



***EMSWORTH
SAILING CLUB***

***BYE-LAWS
2019***

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(Published in 1997 in substitution of the 1996 Bylaws, amended October 1999, January, October 2000, July, December 2001, March 2002, November 2002, February, May and October 2004, November and December 2005, March, June, December 2008, May 2009, November 2009, March 2010 and general tidy up October 2010.

Amendments to Section 1 A2 & B1, Section 3 A4 & 5 and C1 and reissued 2013.

Amendment to Section 3C (d) June 2016.

Amendment to Section 1 B4 August 2016

Amendment to Section 2 A12 added December 2016.

Amendment to Section 1B, 2A added September 2017

Amendment to Section 3C, 1 (d) added June 2019

Amendment to Section B3 added June 2019

**Please note these bye-laws are amended from time to time by the General Committee
The latest version is in a folder on the shelf outside the Office.**

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SECTION 1 ADMINISTRATION

A. RESTRICTED AREAS

1. **GENERAL:** Except as permitted under bye-law S25, no member may moor, park or store their craft or equipment on club property without the permission of the Sailing Committee through the Billets Officer, nor may a member who has been allocated a mooring, billet or storage space place their craft or equipment elsewhere on Club property. A member shall forthwith remove their craft or equipment from any mooring, billet or storage space previously allocated to him should he be required to do so or should his renting thereof be for any reason not renewed. A member who moors, parks or stores their craft or equipment on Club property in breach of this Bye-law may have it locked up or impounded and be charged such short-term fees as may be laid down from time to time by the General Committee.
2. **UPPER DECK:** Members of all ages may use the Upper Deck area. However, while racing is taking place an area of the deck, the “Bridge Race Deck” is reserved for the Race Officer and his assistants. This area will be clearly delineated and should not be crossed or obstructed at any time while racing is being conducted. Members are asked to adhere to any request by the Race Officer when using the Upper Deck while racing is taking place.
3. **SLIPWAYS:** The Club slipways are provided to enable members to launch and recover their vessels and dinghies, and members are not to use them for parking their boats or scrubbing them down.
4. **PONTOONS:** The pontoons are intended to provide short-term mooring for members’ craft. A member intending to secure his craft to them overnight is to inform the Secretary. Craft secured for more than one overnight stay may be charged a fee. No vehicle or trailer used for craft larger than a dinghy is to be placed on the pontoon decking.
5. **PETROL AND SMOKING:** No petrol, oil or other flammable liquid or material may be stored in the sail store. Petrol may only be kept in the outboard store in fuel tanks which are an integral part of the engine. Petrol may not be left in the store in any separate containers, whether of metal or other material. Fuel tanks may not be filled in the store. Engines may not be run in the store. Smoking is expressly prohibited in both the sail and outboard stores and in the area designated outside the outboard store.
6. **CAR AND DINGHY PARKS:** No member may sleep overnight in either the Club car park or Mountbatten Park or on the terrace, be it in any car, dinghy or vessel of any sort or otherwise.
7. **FRANCHISEE’S ROOMS:** Members may not enter any part of the Franchisee’s accommodation or the Club kitchen, except with the permission of the Franchisee or a member of staff.

B. MEMBERS’ CONDUCT

1. **DRESS:** Members are expected to be suitably dressed when in the Clubhouse. Wet sailing clothes may be worn in the Wet Bar and in the upstairs training room when undergoing training. In these circumstances access should be via the external stairs. No swimwear may be worn in the Clubhouse.
2. **CHILDREN AND JUNIORS:**
 - (a) Whilst welcome in the Club, children and juniors should behave with decorum, and with due consideration for other members. There should be no running within the clubhouse or on the Upper Deck. No children under 5 years of age may be in the Clubhouse after 1930.
 - (b) Adults bringing children to the Club shall at all times exercise supervision appropriate to the ages of the children and the prevailing hazards at the time (i.e.: state of tide, weather, movement of boats and trailers, etc.). Particular care shall be taken on the slipways and pontoons, and children should be kept away from these areas when they are in use for launching, recovering and tying up of boats. A suitable buoyancy aid or life jacket is recommended for all children at all times when using the pool. This Byelaw amplifies Rule 30(c).
3. **DOGS:** they are allowed on the Club Premises on a trial basis (ending January 2020) subject to various restrictions as detailed in the ‘Dogs on Club Premises Policy’ available on the ESC website.
4. **MOBILE PHONES AND ELECTRONIC DEVICES:** Members should be respectful of other members of the Club when using mobile electronic devices such as phones, tablets, laptops and games consoles by ensuring they are in silent mode in the main Clubhouse. If using mobile electronic devices to make or receive calls, this should always be done away from the bar and dining area. During bar opening hours, please do not use mobile electronic devices for any purpose in the bar and dining area.

