



A RULES (Amended February 2017)

1 NAME

The name of the club shall be Wembley Sailing Club. The training arm of the club shall be known as Harp Sailing School.

2 FLAG

The Club flag shall be “Crossed raised sea axes in gold on a green background”.

3 OBJECTIVES

The objectives of the Club shall be:

- a) To encourage small boat sailing on the Welsh Harp and at such other places as the Committee may determine from time to time and to provide facilities incidental thereto.
 - i) To encourage amateur dinghy racing
 - ii) To operate on a sound financial basis but shall be non-profit making and that any surplus or gains will be reinvested in the Club. The club shall not make any distribution of club assets, in cash or in kind to members or third parties. (This does not preclude the club making donations to Charities or to any other clubs that are registered as community amateur sports clubs.
 - iii) To operate as a RYA training centre and abide by the conditions laid down by the RYA, regarding teaching practices, use of qualified instructors, equipment and condition of rescue boats and sailing boats.

MEMBERSHIP

There shall be the following categories of membership (hereinafter defined as the “Members” with power to vote at all meetings of the Club as indicated hereunder. Membership shall be open to all without discrimination.

A Full Member – being a person who, at the commencement of the subscription year or at the date of the election (whichever shall be the later), is over 18 years of age and who shall have one vote.

A Family Member – which expression shall include one or two parents (as may be) and all children under 18 years of age who may be contacted at one postal address. The family shall be entitled to a maximum of two votes.

A Junior Member – being a person who, at the commencement of the subscription year or at the date of election (whichever shall be the later), is under the age of 18 or is in full time and who shall have one vote.

To comply with the RYA Child Protection guidelines, the club/HSS does have a Child Protection Policy Document.

All children must be members of Wembley Sailing Club, at least one parent must be a Full or Social Member.

An Honorary Member – who shall be nominated and elected as described in Rule 17 (h) and who shall have one vote. An Honorary Member who was not a Member at the time of his election shall have no vote and shall not be eligible to serve as an Officer or as a member of any of the Club’s committees, unless he/she subsequently becomes a member.

A Social Member – being a person who is not entitled to sail at the Club and who shall have no vote. But has full access to the club’s amenities.

A Group Member – Being a person of the sailing section of a bona fide sports club may be admitted, as a group to such Club facilities and under such conditions as the committee may from time to time determine. A Group Member shall have no vote

A Temporary Member – being a visitor competing in a race sponsored or organised by or on behalf of the Club (or, if approved by the committee, in a race sponsored or organised by the WHSA or any of its constituent clubs) ..Membership shall last for 24 hours before and after that race and shall have no vote

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“OR

Being a visitor who has arranged to have a trial sail or to participate in training organised by Wembley Sailing Club/ Harp Sailing School. Membership will last for whatever period the course lasts and have no vote.

An Associate Member – being a bona fide member of another WHSA club (as defined in Bye Law 13 as amended in writing from time to time by the Committee) and who shall not be liable to pay an entry fee and shall pay a fee to be determined by the Committee provided his/her membership of the other club is continued throughout his/her WSC membership. Such Member shall not be entitled to a vote and shall not be eligible to sit on the Committee or on any of the sub-committees.

Every Member shall furnish the Membership 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.

Every Member shall participate in the privileges of the club or vote on any motion or question until his/her subscription has been paid. Such payments shall constitute his/her acquiescence in the Rules and current Byelaws of the club

Candidates for membership shall have no privileges whatsoever in relation to the use of club premises.

4 DATA PROTECTION ACT

The club has not registered under the act. It holds member's records on an automated system and members have been asked to consent to the arrangement in compliance with the 1998 Data Protection Act.

5 SUBSCRIPTION AND DUES

Annual subscriptions shall fall due on 1st April, except in the case of new Members whose annual subscription and entrance fee (if any) shall be payable on application and refundable if the application is unsuccessful. Members elected between 1st January and 31st March in any year shall pay the annual subscription due on the 1st April of that year and their membership shall be valid until 31st March of the following year.

The Committee shall make byelaws from time to time fixing the amount of the entrance fee and the annual subscription payable by each class of Member.

The Committee may in special circumstances, dispense with or reduce the amount of any subscription or fee payable by any member or class of Member.

