

# COQUET YACHT CLUB

## Rules

1. Name and Object
2. Officers
3. Duties of Honorary Secretary, Treasurer & Auditor
4. Membership
5. General Committee
6. Trustees
7. General Meeting of the Club
8. Dissolution of the Club
9. Miscellaneous Rules
10. Moorings

### Section 1 - Name and Object

1. The name of the Club shall be 'The Coquet Yacht Club' (hereinafter referred to in these rules as the Club). The burgee of the Club shall be triangular in shape and blue in colour, with a border of red and gold, and on it shall be displayed, in white, a lighthouse at the hoist with its beam directed to the fly.
2. The headquarters of the Club shall be at The Braid, Amble, in the County of Northumberland, or such other address as the Club, in General Meeting, may determine.
3. The object on which the Club is formed is to promote and facilitate the sport of yachting and also to provide social and other facilities for members as may be from time to time determined.

### Section 2 – Officers

1. The Officers of the Club shall be voting members of the Club and shall consist of a Commodore, a Vice-Commodore, three Rear-Commodores, an Honorary Secretary and an Honorary Treasurer. Officers shall be elected at the Annual General Meeting in each year and shall hold office for one year, retiring at the termination of the Annual General Meeting in each year. All Officers of the Club shall be eligible for re-election.
2. The position of Commodore and Vice-Commodore shall not be held by any member for more than three successive years. Any member having retired from the position of Commodore or Vice-Commodore following three years in this position shall not be eligible for re-election to the same office until three further years shall have elapsed.

### Section 3 - Duties of Honorary Secretaries, Treasurer & Auditor

1. The Honorary Secretary and the Assistant Secretaries shall:
  - a) keep a register of Club members' names and addresses;
  - b) conduct the correspondence of the Club;
  - c) keep custody of all Club documents;
  - d) keep full minutes of all meetings of the Club, the General Committee and sub-committees which shall be confirmed and signed by the appropriate chairman upon the agreement of the Club, the General Committee or sub-committee at the next following meeting of the Club, the General Committee or sub-committee;
  - e) administer such insurance policy or policies as may be needed fully to protect the interests of the Club, its Officers, and its members;
  - f) maintain contact with the Club's legal advisor to ensure that the Club's affairs are managed in accordance with current law;
  - g) maintain any such certificates or registrations, and complete any such non-financial returns, as may be required by law.

2. The Honorary Treasurer shall:
  - a) cause such books of account to be kept as are necessary to give a true and fair view of the state of finances of the Club.
  - b) cause all returns as may be required by law in relation to such accounts to be rendered at the due time.
  - c) prepare an Annual Balance Sheet as at 30th September in each year and submit such Balance Sheet (and accounts as necessary) to be audited at least once annually and shall thereafter cause the same to be sent to members at least fourteen days before the date of the Annual General Meeting.
3. The Honorary Auditor shall:
  - a) be appointed at the Annual General Meeting in each year;
  - b) the Auditor shall audit the accounts of the Club when called upon to do so and shall give such certificate of assurance as to the accuracy of the said accounts as shall be required by the General Committee;
  - c) if unwilling or unable to act, inform the General Committee who shall appoint a substitute to hold office until the termination of the next Annual General Meeting.