5. **MEMBERS' EFFECTS:** The Club accepts no responsibility for members' effects while on the Club premises. Any clothing or other effects found by the staff having been left by members on the Club premises, including the Upper Deck and terrace, when the Club is closed will be removed to the Scran locker, whence they may be reclaimed by members. Small items of obvious value will, without responsibility, be taken into custody by the Secretary and a notice put on the board. Any articles not claimed from the Scran locker will be disposed of at the Scran Auction.

6. **SMOKING:** Any form of smoking or electronic substitute is not permitted in any of the Club buildings, on the Upper Deck, on the harbour side of the terrace in front of the house, around the picnic tables by the pool, or within four metres of the outboard store or fuel bunker.

7. **GLASSES AND CROCKERY:** These should not be left on the terrace or Upper Deck, in changing rooms or around the Club, but placed on the tables provided or returned to the bar or bar hatch.

C. ADDITIONAL MATTERS

1. **ACCIDENTS:** First Aid Kits are kept in each of the changing rooms and in the Secretary's outer office. Any accident involving personal injury which occurs on Club premises or in the course of an event organised by the Club shall be recorded in the Accident Book, which is kept in the hall, or reported to the Secretary as Safety Officer who will enter it into the book.

2. **DAMAGE:** Any damage caused by a member, his craft, equipment or car to Club property, to the Contractor's property or to any other member's property shall be the responsibility of the member causing it.

3. **INSURANCE:** Members keeping their craft or equipment on Club premises or Club moorings, or participating in any waterborne activity from and/or organised by the Club, shall insure legal liability in respect of any claim arising from use or ownership of their craft for a sum not less than £2 million.

4. **DATA PROTECTION ACT 1998:** Personal information provided by members to the Club will be stored within the Club's computer system, and also held manually.

For the purposes of the Data Protection Act 1998, the Club needs to specify the purposes for which it will use this information. These include:

1. Communication with members concerning Club business
2. Maintaining membership records for internal administrative and accounting purposes.
3. Providing a register of member information for the use of members
4. Disclosing relevant information to appropriate third parties, such as the Chichester Harbour Conservancy.

By providing information to the Club, members are deemed to have given their consent to it being held and used by the Club as detailed above. Should a member become aware that the information held on him/her is inaccurate, he/she has the right to require that the record be amended.

5. **SUGGESTIONS AND COMPLAINTS:**

- a) A member wishing to make a suggestion regarding the Club and its facilities should enter it in the Suggestion Box, which is available in the hall, or forward it in writing to the Secretary.
- b) A member having any complaint of a major nature should address it in writing to the Secretary.
- c) Complaints of a minor nature which can be rectified without undue delay by the Franchisee may be made at the time direct to the Franchisee unless the member complaining, or the Franchisee, considers a more formal procedure to be appropriate, in which case the complaint should be made to the Secretary, who may request that it be put in writing. Complaints should never be made direct to subordinate staff unless they are so trivial that they can scarcely be classified as 'complaints'.