6 ELECTION OF MEMBERS

Members shall be elected by the Committee. Every candidate for admission as a Full Member or a Family Member shall be proposed by one adult Member and seconded by a Committee member. Application for all other classes (except those for Honorary Member and group Member) will require only verification by a Committee member. A candidate who has been unsuccessful for any reason other than lack of a vacancy shall not be put up for election within 6 months.

Honorary members shall be elected as specified in rule 16(h).

Group Members are persons whose names and addresses have been supplied in writing by their group within the maximum numbers authorised by the committee for that group.

A candidate's name and address shall be displayed on the Secretary's Notice Board for at least seven days before election.

We would not knowingly have as a member or instructor for the Harp Sailing School anyone who would fail a DBS check

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7 RESIGNATION OF MEMBERS

Any Member intending to resign from the Club shall signify his/her intention in writing to the Membership Secretary on or before 31st March and any such person making use of the Club, its facilities and those of the WHSA after that date shall be liable for the following year's subscription.

8 TERMINATION OF MEMBERSHIP

- i) A Member may resign as indicated in Rule 8.
- ii) A Group Member shall cease to be a Member if his/her nomination by his/her group is withdrawn.
- iii) A person shall cease to be a Member and shall have no privileges including sailing if his/her subscription is unpaid by 1st June provided that he/she may be restored to membership upon payment of all arrears of subscription.
- iv) When a Member gives notice to the Membership Secretary that he/she will be unable to take advantage of his/her membership owing to absence abroad or other causes his/her membership may be suspended so as to be capable of being resumed, without re-election, upon further notice to the Membership Secretary.
- v) A Member may be expelled as indicated in Rule 10.

9 EXPULSION OF MEMBERS

At an Extraordinary General Meeting called for the purposes of expelling any Member the motion shall be carried if three fourths of the votes cast are in favour of the expulsion. The vote shall be by secret ballot.

10 CLUB NOT TO BE USED FOR BUSINESS

No Member shall conduct any business on the Club premises. No Member shall make use of the club name or Club facilities for the purpose of advertising publicly or privately any activity not connected with the club except with the permission of the Committee.

11 LIMITATION OF CLUB LIABILITY

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.

By implication, they accept that:

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.

It must be recognised that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in a race / course you agree and acknowledge that:

(i) You are aware of the inherent element of risk involved in the sport and you accept responsibility exposing yourself to such inherent risk whilst taking part in sailing or sailing course;

(ii) If you are taking part in a sailing course you will comply at all times with the instructions of the sailing instructors, particularly with regard to handling of boats, wearing of buoyancy aids and the wearing of suitable clothing for the conditions;

(iii) You accept responsibility for any injury, damage or loss to the extent caused by your own negligence;

iv) You will not participate in a race / course if your ability to crew a dinghy is impaired by alcohol, drugs or whilst otherwise unfit to participate;

(v) The provision of safety boat cover is limited to such assistance, as can be practically provided in the circumstances; but will comply with RYA guidelines on providing cover

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Racing

The race organisers shall not be liable for any loss, damage, death or personal injury howsoever caused to the owner /competitor, his/her skipper or crew, as a result of their own negligence whilst taking part in the race or races. Moreover, every owner/competitor warrants the suitability of his/her craft for a race or races.

Junior Members

Parents and guardians are warned that the club is unable to guarantee the provision of rescue facilities and reminded that parents and guardians have sole responsibility for their children and wards and must appreciate that the Club cannot assume responsibility for their supervision and control, **unless taking part in a club organized event**

Even during the hours of Club racing the Club cannot accept responsibility for children or any other persons.

Guests/visitors

Before inviting any guests or visitors to the premises or to participate in events organised by the club, Members will draw their attention to this rule.

12 GUESTS

Members shall enter the names of all guests in the Visitors Book. A Member may not introduce more than three guests (six adults at social events) in any one day and the same guest may not be introduced more than three times in any calendar year. A Member may not introduce as a visitor a person who has been unsuccessful solely for a lack of a vacancy. A Member may not introduce as a visitor a person who has been previously expelled from the club or has been struck off the list of Members for non-payment of subscription. A Member introducing a guest is responsible for ensuring the his/her guest is informed of and conforms to the Rules and Bye-laws of the club and the WHSA

13 COMPETITORS IN CLUB OPEN MEETING RACES

Any visitor who is a competitor or crew member in any race sponsored or organised by or on behalf of the Club (or, if approved by the Committee, in a race sponsored or organised by the WHSA or any of its constituent clubs) is, a Temporary Member, entitled to the use of the Club premises and to purchase intoxicating liquor for consumption on the premises by such person and his/her guest, within a period of 24 hours before and after the race in which he/she is competing.

