



Members' Handbook
and
Club By-Laws

(also known as the Club Rules)

Contents

Members' Handbook:

1	Introduction to CSC	3
2	Communications	4
3	Sailing Events	4
4	Social Events	4
5	Bosunry	5
6	Training	5
7	Insurance	5
8	Club Management	5
9	Awards	6
10	Further Information	6

Club By-Laws:

1	Club Membership	7
2	Club Management	7
3	Sailing Events	8
4	Safety and Competence	8
5	Conduct of Members	9
6	Racing	9
7	Minors	9
8	Financial Controls	10
9	Data Protection	10

© Channel Sailing Club Ltd 2017

Members Handbook

1 Introduction to Channel Sailing Club

The objectives of the Club are:

- To promote the enjoyment of affordable cruising and racing
- To bringing together skippers and crews in a wide programme of sailing and social activities.
- To develop personal and group sailing skills
- To promote sailing safety
- To encourage members to develop their skills through RYA sailing qualifications

Our members range from those new to sailing through to experienced boat owners.

We aim to provide experience at sea in an atmosphere that is both safe and enjoyable for all those who enjoy sailing, together with a shore-based social meeting point. Boat owners (the skippers) and non-boat owners (the crews) rely on each other to be able to enjoy the cruising and racing activities that take place throughout the year.

The Club philosophy is to bring together skippers with crew members, all looking for sailing opportunities. Event organisers, in consultation with skippers, endeavour to put together crews to achieve a balance of experience and also opportunities for developing sailing skills. This is underpinned by encouraging all members to have RYA sailing qualifications.

For inexperienced members, the Club affords an excellent opportunity to help build the skills and confidence needed to go on and achieve any of the RYA practical sailing certificates through courses run by one of the many RYA-approved training schools. The Club is an RYA Recognised Training Centre for shorebased courses and we organise a variety of such courses for members.

Our Club was founded by David Evans in 1976 with a group of enthusiasts who had attended navigation courses run by him. The Club was originally called The Pirates Cruising Club because members without a boat could pirate from those who did! Over the years, hundreds of members have gained practical sailing skills and the confidence to either skipper their own boat, to charter or act as competent crew for others.

Our sailing activities are based on the south coast. Members' boats, which range in length from 18 to over 40 feet, are mainly located in and around the Solent.

We organise a whole host of events throughout the year covering a wide range of activities from weekend Solent rallies to longer cruises to France, Channel Islands and the West Country, as well as training and racing weekends.

The annual racing programme operates under a handicap system allowing club boats to compete fairly against each other. Some members also take part in non-club events such as the Round The Island Race and offshore racing events including the Fastnet.

The Club meets weekly throughout the year to socialise and exchange views, opinions, organise the next trip and to talk about previous voyages. In addition, various social events are held including meal evenings, quizzes and talks during the winter on subjects mainly related to the sea and sailing.

The Club communicates with its members through the website and via e-mail. These provide immediate access to news and events and much more. We also have our own newsletter, *Wavelength*.

Full membership of the Club is open to those who have completed or are undertaking the RYA Day Skipper Theory course. Associate membership is available to others, with the expectation they will take the course in due time.

The Club maintains a bosun's store of club flags and also clothing incorporating the CSC logo.

We know that it can sometimes be intimidating joining a club as a new member. Therefore new members are encouraged to discuss how to get involved with Club activities usually by coming to one of the weekly meetings. Committee members will be only too pleased to explain about the Club, answer any questions, make introductions to other members and in general be as helpful as possible.

2 Communications

The Club's internet site, www.channelsailingclub.org, is the primary means of communication and information for members. It provides an interactive facility for joining and renewing membership, for reviewing the sailing, social and training programmes, for registering and paying for events, for contacting members and for looking at club news and information.

Our club magazine '*Wavelength*' is another way of disseminating and sharing information amongst the membership.

3 Sailing Events

The Club encourages all members to take part in any of the Club's cruising and racing events. In particular it should be stressed that racing is not restricted to just highly experienced crew and that the Club's racing is varied in nature and is designed to be fun. Members wishing to go on any event must register using the online system which then sends their details to the event organiser.