SECTION 2 SAILING

A. BILLETS

1. MOORINGS:

(a) The Club has a number of moorings which may be rented annually by members who wish to keep their craft afloat. Whilst the Club endeavours to ensure that the mooring tackle is in serviceable condition, it is a specific condition of letting a mooring that the club shall be under no obligation whatsoever nor be in any way responsible for the safety of a craft, and the member renting a mooring and placing a craft thereon does so entirely at his own risk. Similarly, the Club shall be in no way responsible for any gear left in craft on Club moorings.

(b) The Club has a number of mooring sites in Fowley Rythe which may be allocated to members for them to lay their own moorings. Use of these sites is governed by separate licences issued annually.

2. DINGHIES etc: The Club provides parking space on the terrace and in Mountbatten Park for dinghies, sailboards and tenders and storage space for outboard motors, sails and certain other gear. Billets, in the form of parking space and storage space, may be allocated to members. Although endeavouring to ensure that storage accommodation is secure and that parking areas are appropriately utilised, the Club shall be in no way responsible for the safety or custody of dinghies, sailboards and tenders or any gear or equipment left therein.

3. WINTER STORAGE: Storage ashore for members' craft during the winter months can be arranged at the discretion of the Sailing Committee. Application forms for winter berthing for cruisers on the car park are available from the Secretary. Such craft must be placed in the position allocated by the Billets Officer, must be securely chocked up and deep keel craft must be either in a fitted cradle in accordance with the Club's guidelines or provided with supporting legs properly bolted through the topsides. Support relying solely upon shores and wedges is forbidden. The Club shall be in no way responsible for the safety or custody of such craft or associated gear. Craft in winter storage are to be removed, together with their cradles and equipment by a date agreed annually by the Sailing Committee and if not so removed a surcharge or other penalty may be levied.

4. MOORING AND BILLET ALLOCATION: Members wishing to be allocated a Club mooring, mooring site, billet or storage space should obtain an application form from the Secretary. The allocation of moorings, sites, billets and storage space is at the discretion of the Sailing Committee and the day-to-day work in connection therewith is delegated to the Billets Officer. The priority of allocation of moorings, sites and billets will normally be on the basis that a member who has had a mooring, site or billet for one year may renew its allocation for a craft of the same category by paying the prescribed fee before 1st February. Vacancies remaining on 1st February will then be allocated according to the appropriate space available on the basis of the date on which a member applied to be placed on the waiting list for a mooring, site or billet in the relevant category. The Sailing Committee, however, reserves the right on the one hand to refuse to accept the renewal of a mooring, site or billet if it has not been adequately utilised in the previous year, or if the member has persistently been in breach of these Bye-laws; and on the other hand to allocate a mooring or billet not in accordance with the priority order as determined by the waiting list if there are special circumstances warranting this. The Sailing Committee will regard a mooring or billet as not having been adequately used, if the craft allocated to it has not, as evidenced by the Racing log and/or the Recreational user log, been used at least **eight** times during the year. The Sailing Committee also reserves the right in exceptional circumstances to require a member to remove his craft or equipment from the Club property should this be considered necessary.

5. SUBSTITUTE ALLOCATION: A member having been allocated a mooring or billet for a particular craft may substitute another craft of similar category, or with the sanction of the Sailing Committee may temporarily loan his mooring or billet to another member for a craft of similar category advising the Secretary accordingly.

6. IDENTIFICATION: All craft and equipment moored, parked or stored on Club property must be readily identifiable. This will normally be done by having the craft's name or registered number or 'tender to.....' painted on the hull or transom. Sailboards shall have a numbered plaque affixed to them. **The launching trolley of every dinghy or tender parked at or brought to the Club shall have a label tied to it showing the craft's class, sail number and/or name. Labels will be issued by the Club.** Outboard motors and other equipment placed in store shall have the names of the owners, or those of the craft to which they belong, either painted or displayed thereon with embossed 'Dymo' tape (which may be obtained from the Secretary). Harbour Dues plaques shall also be affixed as required by the Conservancy. Any gear or equipment left on Club premises and not identifiable will be liable for removal and disposal at the annual Scran Auction.

