

## **BYELAWS TONBRIDGE TOWN SAILING CLUB Approved AGM 24.2.2023**

### **1. MEMBERSHIP**

Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

- i) Members shall be either Full, Stand-Up Paddle (SUP) and/or Remote-Controlled Yachting (RCY). Full membership will include Honorary, Life, Family, Individual, Student/Young Person, Individual Cadet, Educational, Non-Sailing. Stand Up Paddle Boarding (SUP) and Remote-Controlled Yachting (RCY) membership will include Family, Individual, Student/Young Person, Individual Cadet, Educational, Non-Sailing, or such other categories as may be determined by the Committee from time to time.
- ii) Honorary Members shall be proposed and approved at the Annual General Meeting ("AGM") as such for life and shall not be subject to annual subscriptions. There shall be a maximum of three such members at any one time.
- iii) Non sailing memberships shall be available to ex sailing members or relatives (to include partners) of members who wish to participate in the Club's activities but not sail. Election to this category shall be subject to approval by the Committee.
- iv) Life Members shall be those members who have paid a life subscription. Life memberships will only be available at such times and on such terms as the Committee may propose and have agreed at an AGM or Extraordinary General Meeting ("EGM") and will not be transferable. Life memberships shall not be available for re-issue.
- iv) Family Memberships shall be one or two parents (as may be) or guardian(s) and any children who are up to 18 years of age. A member and his/her partner shall be considered a family membership under this definition whether or not they have children.
- v) Individual members shall be any person eligible for membership over 18 years of age not falling into any other membership category.
- vi) Student/Young Person Membership shall be available to individuals in full time education who are over 21 years of age OR who are aged 18 to 21.
- vii) Individual Cadet membership shall be available to those between the 14 and 18 years of age whose parents or guardians are not members of the Club. Parental Supervision of such members is a condition of membership.
- ix) Group Educational membership shall be available to such organizations as the Committee may approve from time to time.
- x) Voting rights shall only attached to Full Members, whether Family, Individual, Life, Student/Young Person, and Group Educational memberships only. Family and Group Educational memberships shall be entitled to one vote only at AGM's and EGM's. SUP and or RCY members do not have any voting rights.
- xi) The Committee shall be empowered to limit the number of memberships as they see fit.
- xii) The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

## **2. OFFICER OF THE DAY**

The Officer of the Day ("OOD") in conjunction with the Safety Officer will be responsible for deciding whether sailing should take place. Sailing may only take place when the safety boat is manned, and the Officer of the Day is present. If the designated Officer of the Day is not in attendance another member may agree to take the position of Officer of the Day in which case the responsibilities shall pass in full to that person. The OOD shall also act as safety boat crew.

## **3. CHILDREN**

A child is any individual under the age of 18. Children of members or visitors using the club, and Individual Cadets, are entirely the responsibility of their parents or guardians; no responsibility for any accidents occurring to children taking part in any activity arranged by the club either on the site premises or any craft or at any external event is accepted by the club, its officers, its committee, Officer of the Day or instructors. Children under the age of 12 must always have a parent or guardian with them.

## **4. RULES**

Members and their guests shall always conform to the Rules and Byelaws of the club and to such others as may be published from time to time.

## **5. OPENING TIMES**

The club premises shall be open to members at such times as the Committee shall direct and are as defined by the committee approved calendar published annually, notwithstanding the content of byelaw 18 below.

## **6. BOAT REGISTER AND INSURANCE**

A register of boats together with the owner's name shall be maintained. Any change of ownership or part ownership shall be recorded. All boats must have adequate insurance cover for Third Party risks and the certificate must be produced on request.

All boats whilst racing or cruising must have adequate buoyancy firmly attached to the craft unless they have the built-in type of buoyancy. Only mono-hulled dinghies with a mast supported by the dinghy with a conventional tiller and rudder, with a maximum hull length of 16' 00" may sail at Haysden Lake.

SUP's and RCY's are allowed to sail. SUP members at TTSC must register as individual members of the British Canoe Association ("BCA") and pay the BCA annual affiliation fee. BCA membership provides "On the Water" which provides third party insurance.

All club members sailing RCY's must join the Model Yachting Association (MYA). There is a charge to join the MYA, this is to cover their administration costs, boat registrations and provide public liability insurance for all its members whilst sailing. This is collected by TTSC Radio Sailing on behalf of the MYA. It can be paid via other affiliated clubs if you are a member.

## **7. LIFEJACKETS AND BUOYANCY AIDS**

Members and their guests must provide and wear their own adequate buoyancy aids or lifejackets at all times when on the water. Safety boat crews must also conform to this rule. Wetsuits do not constitute adequate personal buoyancy. This rule applies to SUP and RCY.

**8. NUMBERS SAILING**

In the interests of safety an OOD, when on duty, may limit the number of boats sailing, giving priority to Dinghy sailing.