The organiser is often required to make bookings for restaurants and marina berths well in advance, therefore members are requested to register for events at the earliest possible opportunity. In some cases a deposit or payment may be required from members in advance of the event.

The Event Organiser will allocate available crew to boats according to their abilities and in consultation with the skippers involved. Skippers may make up their own boat crews if they wish, and also bring along non club members as guests to club events. Please be sure to inform the Event Organiser about any guest crew and their level of experience to assist him with crew allocation. Regular guest attendees will normally apply for club membership in due course.

All crew members are expected to attend the briefing on the Club evening before the event. Crewing arrangements are finally sorted out at this meeting. This is the opportunity for crew members to be introduced to their skippers and for them to be involved together in making plans for the event. For crew not at the briefing, the onus is on skippers to contact them the next day.

The Club operates a policy of crew members making a small voluntary contribution to the boat owner or skipper towards the maintenance and upkeep of the boat. This contribution is separate from the specific costs incurred during the event which are shared equally.

The Club encourages members to become event organisers; it is not restricted to just boat owners or skippers. Members should contact an appropriate committee member if they wish to offer their services.

The sailing programme is scheduled over the Spring, Summer and Autumn months and includes week-end rallies, longer cruises and racing events.

The racing programme is popular with all boats competing under a handicap scoring system so that theoretically at least, all have the same chance of winning.

All boat owners are encouraged to fly the club burgee from the spreaders except during races when either the club's racing pennant or the burgee must be flown from the backstay.

4 Social Events

Members meet weekly and unless there is a programmed event requiring an early start, members usually arrive from 20h30.

A variety of special events are put on during the year including talks, food evenings and quiz nights.

The Club arranges a programme of visiting speakers to give us the benefit of their experience and knowledge. Additional talks may be given by Club members in areas of their own special interest or expertise. Not all of the talks are directly related to sailing or training but they are always interesting and well worth attending.

5 Bosunry

Wearing club-identified clothing adds a good spirit of camaraderie when taking part in events. For this reason the Club's Bosun provides a range of clothing for members to purchase. All the clothing can be embroidered with the Club's name and logo, and a specific boat name if required. The Club's Bosun also stocks the club's burgee and racing pennant which should be flown on club events as appropriate.

6 Training

A fundamental aspect of the Club is to actively encourage members to become qualified in both theoretical and practical sailing skills, the main qualifications being those from the RYA. In particular the Club hopes that Associate Members will aspire to become Full members by obtaining the RYA Day Skipper Theory certificate.

As an RYA Training Centre and subject to demand, CSC arranges RYA navigation shorebased courses where possible and also the shorter day courses such as First Aid, VHF Radio, Radar, and Diesel Engine. The Club's Training Officer provides the relevant information on the Club's website of all courses, some of which are run by outside instructors and some by suitably qualified Club members.

7 Insurance

The Club endeavours to ensure that its sailing events are conducted in a safe and seaman-like manner. This does not mean that all sailing is conducted in light airs and calm seas and indeed the more experienced Club members quite often venture out into quite challenging conditions. It must be accepted that, at sea, unexpected and unpredictable situations and conditions may occur at any time and without warning, and that accidents do happen. Sailing can be dangerous. Members are urged to make sure that they have adequate insurance to cover their needs as applied to sailing with the Club.

The Club is not bound by its Articles of Association to have insurance. The General Committee though deems it prudent to have suitable insurance to cover the club officers and organisers for any third party claim of negligence during an event.

Members are advised that they should check the wording of their own insurance policies and determine whether or not these classify sailing as a dangerous sport and impose exclusions. You should also check any applicable travel or holiday insurance to ensure that you are covered for loss of personal items. Some personal policies exclude cover for incidents occurring more than 12 miles off-shore.

It is a requirement that all boats involved in Club activities be insured for third-party liability applicable to all persons on board. It is the boat owner's responsibility to ensure this. Boats not skippered by their owner must also be covered.