7. TEMPORARY VACATION OF A BILLET: A member not intending to use an allocated mooring or billet for a continuous period in excess of four weeks between May and September should inform the Secretary accordingly, so that the space may, if required, be temporarily allocated to a visitor or member on the waiting list for a permanent billet. A member on the waiting list may be authorised to park his craft on a roving basis in any temporarily unoccupied space, on the

understanding that the member to whom the billet has been allocated may request that the craft be moved when he wishes to make use of the billet himself.

8. **PROPER SECURING:**

- (a) Masts may not be stepped at any time in dinghies parked in the northern third of Mountbatten Park, nor may they be stepped between 1st November and 1st March in dinghies parked anywhere in the park.
- (b) When mooring or parking a craft, the halyards and other running rigging shall be secured away from, or otherwise made fast so that they cannot flap against, the mast or other spars.

In the event of non-compliance with either (a) or (b) a Club official on behalf of the Sailing Committee may lower the mast or untie the halyards, and action will be taken under Bye-law S.6 in the event of persistent non-compliance.

- (c) Dinghies and tenders parked on the terrace or in Mountbatten Park should be secured to the ringbolts or holding down wires or chains (where provided).
- (d) Members are advised whenever possible to take their craft and equipment home during the winter. Any dinghies and tenders left in Mountbatten Park should be removed to its eastern or northern part.

9. **TROLLEYS AND TRAILERS:** These are only to be parked on the space allocated to the member as a dinghy billet, except that trolleys may be left on the terrace, in the area marked 'trolleys', while the member is afloat in his dinghy, provided they are stacked so as to leave the slipways and gangways clear. Derelict trolleys and trailers must be removed by the owner from Club property and, if not so removed, are liable to be sold at the Scran Auction or otherwise disposed of.

10. **FEES:** Shall be paid to the Secretary for renting Club moorings, sites, billets and storage space at the rates laid down from time to time by the General Committee.

11. **TIDINESS:** All members, particularly those to whom billets have been allocated, are required to assist in keeping the terrace, dinghy parks and other storage spaces tidy. **Members are required to trim the vegetation in the billet space allocated to them for their dinghy, as part of keeping it tidy.** Gear must be stowed neatly in the allotted space. Unserviceable gear, empty containers and other rubbish must be removed. Members when parking boats must not use stands or other equipment which damage the surface of the terrace or Mountbatten Park

12. **DINGHY PARK LICENCE:** All billets for parking spaces on the terrace and in Mountbatten Park shall be granted subject to the terms of the Dinghy Park Licence that members are deemed to have accepted when they apply for a parking space and when they renew each year thereafter. A copy of the Dinghy Park Licence is available in the office and on the Club website.

13. **SAILING DUTIES:** All Mountbatten Park Field Billet holders over 18 years old are required to undertake at least two sailing duties each year. Failure to undertake a duty may result in withdrawal of the allocated Billet spaces or spaces.

B CONDUCT AFLOAT

1. **SAFETY PRECAUTIONS:** Certain safety precautions during racing are prescribed in the Sailing Instructions for the race. Members, whether racing or not, are advised to comply with the following:-

- a) Not to proceed afloat if 'N' flag is displayed on the Club flagstaff.
- b) Personal buoyancy or life jackets should be carried at all times onboard for all persons on the craft. They should be worn at all times by children or adults who cannot swim and by all onboard when the weather is rough and, at the discretion of the person in charge of the craft, during the night and particularly in fog. Suitable clothing should be worn.
- c) Dinghies and other small craft should be fitted with buoyancy so that they are positively buoyant and will float upright even though awash. Class dinghies should comply with class rules as to buoyancy and undergo an annual buoyancy test when this is prescribed by class rules.
- d) Any craft going outside the harbour, except during organised dinghy racing, should be adequately equipped to cope with bad weather or emergencies and in particular should carry a compass, an anchor with a warp, oars or paddles, distress flares, and a container of fresh water.
- e) Tenders and pram dinghies should not be overloaded. They should carry a means of attracting attention by day or night (whistle and light), and the prevailing wind and tide should be properly assessed before embarking.