14 POWER TO EXPEL THOSE ADMITTED UNDER RULE 14

The Secretary or any other Member who has received the authority of two members of the Committee may expel temporarily or permanently any person who has the right to the use of the Club premises under rule 14.

15 OFFICERS

The Officers of the club shall consist of a Commodore, a Vice-Commodore, up to two Rear – Commodores, who shall be Flag officers, a Secretary, a Sailing secretary, a Treasurer, a Membership secretary, Principal of HSS. All Officers (other than Principal) shall retire from office at each Annual General Meeting but shall be eligible for immediate re-election except that the commodore, Vice-Commodore and rear-Commodore may not serve more than three consecutive years in such offices.

The Secretary shall:

- conduct the correspondence of the Club;
- keep custody of all Club documents;
- keep full minutes of all meetings of the Club and its Committee and arrange for them to be confirmed and signed by the appropriate chairman upon the agreement of the Club or the relevant committee at the next following meeting of the Club or the relevant committee;
- maintain contact with the Club's legal adviser to ensure that the Club's affairs are managed in accordance with the current law;

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- give notice of any alterations to the Rules within 28 days to the Local Authority as required by section 48 of the Licensing Act 1964

The Treasurer shall:

- cause such books and accounts to be kept as are necessary to give a true and fair view of the state and finances of the Club;
- cause all returns as may be required by law in relation to such accounts to be rendered at the due time;
- prepare a balance sheet and profit and loss as at 31st December in each year to be audited and to be exhibited in the club premises at least 14 days before the date of the Annual General Meeting.

The Register of Member's names and addresses shall be kept by the Membership Secretary.

16 MANAGEMENT COMMITTEE

a) Management committee

The management committee ("the Committee") shall consist of the Officers, the class captains and not less than two and not more than five Full or Family Members of the club elected at the Annual General Meeting each year to hold office until the termination of the next following Annual General Meeting.

All members of the committee shall retire at the annual General Meeting but may offer themselves for re-election (subject to the provisions of Rule 15)

Candidates for re-election to the Committees shall be those members of the Committee offering themselves for re-election and such other Full or family Members whose nominations (duly proposed and seconded in writing by Full or Family Members whose nominations (duly proposed and seconded in writing by Full or Family Members) with their consent shall have been received by the Secretary by the beginning of the annual General Meeting. However the chairman of the meeting shall accept further nominations duly proposed and seconded by Full or Family Members up to the time of the election for each post. If the number of candidates for election is greater than the number of vacancies to be filled there shall be a ballot.

If for any reason a casual vacancy shall occur the Committee may co-opt a Full or Family members to fill such a vacancy until the next Annual General Meeting.

The Committee shall meet every two months making such arrangements as to conduct, place of assembly and holding of such meetings as it may wish. The Commodore or in his/her absence a chairman elected by those present, shall preside

Voting (except in the case of a resolution relating to the expulsion of a Member) shall be by show of hands. In the case of equality votes the Commodore (or Chairman as the case may be) shall have a second or casting vote.

Five members present shall form a quorum as a meeting of the Committee

b) Management of the club by the Committee

The Committee shall manage the affairs of the Club according to the rules and Byelaws and shall cause the funds of the Club to be applied solely to the objects of the club or for a benevolent or charitable purpose nominated by a General Meeting

c) Powers to make Byelaws

The Committee shall make such byelaws as it shall from time to time think fit and shall cause the same to be exhibited in the Club premises for 14 days before the date of implementation. Such byelaws shall remain in force until repealed by the Committee or set aside by a vote at a General Meeting.

d) Appointment of sub-committee

The committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think upon such terms and conditions as shall seem expedient and/or

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required by the law. Such sub-committees shall consist of such members as the Committee may think fit. The Commodore, the Secretary and the Treasurer shall be ex officio members of all such sub-committees.

e) Disclosure of interest to third parties

A member of the Committee, of a sub- committee any Officer of the club, in transacting business for the Club, shall disclose to third parties that he/she is so acting.

f) Limitation of authority

The Committee, or any person or sub-committee delegated by the 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 member or other person shall, without express authority of the membership in General Meeting, pledge the credit of the membership.

g) Members indemnification of committee

In pursuance of the authority vested in the Committee by the Members, members of the Committee are entitled to indemnification by the Members against the liabilities, costs expenses and payments whatsoever properly incurred by them or any of them on behalf of the club (including ex Members who were Members when the relevant liability, cost or expense or payment arose) 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.

h) Nomination of Honorary Members by the committee

The Committee may nominate for election 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 in number. No person shall be elected an Honorary Member for more than 3 consecutive years.