8 Club Management

The Club is run and managed by the General Committee under the terms of the Articles of Association and the Club By-Laws. The General Committee consists of the Club Officers (Commodore, Vice Commodore, Treasurer and Company Secretary) and a number of other members. Committee members are elected by eligible Club members at the AGM.

The General Committee has the authority to create specialist sub-committees which then report back. The Committee also has the authority to make, alter or repeal the Club By-Laws as it deems expedient. The AGM at which the elections take place is normally held in January. Special General Meetings can be called at any time following the required notice of 21 days.

9 Awards

Various trophies and prizes may be awarded during the year. They are in two groups:

- Trophies given for the Club's racing events
- Awards for personal performance and contribution to the Club.

Details of the various trophies and awards can be found on the Club's website. Members are actively encouraged to make nominations for the awards by contacting an appropriate Committee member.

10 Further Club Information

The Club is legally constituted as company limited by guarantee and is managed according to the company's Memorandum of Association and its Articles of Association. The Directors of the company are the Committee members and Officers elected at Annual General Meetings.

More detailed information about various aspects of the Club is available from the **Members** section on the Club's website at www.channelsailingclub.org. Various documents can be found there to assist members. Members are encouraged to regularly visit and use the website (full access is available after membership approval).

Information available to members on the website covers:

- A Member Directory of contact details
- Events calendar and registration facility
- Racing Sailing Instructions – the club's sailing instructions which are updated annually
- Various guideline documents to help new members and for event organisers
- The Articles of Association and the Memorandum of Association
- AGM information
- Copies of Wavelength

Club By-Laws

1 Club Membership

1.1 It is a condition of membership for all classes of membership that every member accepts and complies with these Club By-Laws and the Articles of Association.

1.2 The classes of Club membership are:

a) Full membership is open to persons who:

- are undertaking or who have completed the RYA Day Skipper Theory course
- in the opinion of the General Committee, have, during a period as Associate Members of The Club, demonstrated, by participation in sailing events organised by The Club or otherwise shown their support for the objects of the Club.
- in the opinion of the General Committee, have proven and extensive coastal and/or offshore sailing experience acquired over many years.

b) Honorary Life membership is reserved for members who have rendered outstanding service to the Club over a prolonged period.

c) Associate Membership is offered to persons who support the objects of the Club but who are not eligible for Full membership.

e) Temporary membership is to ensure that everyone participating on a Club event is automatically bound by the Club's Articles and By-Laws. The authority to grant Temporary membership for the duration of a Club sailing event is delegated by the General Committee to the skipper of the boat in question. Temporary membership is the only class of membership open to those under 18 years old who are governed by Section 7 of these By-Laws.

1.3 Admission to Full and Associate membership is subject to approval by the General Committee

1.4 Membership subscriptions for Full and Associate members are on an annual basis and for new members commence from the date of membership approval by the General Committee.

1.5 A joint subscription offering a discount is available to cover two or more members (Full or Associate) living at the same address.

1.6 Members with outstanding subscriptions not paid after 2 months lose all Club rights and privileges until payment is made.

1.7 Members with outstanding subscriptions not paid after 4 months are considered to have resigned. The General Committee can agree to restore membership on payment of the full subscription from the last renewal date if 12 months or less.

1.8 Members wishing to resign should give notice in writing. A resigning member is not entitled to a refund of their subscriptions.

1.9 Only Full and Honorary Life members may vote at Club meetings and be on the General Committee of the Club.

2 Club Management

2.1 The total number of members on the General Committee should be up to fourteen including the Club Officers of Commodore, Vice Commodore, Treasurer and Company Secretary.

2.2 As well as the Club Officers, the roles on the General Committee may include: Rear Commodore, Club Secretary, Cruising Secretary, Racing Secretary, Membership Secretary, Minutes Secretary, Training Principal, Training Officer, Social Secretary, Bosunry Officer, Wavelength Editor, Marketing Officer, Web Manager and Talks Organiser or other roles as determined by the General Committee. Members of the Committee can perform more than one role as appropriate.

3 Sailing Events

Please read this section carefully, and understand both the letter and spirit of the agreement. These By-laws apply equally to cruising and racing events.