**9. PARKING**

Cars, motorcycles, and cycles must be parked outside the club compound. Vehicles are parked at the risk of the drivers and the club accepts no liability whatsoever for any loss or damage to vehicles or their contents.

**10. SAFETY BOAT**

The safety boat will be in the charge of the duty Safety Officer, and the OOD will take the role of safety boat crew.

**11. QUALIFICATIONS**

Members and Visitors sailing on Haysden Water should:

- a) have an elementary knowledge of the sailing Rules of the Road, and the RRS if taking part in an official race.
- b) understand the precautions taken when handling a boat on the water and on land.
- c) know what action to take if the boat capsizes.
- d) SUP members using the lake outside of organised sessions, which shall include Social Paddles, lessons, and other supervised sessions, members must have suitable experience and competence; or the BSUPA "Ready to Ride" qualification; or equivalent qualification, to be confirmed by the class captain.

**12. LAUNCHING**

Before launching a boat, members should check to ensure that all necessary equipment is carried (bungs, buoyancy, bailer and paddles or oars), and ensure that sails are fitted correctly.

**13. TROLLEYS**

In view of the limited facilities, trolleys should be placed clear of the slipway as soon as possible to prevent inconvenience to other members.

**14. IDENTIFICATION**

No boat shall be allowed to sail without a valid boat sticker readily visible on the transom.

**15. DUTIES**

The Sailing Secretary will be appointed to organise duties on behalf of the committee. Any member who fails to complete, without reasonable justification, the OOD, safety, canteen or race officer duty allocated, may be required to pay a penalty fine of £50 per duty not completed.

**16. OPEN MEETINGS**

During open and invitation events (which will be restricted by numbers of boats), approved by the Committee, general club rules relating to membership, stickers, duties, and the like, will not apply to visitors. The Committee shall, however, invoke such rules as are considered necessary to ensure the safety of all sailors. General sailing by club members will not be allowed during open meetings due to the size of water.

**17. BOAT PARK AND CONTAINERS**

The Committee shall appoint a member to oversee the allocation of boat spaces in the compound and ensure that the relevant fees are paid. Boats are placed in the boat park at members' own risk and neither the committee nor any other member shall be responsible for any loss or damage which may occur. Neither shall the committee or any member be responsible for any loss or damage occurring to members' equipment when left in the containers in the compound. It is recommended that members secure their boats by padlock, or such security as may be laid down by their insurers, and that boats are adequately tied down. It is the responsibility of members to keep their allocated boat spaces tidy at all times.

**18. THERMAL WEAR**

It is strongly recommended that wetsuits or dry suits be worn by those sailing or on safety boat duty when the temperature is cold or at the discretion of the OOD. It is the responsibility of members to consider wearing wetsuits, dry suits, or appropriate clothing at other times when afloat.

**19. KEYS AND LONE SAILING**

Keys to permit lone sailing at the lake are available to qualifying members who have signed and returned the Club declaration. Members who have satisfied the Training Principal, a Senior Instructor or Instructor as to their competence are permitted to sail at times when there is no OOD or safety boat, but do so at their own risk, and in accordance with rule 10. At all times when the rostered safety cover is not in place, it is recommended that a "buddy system" i.e., two boats sailing together, is operated. All members may also have keys to gain access to their boats, and for purposes of sailing SUP's and RCY's.

**20. DOGS**

Members and their guests are requested to keep dogs on leads when inside the club compound and to ensure that fouling does not take place therein. Dogs are not allowed in the clubhouse at any time.

**21. CANTEEN**

No young person under the age of 14 shall be permitted in the kitchen area of the canteen. A member shall settle any indebtedness for refreshment or otherwise before leaving the club premises.

**22. SAFETY POLICY**

The committee shall prepare a safety policy for the club, and this will be reviewed, amended, and updated as necessary at least once in every year. The committee shall prepare such risk assessments as considered necessary and update the safety policy, as necessary. A copy of the safety policy will be placed in the clubhouse.

**23. SAILING LIMITS**

Sailing is not permitted within ten metres of the bank or the two islands, and landing is only permitted along the designated foreshore in front of the clubhouse compound. The water between One Tree Island and the shore is a no sailing area. This rule is to ensure peaceful occupancy of the lake with the anglers and the wildlife in the nature reserve.

**24. SUGGESTIONS**

All suggestions shall be made in writing signed by the member and may be deposited in

the box situated in the clubhouse or passed to a committee member.