## Section 4 – Membership

- I. a) There shall be the following categories of membership with power to vote at all meetings of the Club as indicated hereunder. The rights and privileges of each category of members are as defined below.
  - A single member –**
    - (i) shall have the full use of all the Club facilities; and
    - (ii) shall have one vote, if at the date of election is over the age of eighteen years.
  - A family member –**
    - (i) means two adults, irrespective of gender, who are parties to a marriage or civil partnership or who otherwise are in a relationship akin to marriage or civil partnership and all their children who are under the age of 18 years (or 21 years if in full time education).
    - (ii) shall have the full use of all the Club facilities; and
    - (iii) each adult shall have one vote, if at the date of election is over the age of eighteen years.
  - A cadet member –**
    - (i) means a member in his or her own right or as part of a family membership who is under the age of eighteen or twenty-one years if in full-time education;
    - (ii) shall have the full use of all the Club facilities; and
    - (iii) shall have no vote.
  - An honorary member –**
    - (i) shall have the full use of all the Club facilities; and
    - (ii) shall have no vote.
  - An affiliated club group member-**
    - (i) any R.Y.A. affiliated or other similar nationally recognised club with a membership not exceeding fifty (50) members may apply for membership of Coquet Yacht Club provided that a minimum of two (2) members of the affiliated club are also full members of C.Y.C.
    - (ii) individual members incorporated into this category shall have no vote
    - (iii) Sect 9 (1) a) - d) shall apply
    - (iv) the details of all such members will be permanently recorded in the register of members hence forgoing the requirement to be signed into the visitors book (*as would be applied in the case of temporary membership. Sect 9 (1) )* when using the club facilities
  - A life member –**
    - (i) can be a single or a family member;
    - (ii) shall have the full use of all the Club facilities;
    - (iii) shall have the same voting rights as full or family members; and

(iv) is available at the discretion of, and with a one off subscription set by, the General Committee.

**An associate member –**

- (i) does not own a boat that sails regularly from Amble;
- (ii) shall have the full use of the Clubhouse facilities;
- (iii) shall have no vote; and

two adults, irrespective of gender, who are parties to a marriage or civil partnership or who otherwise are in a relationship akin to marriage or civil partnership may apply for Joint Associate membership

**A temporary member –**

- (i) shall have no vote. (Section 9. Rule 1. below shall apply to temporary members.)

**An overseas member –**

- (i) shall reside outside the UK;
- (ii) shall have no vote; and
- (iii) shall have the full use of the Club-house facilities when in the UK.

- b) No member except a temporary member may use the Club premises, or any of the facilities of the Club until forty-eight hours have elapsed from the date of election.
  - c) Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises.
2. Annual subscriptions shall be payable on election and on the anniversary of that date in each year and shall be as prescribed from time to time by the General Committee and published in the Club's Yearbook.
3. Members shall also make the following annual payments:
- a) An annual fee of such sum as the General Committee shall from time to time prescribe, may be charged to members in respect of moorings, boat lifting, race fees and storage facilities.
  - b) The General Committee shall have the power to vary the terms upon which annual subscriptions are paid, provided that such terms require the presentation by the elected member of a Standing Order mandate for payment of subscriptions on those terms and provided that the sum accruing to the Club in any membership year shall not be less than the equivalent annual subscription.
4. Every member shall furnish the Honorary Secretary with an up-to-date address which shall be recorded in the Register of Members and any notice sent to such address shall be deemed to have been duly delivered.
5. An application for membership shall be in the form from time to time prescribed by the General Committee.
- 6.
- a) The election of all classes of members is vested in the General Committee by a simple majority.
  - b) Consideration of an application for membership shall take place in the manner prescribed in paragraphs c. to j. below.
  - c) Upon receipt of an application for membership the Membership Secretary shall enter such application in a Register of Candidates.
  - d) The Membership Secretary shall circulate to all members in the form prescribed by the General Committee, whether by post or by electronic means, a notice of candidacy stating the name and town of residence of the candidate.
  - e) Any member who wishes to examine the candidate's submitted application form shall so notify the Membership Secretary within five days of receipt of the notice in d. The Membership Secretary shall thereupon contact the member to discuss the application and where requested arrange to meet the applicant at the Club's premises for the purpose of such examination.
  - f) The Membership Secretary shall circulate to members of the General Committee a notice of candidacy in the form prescribed by the General Committee whether by post or by electronic means copies of the candidate's application form and request members of the General Committee to indicate within two days of receipt of the notice of candidacy whether they approve the application or not or whether they wish the application to be considered at a meeting of the General Committee in accordance with i. below.
  - g) The candidate shall be elected upon a simple majority of members of the General Committee responding to the notice and approving the application.
  - h) Service of the notice in f. above shall be deemed to have been effected on the second day after its dispatch provided that such notice is sent to the registered address of the member of the General Committee or to his or her address for the receipt of electronic communications.
  - i) On receipt of the notice of candidacy, a quorum of members of the General Committee shall have the power to require that the application be considered in a meeting of the General Committee provided that notice of requiring such meeting shall be served upon the Honorary Secretary within two days of receipt of the notice of candidacy.
  - j) The Membership Secretary shall inform each candidate in writing of the candidate's election or non-election. He or she shall furnish an elected candidate with a copy of the Rules of the Club and make request for such payments as are