17 CONTINGENCY FUND

The Committee shall maintain a contingency fund which from time to time is deemed sufficient to discharge the liabilities of the club.

18 MEETINGS OF THE CLUB

a) Annual General Meeting

An Annual General meeting of the Club shall be held each year during the month of March on a date to be fixed by the committee. The Secretary shall at least 28 days before the date of such meeting or any General Meeting as hereinafter mentioned, Email each member notice thereof and of the business to be brought forward thereat. Were a member does not have an email address then the above information will be sent by post.

b) Business at Annual General Meeting

No business, except the passing of the reports and accounts and the election of the officers, committee, trustees and honorary auditors, and any business the Committee may order to be interested in the notice convening the meeting shall be discussed at such meeting unless notice therefore be given in writing by a member entitled to vote to ht secretary at least 42 days before the day of the annual general meeting

c) Extraordinary general meeting

The Committee may at any time, upon giving 21 days notice in writing, call an Extraordinary 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

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- d) Extraordinary General Meeting upon request of members

The Committee shall call an extraordinary General meeting in accordance with Rule 19 (c) upon a written request addressed to the secretary by at least ten Members. The discussion at such meeting shall be confined to the business stated in the notice sent to Members.

- e) Chairman at meetings

At every meeting of the club the senior Flag officer or, in the absence of all flag officers, a member elected by those present shall preside.

- f) Quorum at meetings

Fifteen Members entitled to vote and personally present shall form a quorum at any meeting of the club.

- g) Voting at meetings

Voting shall be by show of hands unless:

- i) It is for the expulsion of a Member or
- ii) It is requested by four Full or Family Members (a Family Member having one vote for the purpose of this rule) when it shall be by secret ballot

- h) Equality of votes

In the case of an equality of votes the chairman shall have a second and or casting vote.

- i) Voting on rule change

On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any rule or Bye-law such rule or Bye-Law shall not be created, repealed or amended except by majority vote of at least two thirds of those present and entitled to vote.

19 DISSOLUTION OF THE CLUB

If, upon winding up of 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 but shall be given to another CASC or charity with similar aims to those of the club.

20 RESOLUTION OF DISPUTES BY THE COMMITTEE

Any matter or dispute concerning these rules or the management of the Club not provided for by these Rules and Bye Laws shall be referred to the committee whose decision shall be final.

21 RULES AND BYELAWS OF THE WHSA

All Members and their guests are bound by the conditions, rules and byelaws of the WHSA

22 ALTERATION OF THE RULES

Any Full or Family member who wishes to propose an alteration in or addition to the Rules or Byelaws must state the nature of the proposed alteration or addition to the Secretary and name the seconder to the proposal on or before the 1st December in each year and the secretary shall then give notice of the proposed alteration or addition in the notice convening the Annual General Meeting. the member shall then at the annual general Meeting move the resolution of which he/she had given notice and. If seconded, a vote shall be taken thereon.

23 BAR

- a) Bar committee

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The bar chairman in association with the treasurer and commodore shall ensure the efficient running of the bar and shall ensure monthly reports are produced to ensure the appropriate margins are achieved. The chairman will conduct and annual stock-take any ad hoc stock-takes so required.

b) Purchase and supply of excisable goods

The purchase for the club of excisable goods and the supply of the same upon Club premises shall be exclusively under the control of the Bar Committee. Intoxicating liquor may be sold only for consumption of the Club premises to persons over the age of 18 who are entitled to the use of the Club premises in pursuance of the Rules and bye-laws for the time being in force.

c) Hours of sale of excisable goods

Subject to the requirements of the licensing authorities, the committee shall cause the club bar to be opened at convenient times (the "permitted hours" for the purpose of Section 62 of the Licensing Act 1964), such times shall be exhibited prominently in the club premises, for the sale of excisable goods to persons under the age of 18 who are entitled to use the club premises under these Rules, provided the visitors names and addresses and the name of the Member introducing them shall have been entered in the visitor's book upon entry to the Club premises.

d) Profits from the sale of excisable goods

No person shall take a commission, percentage or other such payment in connection of the purchase of excisable goods for the Club. Any profit deriving from the sale of such goods shall be applied for the benefit of the club.

e) Accounts relating to excisable goods

Proper accounts for all purchases and receipts shall be kept and presented at the Annual General Meeting in each year and such information as the Treasurer 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.

