound fence), except when loading or unloading. Vehicles shall not be parked in the aisles of the dinghy pound.
- B.4) The Sailing sub-committee is responsible for allocating duties, such as Race Officer and Patrol Boat. It is a condition of membership that members must either perform their allotted duty or exchange

CLUB RULES

duties with another member. If such exchange takes place, it is the duty of the member requesting that swap to inform Dutyman for all relevant dates: (i) that an exchange has occurred, and (ii) who will be swapping.

- B.5) Members are responsible for the upkeep of their allocated pound space(s), for example by cutting the grass. Boats and trailers must be kept in the spaces which they have been allocated and for which fees have been paid.

- B.6) Dogs (with the exception of Guide dogs) are not allowed in the Clubhouse, and must be on a leash whilst on Club premises. They must not be allowed to foul within the pound area.
- B.7) Members must ensure that they do not compromise the security of the club and its premises, especially when using the facilities outside scheduled race times. The upper and lower pound gates and the wet bar external door should be locked whilst on the water and when leaving the premises.
- B.8) A non-refundable deposit shall be paid to obtain a Pound key. Pound keys remain the property of Weston Sailing Club and must be returned on resignation.



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