necessary.

7. Such membership subscription and fees as may be appropriate shall be payable immediately upon election. If such payment is by Standing Order, a valid mandate shall be provided to the Club in place of immediate payment. In default of receipt of such payment or mandate within fourteen days the election shall be void unless sufficient cause for the delay be shown.
8. A member desirous of retiring from membership shall give notice in writing to the Honorary Secretary before the last day of September and shall not then be liable to pay the subscription for the following year.
9. The General Committee may cancel, without notice given, the membership of any member whose annual subscription or other fees are more than three months in arrears provided that the General Committee may, at its discretion, reinstate such member upon payment of arrears. No member whose annual subscription or any other charges are more than three months in arrears may enter any Club event or regatta or vote at any meeting.
10. Every member, upon election and thereafter, is deemed to have notice of and undertakes to comply with the Club Rules and any operating instructions or procedures which the General Committee may from time to time publish in connection with club activities. Any refusal or neglect to do so, or any conduct which, in the opinion of the General Committee, is either unworthy of a member or otherwise injurious to the interests of the Club, shall render a member liable to expulsion by the General Committee.  
Provided that, before expelling a member, the General Committee shall call upon such member for a written explanation of the member's conduct and shall give the member full opportunity of making explanation to the General Committee, or of resigning.  
A Resolution to expel a member shall be carried by a simple majority vote at a meeting of the General Committee.
11. Any member, with the permission of a member of the committee, may evict from the premises any person whose language or behaviour is abusive or offensive. A member of the bar staff may do so on their own authority.
12. Members may introduce guests to the Club; however, the same guest may not be introduced more than six times in any calendar year.
13. A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the General Committee or by the Honorary Secretary upon the instructions of the General Committee.
14. The Honorary Secretary and the Assistant Secretaries shall be responsible for the control of the display of notices on the Club notice board and premises.
15. A member shall settle any indebtedness for refreshment or other products before leaving the Club premises.
16. Complaints or comments of any nature relating to the management of the Club shall be addressed in writing to the Honorary Secretary for consideration by the General Committee. Under no circumstances shall an employee of the Club be personally reprimanded by a member.
17. A member of any club affiliated to the Royal Yachting Association (a list whereof is published by the said Association) may be authorised to use the premises of the Club as a Temporary Member by any member of the General Committee. Such authorisation shall specify between which dates (not being more than fourteen days apart) the said person may so use the premises.
18. Any person who is a competitor or crew member in any race sponsored by or on behalf of the Club is entitled to the use of the Club premises as a Temporary Member within a period of 24 hours before and after the race in which they are competing.
19. The Honorary Secretary or any other person who has received the authority of two members of the General Committee, may expel, temporarily or permanently, any person who has the right to the use of the Club premises only under 17 and 18 above.
20. Members, their guests and visitors are bound by the following rule which shall also be exhibited in a prominent place within the Club premises:-  
Members of the Club, their guests or visitors may use the Club premises, and any other facilities of the Club, entirely at their own risk and accept:
  - a) The Club will not accept any liability for any damage to or loss of property belonging to members, their guests or visitors to the Club.
  - b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members, their guests or visitors or caused by the said members, guests or visitors whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, General Committee or servants of the Club.
21. Membership of the Club and acceptance of these rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act 1998.