24 HEADINGS

The headings of these rules are for ease of reference only and shall not be taken into account in their interpretation.

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B BYELAWS

1 OPENING OF CLUB PREMISES

The club shall be open to Members at such time as the committee shall direct.

The present hours are:

Sundays between the hours of 9.00 and 16.00

Wednesdays (when summer racing is taking place) between the hours of 17.30 and 22.00

Members are entitled to use the club outside these hours upon purchase of a key. Members so doing are responsible for ensuring that all lights are switched off and the premises are properly secured on leaving.

1a FINANCIAL CONSTRAINTS

No member of the committee can spend over £500 without the consent of the full WSC committee

2 PERMITTED HOURS FOR THE SALE OF INTOXICATING LIQUOR

The permitted hours for the sale of intoxicating liquor shall be displayed within the Club and the bar will be open at these hours or at such other hours as may be decided by the committee subject to any restriction imposed from time to time by the licensing Justices.

3 CONTROL OF DOGS

Dogs must be held on a lead at all times.

4 RADIOS

The use of radios, tape recorders or other musical instruments is forbidden except during social events approved by the Committee

5 CLASSES OF BOATS ADMISSIBLE

Boats of the following classes shall be admissible to the register of boats on acceptance by the committee

Merlin Rocket	Firefly	GP14	Laser	RS200
Mirror	Topper	RS Vision	Sailboard	Optimist type boats
	Pico			

6 INSURANCE

All boats must have third party insurance for a minimum of £1,000,000

7 BERTH LICENCE

Berth licenses will be issued to paid-up Members of the Club. A member who has a berth but intends to leave the club and remove his/her boat must maintain membership until it is removed and, subject to approval by the Committee, may have part of his membership fee reimbursed

All boats must display the WHSA berth licence sticker on the mast or in some other readily visible position affixed by the class captain on the outside of the transom or otherwise conform to the WHSA rules in this connection. Sailboards must conform to the WHSA rules regarding the flying of pennants. Boat licenses are due on 1st April each year or when a boat is brought to the Harp, the license is to sail on the Harp and not to a berth in the dinghy park. Any boat unlicensed by 30th April will be removed from its berth.

8 BOAT IDENTIFICATION

All boats must display their number and the letters WSC on the cover near the stern

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9 BOATS CRUISING/RACING

All boats whether cruising or racing are subject to the ISAF Racing Rules together with the RYA modifications, the Clubs sailing instructions, their Class specification and the WHSA regulations. Boats cruising must at all times keep clear of boats racing.

10 FEES AND DUES

The fees applicable to all classes of Members other than the group members and to berth licences shall be posted on the Secretary's Notice Board, Fees applicable to Group Members and their berths shall be advised to the group concerned.

11 ABANDONED BOATS/ UNPAID LICENSE FEES

In addition to any powers given to the Committee elsewhere in these Rules and byelaws 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, board or other effects the property of a Member or former Member remain upon the club premises, the Committee may:

- move the item(s) to any other part of the WHSA premises without being liable for any loss or damage to the item(s) howsoever caused;
- give three months notice in writing to the member or former Member at his/her last known address as shown in the Club register and thereafter sell the item(s) and deduct any monies due to the Club from the net proceeds of sale before accounting for the balance (if any) to the Member or former Member;
- alternatively, if the item(s) is (are) unsaleable, after giving notice in writing as aforesaid, dispose of it (them) in any manner the Committee may think it and deem the cost of doing so and any arrears to be a debt owing to the club by the Member or former Member

Provided always that proper evidence is available to show that all reasonable steps have been taken to trace the Member or former Member and that when and if the item(s) is (are) sold the proceeds of sale, less any indebtedness by the member or former Member to the club, shall be retained against the eventuality of a claim by the owner (whether he/she be the said Member or former Member or otherwise) for a period of 6 years.