- f) If going out alone, always let someone know of your intentions.
2. **YOUNG MEMBERS:** It is recommended that when safety boat cover is not available, parents or guardians allow members under the age of 14 to go afloat unsupervised only when:
- they are able to swim and are confident in the water wearing sailing clothing and personal buoyancy; and
 - they are qualified to at least RYA National Dinghy Certificate Level 3 or Windsurfing Level 2 standard; and
 - they are wearing appropriate clothing and adequate personal buoyancy; and
 - another craft is available on the water specifically to give assistance as necessary; or
 - that two craft are sailing in company together so as to provide mutual assistance one to the other.
3. **COURTESY:** Members in sailing boats, whether racing or sailing under their own arrangements, should observe all the appropriate regulations and courtesies towards other persons, ashore or afloat, inside or outside the harbour, and should not by their disregard thereof bring the Club into disrepute and thereby be liable to become the subject of Club Rule 26; in particular.
- Although as between themselves boats actually racing are governed by the ISAF Racing Rules of Sailing, they are governed by the International Regulations for Preventing Collisions at sea in their relationship with other craft. Whilst it is a courtesy for a boat which is not racing even though it may have the right of way, to keep clear of one that is racing, this cannot be insisted or relied upon by the racing boat. Conversely it is a courtesy for a dinghy or small racing boat, even though having the right of way, to keep clear of or not to impede a large boat particularly in confined or congested waters. Helmsmen of high-speed sailing dinghies, even if they have right of way, should have due regard for slow moving vessels which may be unable to respond in sufficient time to keep clear. Racing helmsmen must resist the temptation to take any action which is contrary to the IRPCS in order to gain tactical advantage over other competitors; for example, by passing too close to a non-racing vessel, and not making their intention clear and leaving avoiding action too late.
 - All boats whether racing or not, should keep clear of persons fishing, whether ashore or afloat, at anchor or under way, so as not to foul their lines or unduly rock their boat. Fishing floats, nets, oyster beds etc. should also be given an adequately wide berth.
 - Boats, particularly when travelling fast, should not sail unnecessarily close to or in and out of moored craft, or close to heavily loaded dinghies or tenders, or to dinghies being helmed by novices or children.
 - If a member does cause damage to another person's property an immediate offer or appropriate recompense should be made, or if the property is unattended (for example a moored craft) every endeavour should be made to trace the owner and the damage and the circumstances thereof be reported.
 - Members should exercise appropriate decorum in their general behaviour, for example in their regard to their dress and their language. Similar conditions apply to members afloat in power driven boats and on sailboards
4. **SAILBOARDS:**
- Sailboarders should keep clear of the Club moorings immediately to the east of the Club.
 - When sailboarders are learning to board sail, it is recommended that they use the stretch of water to the west of the Club and ensure that, before venturing upon the water, they are capable of self rescue. In winter a dry suit or wetsuit, providing insulation of at least 5mm, should be worn. Inexperienced sailboarders are encouraged to wear buoyancy. Novices should either sail in company or be accompanied by an experienced member.
 - All sailboarders should carry a day-glow orange flag as a means of signalling distress.
5. **SWIMMING:** Members swimming off the terrace should avoid swimming in the approach to the slipway, particularly when racing is either starting or finishing on the Club line. Members in dinghies or tenders or on sailboards should keep a sharp look-out for, and avoid, members swimming off the terrace.
6. **DINGHY RACING:** Dinghy racing will be governed by the appropriate Sailing Instructions and managed by the Race Officer nominated by the Sailing Committee. Members who are sailing under their own arrangements at times when

racing is in progress should keep clear of the slipways during the half-hour before the commencement of racing and not sail around in the vicinity of the starting and finishing lines when races are starting/finishing; they should also comply with any instruction in this regard by the Race Officer.

7. SAFETY AFLOAT: The Club is not in any way responsible for the safety of members when afloat. Each member must decide for himself in the light of weather conditions prevailing and the nature of his craft and his own experience, whether to go afloat or not, either in organised racing or as an individual under his own arrangements. Parents and guardians should bear in mind that it is their responsibility to ensure the safety of their children. Cruiser skippers should bear in mind that the safety of the crew is their responsibility. See also Appendices A1, A2 and A4 below.