## **Section 5 - General Committee**

1. The General Committee shall consist of the Officers ex-officio, and not more than six voting members of the Club elected

- by the Club in General Meeting to hold office until the conclusion of the next Annual General Meeting.
2. Candidates for election to the General Committee shall be those members of the retiring General Committee who shall offer themselves for re-election and such other voting members of the Club whose nominations duly proposed and seconded by members of the Club in writing shall have been sent to the Honorary Secretary on or before 31st October.
  3. If the number of candidates duly proposed and seconded exceeds the number of vacancies to be filled the election shall be by ballot.
  4. If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if a majority of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.
  5. In the event of the ballot failing to determine the members of the General Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by a further ballot.
  6. If, for any reason, a vacancy exists, the General Committee may co-opt a voting member to fill such vacancy until the next following Annual General Meeting.
  7. The General Committee shall meet at least ten times a year making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish. The Commodore or in his absence a Chairman elected by those present shall preside.
  8. Voting (except in the case of a resolution relating to the expulsion of a member) shall be by show of hands.
  9. Five members, personally present, shall form a quorum at a meeting of the General Committee.
  10. The General Committee shall manage the affairs of the Club according to the rules and shall cause all funds to be re-invested in the Club to achieve the objects of the Club, or as donations to another registered CASC or Charity.
  11. The General Committee shall have the power to introduce or amend such Rules as it shall from time to time think fit and shall notify the membership thereof by letter or by electronic means. Such rules or amendments shall take effect on such notice as the General Committee shall determine and shall remain in force until approved or set aside by a vote of a General Meeting of the Club.
  12. Actions taken or decisions made by the General Committee based upon a misinterpretation in good faith of the Rules of the Club shall not thereby be invalidated but shall stand unless their reversal can be effected without detriment to the interests and good management of the Club.
  13. The General Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient or required by law. Such sub-committees shall consist of such members of the General Committee or of the Club as the Committees may think fit. Officers of the Club shall be ex-officio members of all such sub-committees.
  14. A member of the General Committee, of a sub-committee, or any Officer of the Club, in transacting business for the Club shall disclose to third parties that he is so acting.
  15. The General Committee, or any person or sub-committee delegated by the General Committee to act as agent for the Club or its members, shall enter into contract only as 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.
  16. In pursuance of the authority vested in the General Committee by members of the Club, members of the General 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. The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of membership unless the General Committee has been authorised to exceed such limit by a General Meeting of the Club.
  17. The Committee may nominate for election or removal at an Annual General Meeting such Honorary Members as the Committee may think fit. The total of such Honorary members shall not at any time exceed five per cent of the total number of members.
  18. The purchase for the Club of intoxicating liquor and the supply of the same upon Club premises shall be exclusively and solely under the control of the General Committee, or of a sub-committee appointed by the General Committee, Intoxicating liquor may only be sold or supplied for consumption on the Club premises to persons over the age of eighteen who are entitled to the use of the Club premises in pursuance of the Rules for the time being in force. No cadet member under the age of eighteen may purchase or attempt to purchase intoxicating liquor within the Club premises. However, beer, wine, porter or cider may be consumed by persons who have attained the age of sixteen years provided its consumption is at a table meal.
  19. Subject to the requirements of the licensing authorities, the General Committee shall cause the Club bar to be opened at

convenient times (and such times shall be prominently exhibited in the Club premises) for the sale of excisable goods to persons who are entitled to the use of the premises of the Club in pursuance of these rules (except cadet members as aforesaid) provided that visitors' names and addresses and the name of their introducer shall have been entered in the Visitor's Book upon entry to Club premises.