12 USE OF CLUB RESCUE BOATS

The club rescue boats may be used under engine power by a Member holding RYA Powerboat2 & Safety boat certificate. The rescue boats will be crewed by a maximum of two people and shall carry no passengers other than dinghy crews following a rescue.

12a USE OF CLUB SAILING BOATS

Club boats are for the use of full members of Wembley Sailing Club, and are not available to Associate members.

Club boats must not be taken off site without the express consent of the full WSC committee

Club boats can only be used when a club safety boat is on station

13 WHSA CLUBS WHOSE MEMBERS ARE ELIGIBLE FOR ASSOCIATED MEMBERSHIP

WHSC. Sea Cadets, and any other WHSA clubs as approved by the Committee.

Such associate members can use the club premises on club sailing days only and shall not have the use of either the clubs sailing dinghies or safety boats unless authorized by the committee or is down for a duty.

14 HEALTH AND SAFETY

When filling in the membership application form they sign to acknowledge the health hazards arising from the Blue-Green Algae and/or Weil's Disease. The committee may from time to time issue such further notices and / or communicate on the Secretary's notice board as it shall deem fit. Such a declaration is now on the club membership form

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(15) HARP SAILING SCHOOL

The Harp Sailing School (HSS) is a RYA training centre and has to conform to the rules and standards laid down by the RYA, The HSS is examined each year by the RYA to ensure that these standards are maintained.

The person appointed by the club to run the HSS has to be authorized by the RYA as being a fit and proper person to carry out and maintain the standards laid down by the RYA, and that person will be known as the Principal.

The Objectives of the HSS are

- (1) To offer sail training courses to members & potential members of the club
- (2) To offer power boat & safety boat courses to club members,
- (3) To offer RYA First Aid Courses**
- (4) The HSS to be run on a sound commercial basis.
- (5) The Principal is required to maintain a set of accounts to show the moneys received from trainees taking the courses and payments made to instructors.

(16) New Members Club (NMC)

Set up by the club to bridge the gap between members who have gained their RYA Level 1 Certificate or have level 1 experience and club racing.

All sessions to be free of charge

The meetings are to be held on average every two weeks on a Sunday afternoon.

When such meetings are taking place the NMC has sole use of the club's sailing dinghies

- (1) The Objectives of the NMC are
- (2) To make members feel welcome, where they and other new members can meet and team up and sail together
- (3) To have instruction on sail setting, use of "tell tales" how to use the spinnaker, and rigging and sailing GP14's, RS Visions & Lasers
- (4) Teach the basics of dinghy racing

(17) Members Bringing Guests to Sail at The Club

A member may bring a guest to the club to sail with him/her, that same guest can come on two more occasions, if that guest wants to sail again then they must join the club.

Members have a duty to observe this rule

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Appendix A **Officer of the Day - Items in Red you must get Right**

Do not start sequence until safety boat is on station, if it is windy put on a second safety boat

Timings: You must arrive at the Club by 9.00am Latest (6.00pm Wednesdays)

Make contact with the Duty Officer and your assistant OOD

Make out the race sheets and place in foyer, collect radio, **do a radio check** Collect the silver case from the committee room, this contains a wind vane, clock and starting instructions.

Collect the Committee boat keys, **you must wear the Killcord around your upper leg when the boat is under way**

.You should leave the pontoon 10/15 minutes to the hour in order to lay the starting line and get the sequence under way, particularly so, if you are starting by no 5 buoy Give two hoots on the horn as you leave the pontoon to indicate that the committee boat is leaving.

The Starting Times For Sunday Morning Races. 1st race 10.00am, 2nd race 12.00 noon
it is important that you start the Races on time, do not wait for boats to arrive.

When laying the starting line, consider the direction of the wind, a slight Port bias can be useful. Endeavour to give a true windward leg- **if you are not sure of the wind for a beat, then get an early arrival to sail on a beat past the committee boat**

The committee boat should be at the starboard end of the line Lay the white distance marker buoy Consider how many boats are starting, and adjust the length of the starting line to accommodate them (usually one and half boat lengths x the number of boats in largest class)

If the winds are light consider only going to 5 & 6 buoys, it is easier to manage the race if you need to shorten course.