SECTION 3 CLUB FACILITIES

A. AMENITIES

1. OPENING HOURS: The normal opening hours of the clubhouse, bar, swimming pool and Secretary's office are set out in the Club Programme for the year.

2. STAFF HOURS: A member of the Franchisee's staff will be on duty whenever the Club is open, except at the following times:

Daily	1500 to 1730, except when open for afternoon teas
Tuesday	from 1500, except when bar open, or teas available
Wednesday	all day except when bar open.

Members should not contact the Contractor during these off-duty times, except in a genuine emergency.

3. ALCHOLIC DRINKS: Members shall not bring their own alcoholic drinks to the Club for consumption anywhere on the premises (including the terrace) under any circumstances, unless the prior agreement of the Secretary has been obtained. This agreement will only be granted in exceptional circumstances, eg: for a private party in the Clubhouse, in which case a corkage fee will be charged.

4. PRIVATE FUNCTIONS:

(a) Individual Club members may reserve Club rooms for private functions. A charge may be levied by the Club. Applications should be made in writing to the Secretary for consideration by the House Committee before the required date. The House Committee will consider the application against a set of criteria on demand. The Contractor holds the franchise to provide catering and bar facilities for all Club and private functions. No private catering arrangements for functions are permitted without the agreement of the Franchisee, who may levy charges by negotiation

(See also Byelaw H3 – Members own alcoholic drinks).

(b) The upstairs Training Room is available for members to book for private dinners and functions. At other times it is available to members as a quiet dining room. Children under the age of 10 are not permitted, unless they are part of a group which has booked the whole room.

5. PICNICS: Members are permitted to picnic at the tables located near the swimming pool, on the Upper Deck, at the water's edge away from the slipways and in the Wet Bar. Only food purchased from the Franchisee may be consumed on the terrace adjacent to the Club. Alcoholic drinks are not to be brought to the Club as part of a picnic. All rubbish and packaging should be taken home when leaving the Club.

6. LIBRARY: Books removed from the library should be entered in the register provided and may be returned to the bar at any time. Books may be kept gratis for up to one month. If kept for more than one month a charge of 50p per week, or part of a week, will be made.

7. NOTICES AND CLUB PROPERTY: Members may not remove from the Club any Club property, including periodicals, without the permission of the Secretary. Only Club officials may post, amend or remove notices on any Club notice board. Any members wishing to have a notice posted (e.g. for sale) should seek permission of the Secretary who will initial and date it: these may be removed after 2 months unless renewal is requested.

B PARKING

1. CARS:

- a) All cars parked on the Club premises are parked at the owners' risk. Only cars of members and of official Club guests may be parked in the Club car park. Cars of members should display a Club burgee disc. Unauthorised person may be charged a fee and are liable to be inconvenienced until identified.
 - b) Cars should be parked neatly according to the lines in the car park. If a car is left in a central gangway it must be left unlocked to enable it to be moved if necessary.
 - c) Members whose cars are parked overnight in the Club car park may be charged a fee, as may be laid down from time to time by the General Committee, except that members who are away in, or are sleeping aboard their cruisers, and who have recorded their names and car registration numbers in the book provided for this purpose in the clubhouse, shall not be charged for up to three nights in any one week (ending on Sunday morning).
 - d) Unless authorised, parking of cars is not permitted on the terrace, in front of the passage to Mountbatten Park or in the turning space in front of the Club. Cars are not permitted in Mountbatten Park or in the passage thereto.
2. **CYCLES, SCOOTERS and SKATEBOARDS:** No cycles may be brought on to, or ridden on, the terrace. They should be parked either in front of the Club so as not to obstruct the entrance or in the Club car park. Scooters and Skateboards are not to be ridden on the terrace, but may be stowed neatly on the terrace.