20. No person shall take a commission, percentage or other such payment in connection with the purchase of intoxicating liquor for the Club. Any profit deriving from the sale or supply of intoxicating liquor shall (after reduction of the costs of providing such goods for the benefit of the Club) be used for the benefit of the Club.
21. Proper accounts of all transactions in connection with the purchase, sale and supply of intoxicating liquor shall be kept and presented at the Annual General Meeting in each year and such information as the Honorary Secretary or Honorary Auditor may require shall be furnished to enable any statutory return or statement and the payment of excise or other duty or tax to be made.

## **Section 6 – Trustees**

1. There shall be at least three Trustees of the Club who shall be appointed from time to time as necessary by the General Committee of the Club from among members or honorary members who are willing to be so appointed. A Trustee shall hold office during his/her lifetime or until he/she shall resign, by notice in writing given to the General Committee or, until a resolution removing him/her from office shall be passed at a meeting of the General Committee by a majority comprising two-thirds of the members present and entitled to vote.
2. All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club. In the death, resignation, or removal from office of a Trustee the General Committee shall nominate a new Trustee in his/her place and, shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after such nomination.

For the purpose of giving effect to any such nomination the Honorary 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 shall, by deed duly appoint the person or persons so nominated by the General Committee.

3. 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 General Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the General Committee's directions (which shall be duly recorded in the minutes of the proceedings of the General Committee) but no purchaser, lessee or mortgagor shall be concerned to enquire whether any such direction has been given.
4. a) The Trustees shall be effectually indemnified by the General Committee out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club.  
b) The liability of the Trustees for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club and shall be incorporated in every contract, lease, licence or other agreement entered into by the Trustees of the Club.

## **Section 7 - General Meetings of the Club**

1. An Annual General Meeting of the Club shall be held each year in the month of December on a date to be fixed by the General Committee. The Honorary Secretary shall, at least fourteen days before the date of such meeting or of any General Meeting as hereinafter mentioned, post or deliver to each member notice thereof and of the business to be brought forward thereat.
2. No business, except the passing of the accounts and the election of the Officers, General Committee, and Honorary Auditor, and any business that the General Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice thereof be given in writing by a member entitled to vote to the Honorary Secretary not later than the 31st October of the same year.
3. The General Committee may at any time, upon giving at least twenty one days notice in writing, call a General Meeting of the Club for any special business, the nature of which shall be stated in the notice convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice sent to members.
4. The General Committee shall similarly call a General Meeting upon a written request addressed to the Honorary Secretary by at least 20 members or one-fifth of the membership whichever is the greater. The discussion at such meeting shall be

confined to the business stated in the notice sent to members.

5. At every meeting of the Club the Commodore or, if absent, a chairman elected by those present shall preside.
6. One fifth, with a minimum of twenty members entitled to vote and personally present shall form a quorum at any general meeting of the Club.
7. Only life, single and family members who are present shall vote at any meeting of the Club. Other members may attend and may address the meeting but are not entitled to vote.
8. Voting, except upon the election of members of the General Committee, shall be by show of hands.
9. In the case of an equality of votes the Chairman shall have a second or casting vote, on any matter other than the election of members of the Committee.
10. A general meeting may at any time and without giving reason remove any member from any position within the Club or its premises, such a resolution to be carried by a majority of 75% of members present and entitled to vote.
11. a) Notice of any alteration or addition to the rules intended to be proposed by a member of the Club shall be given to the Honorary Secretary in writing before the 31st October if the same is to be proposed at the Annual General Meeting or at least one month before any General Meeting at which the same is to be brought forward, and full particulars of any such proposed alterations or additions shall be set out in the notice convening the meeting.  
b) No alteration of or addition to these rules shall be made except by a resolution carried by at least two-thirds of the members present at a General Meeting, notice of which shall have contained particulars of the proposed alterations or additions. The Honorary Secretary shall as soon as possible, and in any case within 28 days of the making of such alteration or addition to these rules, give written notice of such changes to the Clerk of the Local Authority and the Chief Officer of Police.  
c) Where any alteration embodies a change in the permitted hours for the Club, the objects of the Club or a change of Secretary, notice shall additionally be given in writing to Northumberland County Council. Such notice of alteration shall be given within 28 days of the passing of the resolution.