**25. ABANDONED BOATS, EQUIPMENT, TRAILERS OR LAUNCHING TROLLEYS.**

In the event of any fees payable by a member or former member being more than three months in arrears and a boat, equipment, trailer or launching trolley remains upon the club premises, the committee may:

- i) move the boat, equipment, trailer or launching trolley to any part of the club premises without being liable for any loss or damage whatsoever to the same howsoever caused.
- ii) give one month's notice in writing to the member or former member at his last known address and thereafter sell the boat, equipment, trailer or launching trolley and deduct any monies due to the club (such arrears to include subscriptions, joining fees, boat sticker fees, dinghy park fees or otherwise) from the net proceeds of sale before accounting for the balance (if any) to the member or former member.
- iii) Alternatively, if the boat, equipment, trailer or launching trolley is unsaleable, after giving notice in writing as aforesaid, dispose of the same in any manner the Committee may think fit and deem the cost of doing so and any arrears as aforesaid 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 a member or former member and that when and if the boat, equipment, trailer or launching trolley is sold the proceeds of sale (after deduction of any arrears) shall be placed in a bank deposit account and 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 six years and any interest accruing thereon shall be deemed income of the club.

**26. FUNDS, SUBSCRIPTIONS AND ENTRANCE FEE**

- i) The Income and Property of the Club shall be applied solely towards promoting the Club's objects as set forth in these Bye Laws and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.
- ii) Applications for membership shall be in writing to the Membership Secretary on a current application form which shall be accompanied by the appropriate entrance and other fees, the warranty of insurance, the parents'/guardians' undertaking, and duty dates forms.
- iii) All new members will pay a joining fee which shall be waived for any person who has been a past member re-joining or in specific circumstances at the Committee's discretion.
- iv) All membership subscriptions, entrance fees and sailing fees shall be reviewed by the Committee once in every year and increased as deemed necessary to ensure the financial stability of the club. All subscriptions and fees shall be shown on the renewal and new member application forms in each calendar year. Subscriptions will fall due on 1st January each year.
- v) A sailing fee shall be paid in respect of each, and every boat sailed by a member, in respect of which a boat sticker will be issued for display on the outer side of the transom indicating members have paid their dues, have satisfactory insurance and that the boat complies with byelaw 5.
- vi) Limited sailing dinghy parking is available in the Club's compound and is made available at the owner's risk. A fee shall be payable at annual rates which shall be decided by the Committee.

## **27. VISTORS**

- i) All visitors and members introducing them must sign the Visitors Book, except for those attending the Club's Annual Open Day, events open to the general public, or those taking part in Open events.
- ii) A visitor may sail with a member during any one session. A member may not introduce the same visitor more than five times in any one season.
- iv) Visitors to the club may crew or helm a club member's boat with the member's permission but may not helm in an official race. Visitors to the club may also helm or crew a boat owned by the Club and hired to a member providing that the normal fee and deposit has been paid but may not helm in an official race.
- v) The Committee may agree from time to time to allow non-members access to the club facilities.

## **28. BUSINESS ON CLUB PREMISES**

- i) No member shall carry on their business in the club.
- ii) No member shall make use of the name of the club, or its facilities for the purpose of advertising privately or publicly, nor post any notice in the club, except with the prior permission of an Officer of the club (as defined in 6.1 of the Articles). Such permission may be given by an Officer of the Club who shall initial any advertisement placed on the club notice board. This shall not prevent members who run commercial enterprises from selling commodities to club members for profit. Neither shall it prevent members from supplying services at commercial rates to the Club providing that such services are subject to quotations which are approved by the Committee.

## **29. RELATIONS WITH OTHER BODIES**

- i) All members and their guests are bound by the conditions, rules, and byelaws of the local government authority for the district.
- ii) The club shall be a constituent member of the Tonbridge Sports Association.
- iii) The club shall be an affiliated member of the Royal Yachting Association, the Model Yachting Association and the National Canoeing and Kayaking Association.
- iv) The club shall be represented at meetings of the Haysden Country Park User Panel.

## **30. CHILD WELFARE**

The club acknowledges the need for child welfare in all its activities and works within the guidelines set out from time to time by its governing body, the Royal Yachting Association. A copy of the current guidelines will be displayed on the club noticeboard, and the club will appoint a child welfare officer from time to time.

**31.** Members of the paddle boarding class are recommended for safety reasons not to paddle in winds of over a force 5.

**32.** Members may use a paddleboard, or RCY at no additional cost but only within the directed times.

**33.** No duties will be required of SUP or RCY members, other than at SUP or RCY sessions (for example safety cover). However, the club welcomes volunteers to assist in the operation of the club. There is an option within the membership sign-on procedure to volunteer.

**34.** As an SUP member you will be entitled to use the TTSC facilities including the canteen

- (when open), toilets, changing rooms and join in social events at the club.
35. New SUP or RCY members are required to attend a brief induction with the class captain to cover the rules and regulations, a lake orientation, and a safety briefing. For those without additional qualifications, this will also involve an on the water safety test.
  36. An SUP user will always be required to wear a buoyancy aid on the water and comply with Club Bylaw 7.
  37. A SUP member / user will be required to have a leash attached to their board when afloat. This will keep you attached to your board and significantly keep you visible.

38. **CONTRACTUAL LIABILITIES**

The Committee shall endeavor to ensure that the following clause is incorporated in every contract, lease, license, or other agreement entered into by the Club, as appropriate:

“The liability of the Committee/Officers 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.”