C SWIMMING POOL

1. POOL USE:

- a) The use of the swimming pool is restricted to Club members and temporary members under Rule 12. All use it at their own risk (see Club Rule 30). Guests introduced under Rule 67 are not permitted to use the pool.
- b) The pool will be open from 0800 to 2000 or sunset whichever is earlier during the season.
- c) Solo-swimming is not advisable and is done at the swimmer's own risk. Solo-swimmers must be at least 16 years old and capable of swimming 100 metres unaided. Members wishing to solo-swim must go to the office and sign a personal declaration.
- d) All members using the pool, including Juniors aged 16 and above, must have attended and passed within the last 3 years, the St Johns Ambulance Resuscitation Class, the Club Resuscitation Class, or be the holder of a current relevant professional qualification or an equivalent qualification. Evidence of this must be provided to the office for the records.
- e) All non-swimmers and persons under 16 years of age using the pool or entering the pool enclosure must be supervised by an adult (over 18) from within the pool enclosure. The adult must have obtained one of the qualifications listed in (d) above. No adult is allowed to look after more than 6 such persons in the pool.
- f) The maximum number of people permitted in the pool at any time is 36.
- g) On leaving the pool, members must ensure that the gate is closed and latched.
- h) In the interests of safety and hygiene, no glasses, bottles or food and drink may be taken into the pool enclosure or consumed there.
- i) Wet suits, flippers, balloons, airbeds, model boats, balls and noodles are forbidden in the pool. Swimming aids such as armbands are acceptable for less confident or non-swimmers.
- j) There is to be no running, diving or jumping into the pool or boisterous play in the pool area.
- k) A General Committee member, a Club Secretary or the Franchisee can ask people to leave the pool and temporarily close it if thought necessary for health or other reasons.
- l) There will be adult-only swimming before 0915 and no children under 7 are allowed in the pool after 1830.
- m) From 1900 hours, users of the pool should not disturb those swimmers wishing to swim lengths uninterrupted.

SECTION 4 CLUB EQUIPMENT

A. AFLOAT

1. **SAFETY BOATS:** The Club's powered boats shall be driven only by persons approved to do so by the Sailing Committee. They are provided primarily as the Committee Boat and Safety to escort dinghy racing. When being used for those purposes they will be driven by the members designated for the duty by the Boat Roster Officer, Junior Boat Roster Officer or Sailing Secretary. They may be used on other occasions by arrangement with the appropriate Roster Officer. All Club boats, and private boats when being used to escort Club events, shall be operated in accordance with the Safety Boat Standing Orders.
2. **PORTABLE RADIOS:** The portable radios are to be used by persons qualified to use them. Instructions for their use are posted in the bridge office and are to be returned after use.

3. **CLUB DINGHIES:** Two dinghies are available. One is primarily the tender to Escort and when left on Escort's mooring should not be removed from there by any member except in an emergency. The other one is for general use to enable members to get out to their craft on moorings; it should be returned ashore and placed on its billet on the terrace immediately after use and in no circumstances left on a mooring, or kept on a mooring, while the owner is working on his craft. When stowed on the terrace the dinghies should be bows up or down, as appropriate, with bungs open.

B. ASHORE

1. **USAGE:** The workshop is primarily for the storage of equipment connected with Club boats and moorings and to provide space and facilities for work to be performed thereon by officials of the Club, members of the Sailing Committee and members specifically designated for such a task. Members may only work in the workshop on their own boat or gear with the permission of the Secretary.

2. **WINCH OPERATIONS:** The winches are provided to assist in the launching and recovery of vessels. Permission to use them must first be obtained from the Secretary, who holds the keys on behalf of the Sailing Committee.

3. **OPERATING SAFETY:** An ordinary member (as opposed to a junior member) shall be in overall charge of the operation of the winch and the conduct of the whole operation; the member shall ensure that all persons not involved in the operation are well clear of any danger which may conceivably arise. The Club accepts no responsibility either to persons involved in a launching or recovery operation or to the spectators thereof, for any damage which may arise therefrom.