## **Section 8 - Dissolution of the Club**

1. If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club but shall be given or transferred to another registered CASC or Charity having objects similar to the objects of the Club, such institution or institutions to be determined by the members of the Club by resolution passed at a General Meeting at or before the time of the dissolution.

## **Section 9 – Miscellaneous Rules**

1. A temporary member (which expression may include members of another RYA recognised club or organisation) shall have the full use of the Club facilities.  
Temporary membership can be granted by any committee member or officer, who will record details in the visitors' book.  
A temporary member:
  - a) shall have no right to introduce visitors to the Club or the facilities thereof.
  - b) shall have no right to take any part in the management of the Club.
  - c) is deemed to have notice of and impliedly undertakes to comply with the Club rules as if he or she were a member of the Club and so far as the said Rules may be deemed to apply to such temporary member.
  - d) shall be liable to be expelled from the Club premises or to be prohibited from using the Club facilities if, in the opinion of an Officer of the Club, he or she shall not have reasonably complied with the above conditions.
2. Dogs may be brought into the Club premises provided that the person in charge of the dog keeps it under proper control.
3. Children under fourteen years of age may only be admitted to the Club premises under the supervision of a responsible adult.
4. Cars may only be parked, subject to the terms of the lease, in areas designated for such parking so as not to cause an obstruction to other cars, public rights of way, or the approaches to the Club premises.
5. Single, family, life, honorary and associate members may use the Club premises at all times unless the General Committee shall determine otherwise.
6. Smoking is not allowed in any indoor part of the clubhouse. This will include the lounge, kitchen and bar, staircase and corridors, downstairs meeting room, toilets, and the dinghy store/workshop.

7. On up to twelve occasions in a year there may be admitted to the Club premises persons other than members, their bona fide guests, and visitors to the club as defined in these rules, to an event organised by the Club and intoxicating liquor may be sold by the Club for consumption on the premises to such persons who have attained the age of eighteen years, and provide regulated entertainment. Prior to holding such a function the Honorary Secretary shall give notice to the licensing authorities in the form of a Temporary Event Notice.
8. The Club Premises Certificate authorises the following club activities.  
Provision of Regulated Entertainment: Film (restricted to training material as part of a lecture program), Live Music, Recorded Music, and Dance.  
Supply of alcohol for members and guests for consumption on the premises and for the consumption off the premises to a member in person only.  
The times the certificate authorises the carrying out of such club activities are daily from 1200hrs (noon) to 2400hrs (midnight).
9. The General Committee will exclusively control the purchase of intoxicating liquor. It will appoint a Bar Secretary who shall be a member of the General Committee.  
The Bar Secretary will be responsible for the day to day running of the bar and in that connection will undertake the following responsibilities:
  - a) act as chairman to the bar sub-committee.
  - b) appoint members to the sub-committee with the approval of the General Committee.
  - c) appoint bar staff and arrange for their training.
  - d) maintain adequate stocks and establish retail prices with the approval of the General Committee.
  - e) maintain stock and cash records in the form approved by the Honorary Treasurer.
  - f) maintain a separate bar account and promptly pay in all monies received and promptly settle all bills connected with the bar from that account.
  - g) submit to the Honorary Treasurer quarterly and annual accounts finalised on the following dates: 31st March, 30th June, 30th September and 31st December, the annual account being finalised on 30th September.
  - h) Arrange for the staffing of the bar on the occasions and at the times specified by the General Committee.
10. Persons employed in the bar, whether volunteer members or employees, must at all times, strictly adhere to the Club rules which relate to the supply or sale of intoxicating liquor to members, members' guests, or visitors, and to Club rules which relate to permitted hours.  
Persons employed in the Bar, whether volunteer members or employees, shall at all times adhere to the following Code of Practice.
11.
  - a) Any person who appears to be under the age of 18 years shall be required to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
  - b) All prices charged must be in accordance with the approved retail price list which must be prominently displayed in the bar.
  - c) Every cash transaction must immediately be recorded in the till which must be so displayed so as to be readily visible to the customer.
  - d) All purchases must be paid for at the time.
  - e) A record must be kept of all monies removed from the till whether for the purpose of banking, petty cash payments, or other reason.
  - f) Spirits will not be sold by the bottle but may only be sold by the approved measures.
  - g) The Club reserves the right to refuse to sell or supply intoxicating liquor to any person who, in the opinion of the bar staff, appears to be drunk.
  - h) At the commencement and termination of duty, whether a full day or part of a day, a person delegated to be in charge of the bar shall complete the appropriate entries in the daily bar summary, a record which encompasses all cash transactions.
  - i) At the end of each day cash received must be reconciled with the till roll by the person delegated to be in charge who shall retain it with the bar summary.
12. In addition to the powers given to the General Committee under Section 4 Rules 9 and 10 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 vessel the property of a member or former member remains upon the Club premises, the General Committee may:  
move the vessel to any part of the Club premises without being liable for any loss or damage to the vessel howsoever caused;  
give one month's notice in writing to the member or former member at his last known address as shown in the Club