Starting Order and timing sequence

We use 6 -3 - 0 minutes timing sequence e.g. 6 minutes class flag, 3 minutes Prep flag (under starters order) 3 minutes later class flag down

At the appointed hour e.g. 10am, give 3 hoots and on the third hoot hoist Merlin Flag, This starting sequence is explained graphically in more detail in the instructions in the silver box

Finishing the 1st Race: You should Endeavour to finish on the windward leg.

You should finish the first boat in each class by 11.15am. at 11.35 all boats should be finished

There can be the length of the Harp between the first boat and last boat in a class, so some skill is required to judge when to stop the race... E.g. if in light winds the **leading boat** is approaching and it is 5 minutes past the hour but it is taking 40 minutes to lap then you should finish the leading boat at 11.05am

You should time each lap for each class, in order to decide when you want to shorten course (if necessary)

Finishing the Second Race

You should finish the first boats in each class by 1.15pm and all boats in by 1.30pm.

. It is not good race management to have boats finishing after 2pm .Many of the club racers are involved in running club activities in the afternoon so it is important to adhere to the finishing times, also the catering staff are expecting members in the clubhouse by 1.45pm as they finish serving at 2.30pm

Shortening Course

You can shorten course at any Mark of the course you have set, position the committee boat adjacent to the mark. When the leading boats come into view give two hoots and hoist the shorten course flag, the finish is between the committee boat and the mark.

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If you want to shorten course and there is no convenient mark of the course to shorten on, the drop the white buoy and position the committee boat adjacent (about 30 yards) the finish is between the committee boat and the white mark. The committee boat should be positioned so as to be in the path of the approaching boats and be obvious to them.

If shortening course at number 1 buoy and the leading boats are heading for no 2 buoy, wait until first boat has rounded no 2 and then give signal.

The committee boat should fly the **Blue flag** this denotes a committee boat finish. **Wednesday Evening** The sequence starts at 7.00pm, aim to finish **before** it gets dark i.e. all boats ashore, Remember the wind tends to drop later in the evening. Consider also only going to 5 & 6 buoy if the winds are light

On Completion of Racing for the Day.

Put all flags away...

Close hatches. Put key back in clubhouse

Give radio to Duty Officer

Fill in engine Log on committee boat

Take down flags on Starters Box if used



Appendix B DUTY OFFICER

Make contact with your team In advance to ensure that they will be available or that they have exchanged duties with someone else. Note who the substitutes are and contact them, should they fail to attend then the class they sail with to provide a stand-in. Mark list for "no shows"

Arrive early 9am latest, (code for committee room door 14523)

Keys to the the committee boat are kept hanging up in cupboard to the right of the Committee room.. The keys to the safety boards are kept in a metal locker in the committee room cupboard all committee members have a key, there is also a key kept in the bar, make sure that the keys are signed out and are ticked when returned. The keys to the petrol store are on the keyring of the rescue boats In winter months ensure that the heating is on.

Be on the lookout for helms needing crews/crews looking for helms and see they get together.

NO RACING TO START BEFORE THE RESCUE BOAT IS ON STATION. THE OOD AND RESCUE OFFICER TO BE INFORMED OF THIS REQUIREMENT



Ensure that the OOD is conversant with his duties, particularly in regard to setting a course and starting the races on time, and also finishing at the correct time e.g. the first morning race, ALL boats should be finished by 11.35am if they are to start the next race at 12.00 noon.

Should the start of the 12-noon race be delayed, then make an announcement in the Clubhouse re the new timings.

Ensure that the Rescue officer has read his instructions,.

Check that the rescue boat has fuel for the day and that the boarding ladder is on board, Make sure keys and killcord are returned, and that fuel tank is placed in store.

MVS should provide a helm and crew

Wednesday evenings. If there are adverse weather conditions, then in addition to the rostered Wembley boat, consider putting a second safety boat

Club Radios: There are 7 radios, two are for the Rescue boats (if two boats are out), One for Committee boat One for the clubhouse. Check they are returned and switched Off after use, check put them back on charge..

On Sundays pay the galley operative , total up the galley "takings" and enter in the book. The money should be placed in a blue/black container with a note as to the amount, date and source and placed in the safe in the committee room.

Similarly with the bar, Cash up enter In the book and again put in safe in committee room. If the bar is still open, and providing John Shepherd or a committee member are present, then the bar can be left open, John or the committee member to cash up.