Register and thereafter sell the vessel and deduct any monies due to the Club (whether by way of arrears of subscription or annual payments, mooring, dinghy park fees or otherwise) from the net proceeds of sale before accounting for the balance (if any) to the member or former member.

Alternatively, if the vessel is unsaleable, after giving notice in writing as aforesaid, dispose of the vessel in any manner the General Committee may think fit and deem the cost of doing and any arrears as aforesaid 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 members' or former members' boats parked or moored on the Club's premises or Club moorings in respect of all monies due to the Club, whether in respect of arrears of mooring fees or subscriptions or otherwise.

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 vessel is sold the proceeds of sale (unless any indebtedness by the member or former member to the Club) shall be placed upon bank deposit account and retained against the eventuality of a claim by the owner (whether he be the said member or former member or otherwise) for a period of six years.

## Section 10 – Moorings

- I. a) All craft must be moored fore and aft with the bow upstream unless other arrangements are agreed by the moorings secretary.
  - b) The riser chain must be securely attached, either directly to a mooring fitting inboard, or using a suitable heavy duty warp. Owners are responsible for ensuring that all warps, fittings and attachments are strong and secure. Advice may be sought from the moorings secretary or members of the moorings committee.
  - c) Craft must be kept on the allocated mooring unless advised otherwise by the moorings secretary. In an emergency craft must not be left unattended on an incorrect mooring until the matter has been discussed with the moorings secretary.
  - d) Motor on and off moorings whenever possible as sailing is strongly discouraged.
  - e) When a mooring is not required for a period exceeding one week the moorings secretary must be informed. Failure to comply may result in the mooring not being free on return.
  - f) The General Committee may at their discretion move, tow, or otherwise deal with craft on Club moorings as may be necessary to protect the interests of the Club. Members are advised not to move other craft without the permission of the moorings secretary or owner but, in an emergency should carry out any action necessary to protect craft or Club interests.
  - g) Damage caused to any mooring must be made good without delay, including the recovery of moorings accidentally sunk. The moorings secretary must be advised of action taken.
  - h) Owners are advised to carry safety equipment as recommended by the Club.
  - i) The balance of mooring fees and harbour dues must be paid by 31st March in the year the mooring is to be used.
  - j) The Club accepts no responsibility beyond its legal liability for craft on moorings. Every member must, as a condition precedent to being allocated a mooring, arrange third party cover with realistic limits, the recommended minimum being £1,000,000.
  - k) Inspection and servicing of moorings will be carried out annually under the control of the moorings secretary. Work parties will be arranged to inspect the ground chains and lower risers. In order to better facilitate this and to attempt to lessen the damage commonly inflicted upon ground chains and tackle by extreme weather conditions often experienced during the winter months, all moorings must be vacated from the last day of October until the first day of April in the following year, unless otherwise instructed by the moorings secretary. The shackle, upper riser, buoy rope and buoy must be inspected by the mooring holder before the mooring is used and at intervals not exceeding three months.
  - l) The arrangement of moorings and procedure for checking is as required by the Club.
  - m) Reference to the moorings secretary in these rules include, in his absence, members of the moorings committee or appointed berthing master.
2. a) Moorings will be allocated by the Secretary of the Moorings Secretary or the Moorings Sub-Committee.
  - b) . Applications received by 31<sup>st</sup> January will be considered for the primary allocation.
  - c) Moorings not allocated in the primary allocation will be available for applications received after the 31<sup>st</sup> January at the discretion of the Moorings Sub-committee. However, no allocation to a mooring shall take place unless an application for a mooring has been received by the Treasurer and either:
    - (i) full payment has been made of the moorings fee and harbour dues (or proof of payment of harbour dues has been provided) and all subscriptions, dues and any arrears of any fees due to the club have been settled in full; or