If necessary make an announcement for all glasses and crockery to be returned to the bar/galley. Put the rubbish in the "wheely bin" at the main gate. (NOT THE SKIP). Lock the Bar, all windows, the back door, the balcony door the garage doors and the main door is double locked

If you are not the last to leave ensure that the remaining members will lock up, inform any committee member who is remaining to this effect

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Appendix c Wembley SC Safety Boat

Only two crew allowed in rescue boat minimum age 16 years This is the most important duty YOU can do for the Club and your fellow sailors.

Before setting out check you have the radio, boarding ladder, check the contents of the locker there should be a thermal blanket, a first aid kit a knife, spare Killcord & throwing line. Use electric or manual bilge pump to empty rainwater from hull

Check that the engine will not start in gear, Check there is water coming out of the leg, if not stop the engine When on patrol use one hand on the steering wheel and the other on the throttle, **You must use the 'kill cord' (wear it on upper leg) this will stop the engine should you fall over, or out of the boat.**

[This is mandatory.](#)

Rescue Procedure

When approaching a capsized boat, keep either upwind or to the side do not go to leeward (as the boat, when righted could capsize again on top of you.

Then count heads, ask the crew if they need help?, If a sailor is trapped in the dinghy by a rope, then the rescue assistant must be prepared to go into the water armed with the knife to free the trapped member. But you must not put your own safety at risk.

If they indicate that they are in control and do not require assistance,

AND THIS IS ALSO YOUR OPINION then you can resume your patrol but keep an eye on them.

In strong winds there will probably be many boats capsizing, your primary duty as Rescue officer is the safety of the crews and not the salvaging of boats. When more than one boat is in difficulties, approach the nearest, ascertain if they

require assistance, if the answer is no, tell them you are leaving to go to another capsized craft.

IF IN YOUR OPINION, the crew are in difficulties than you must order them into the rescue boat and tell them their boat will be salvaged later. They have a duty to obey the Rescue officer.

With the crew on board go to any other boat in difficulties. If possible try to get the crew ashore, as they may be very cold. (use the thermal blanket in the locker) If more than one rescue boat is on the water radio them that you are taking the crew ashore

The RYA has issued these instructions for asymmetric boats, because of the lack of airspace when the boat is inverted and someone may be trapped underneath, try and right the boat, rather than trying to lift the boat by the bow or stern.

If you are engaged in rescue of a capsized boat and people are in the water, and you are close in, stop the engine. With the engine running and the gear in neutral the propeller can still be turning albeit slowly, use the boarding ladder, use it forward of the thwart.

Before going close inshore to help a stranded person/boat, keep the stern of the boat in deep water, it is better to throw a rope to the stranded craft and then tow them out. Failure to do so could damage the propeller. If you have a shallow draught lever use it. There are a line of blue buoys down by number 6 buoy, beware there are concrete blocks just below the waterline do venture very slowly with the engine at shallow draught should you need to go in shore to a stranded dinghy

When on patrol keep your boat speed down to 5 knots, unless of course you are attending a capsized. Do check that you have sufficient fuel to last the duty. Do not come off the water until all trainee boats/racing boats are at or near the pontoon.

SALVAGING OF BOATS

Wembley Sailing Club

Club Constitution

Some boats will dig their masts into the mud when capsized. Depending on how inverted the boat is, it can be impossible for the crew weight alone to right the boat. There are other ways of righting the boat. But one that is successful (least damage) is for the rescue boat to tow the capsized craft sideways by the jib sheets, or a rope around the thwart. The tow should be in line with the mast, this will pull the mast clear of the mud and the dinghy can then be righted.

Do remember that the stern of the safety boat must be behind of the stern of the dinghy when alongside, makes sure the springs are tight. when towing alongside

Care and Usage of Engine

Only use PETROL in the petrol tank,

The engine on this boat is a four stroke engine. Ignition: The engine has a key start. For choke, push in and turn.

As with all outboard engines, you must allow the engine revs to subside before going from forward to reverse gears. Make sure that you have the radio, do a radio check before starting out.

RADIO-

There is a radio on the Committee boat the Wembley rescue boat and also in the Clubhouse, so contact can be maintained at all times. Do a radio check prior to commencement of race

On completion of duty, lock the lockers etc, put the petrol tank in the Petrol store. Give the keys and radio to the Duty Officer .Or me (Brian)