- (ii) the applicant has subscribed to any Standing Order payment scheme as may apply and all subscriptions, dues or arrears have been settled in full..
  - d) The mooring allocated to a vessel will depend on factors such as:
    - i) the type of boat and suitability to a particular mooring.
    - ii) boats on adjacent moorings.
    - iii) the frequency and type of use received.
    - iv) in the event of applications received by the 31<sup>st</sup> January exceeding the number of moorings available, allocation will be made at the discretion of the Moorings Sub-committee, who may take into consideration such factors as length of membership and the history of payments of moorings and other fees.
  - e) The General Committee reserves the right to refuse an allocation to a boat considered unsuitable for Club moorings.
  - f) Any boat put on a Club mooring without a valid application form having been submitted with the appropriate payment and without the permission of a member of the Moorings Sub-committee, may be moved to the foreshore and any costs involved in so doing shall be recoverable from the owner. The Club may also require the owner to remove the boat from club premises.
3. a) A tender, either rigid or inflatable, can be stored ashore by each boat that has been allocated, and paid for, a club mooring.
- b) Upon application being made to the Honorary Treasurer and approved by or on behalf of the General Committee, other dinghies and small boats can be stored ashore throughout the year. There may be a charge for this, the level being decided by the General Committee from time to time and published in the Club Yearbook. Where there is a charge, such application to the Treasurer shall be accompanied by the appropriate payment.
- c) All boats must be clearly marked with a name, as advised to the Club, or the name of the owner.
- d) A storage location will be allocated by the Club in designated storage areas. No boat will be left in non-designated areas or in such a way as to cause an obstruction to other boats, public rights of way, or the approaches to the Club premises.
- e) The Club may move or otherwise deal with any boat ashore as may be necessary to protect the interests or operation of the club, including removing a boat from the Club site where Rule 3. b) has not been complied with..
- f) The Club reserves the right to refuse permission for any boat that is considered unsuitable for storage ashore, or that would contravene the requirements of the lease or other local byelaws.
4. No member may beach their boat on the section of the foreshore managed by the Club without the prior permission of the Moorings Sub-committee. Application for such permission must be made in writing whether by letter or by electronic means to the Moorings Secretary. Owners who beach their boat on the foreshore do so on the same basis as boats using moorings and must pay the annual mooring fee. Boats on the foreshore may be moved in accordance with Section 10 Rule 1(f). Access to the slipway must not be obstructed and this access area is deemed to include the stretch of the beach from the landing pontoon for a distance of 10 meters to the west.  
Members who pay the annual mooring fee shall not be liable to pay an additional fee for winter storage ashore.
5. A chart showing a plan view of the moorings and the allocation of boats to their specific locations shall be prominently displayed in the clubhouse which the Moorings Secretary shall, in so far as is reasonably practicable, be kept up to date.