- 3.1** All Club members are required to register for each sailing event in which they wish to participate.
- 3.2** Skippers must register non-members as their guests on the event registration details. This will make the guests Temporary members for the event. Skippers must ensure that Temporary members abide by the Articles and these By-Laws.
- 3.3** The Club endeavours to ensure that all members go on the events they register for, however this cannot be guaranteed.
- 3.4** No person shall be included as crew on any boat participating in a Club event unless he or she is a current member of the Club, or has been given Temporary membership.
- 3.5** Crew members are expected to pay the skipper before leaving the boat any voluntary contribution appropriate to the event towards the expenses incurred by the owner for the wear, tear and maintenance of the boat.
- 3.6** The skipper and crew members agree to pay an equal share of the day-to-day running expenses incurred during the event. This includes fuel, drink, food, harbour dues and any other reasonable expense.
- 3.7** Members are expected to contribute to any deposit or other event costs which are incurred and notified by the organiser. If a member subsequently withdraws from the event they will still be due for any incurred costs unless notified otherwise by the organiser.
- 3.8** Minor damage or loss to the boat or equipment, or to any other member's personal effects is normally made good by the person causing it; unless the skipper and crew concerned agree that the loss was entirely unpreventable and come to some other settlement. If necessary, the General Committee will act as arbiter and settle any outstanding dispute. Major loss or damage should be reported to the organiser.
- 3.9** Members must accept that they sail at their own risk and that neither the Club, nor its Officers and event organisers, can accept any responsibility for personal accidents which may cause death, injury, damage, or loss of their property or person, howsoever caused. All members should consider the need for personal insurance whilst sailing.
- 3.10** All boats involved in Club events must carry suitable third party insurance protection for all persons on board. The minimum amount of cover should be the current marine industry standard.

4 Safety and Competence

Safety is of paramount importance so please read this section carefully. These By-Laws apply to all Club sailing events.

- 4.1** The Club does not warrant the seaworthiness of any boat or the competence of any crew or skipper. Members must satisfy themselves of these matters before they embark on an event.
- 4.2** Members when embarking on an event or associated passage are by default declaring that they are physically fit to go to sea, in possibly changing conditions. They must understand the possible dangers and in the event of any personal injury or other loss the responsibility (if any) rests with themselves and / or the skipper or boat owner.
- 4.3** Boat skippers must assess the expected weather and passage conditions on any sailing event and consider whether it is too difficult for them or the crew, and whether or not their personal safety or that of the crew could be endangered. They must acknowledge that the safety of their boat, her crew and her entire management including boat insurance is their responsibility.
- 4.4** Boat skippers must notify at least one member of their crew, if they suffer from any medical condition or have any medical requirement which could be significant during the event.

4.5 Members must notify the skipper of the boat on which they taking part in any club organised event, if they suffer from any medical condition or have any medical requirement which could be significant during the event.

4.6 In the event of any significant safety incident taking place on a Club sailing event the relevant boat skipper must provide the Club's General Committee with a written report about the incident so that future lessons may be learnt. Examples of significant safety incidents would be a man-over-board, medical emergencies and MayDay rescues.

5 Conduct of Members

5.1 The conduct of Club members aboard will be in accordance with the normally accepted rules of discipline at sea. The skipper's authority is absolute, unless delegated.

5.2 All members agree to accept any reasonable commands, requests, or orders made by the skipper or event organiser during an event, and to conduct themselves properly at all times.

5.3 In the event of any disagreement on the conduct of events or in the conduct of affairs on board any specific boat which cannot be resolved by the skipper, the matter will be referred to the organiser whose decision will be final. The organiser may consult with any General Committee members present in arriving at a decision.

5.4 Excesses such as drink, noise, boisterous behaviour or any act liable to cause inconvenience or distress to others or bring the name of the Club into disrepute will cease immediately when requested by the skipper of the boat, the event organiser or any General Committee member.

5.5 Every effort must be made by all members to maintain the good reputation of the Club by:

- a) showing proper courtesy to other boats and their crews,
- b) rendering assistance whenever possible beyond that required by the collision regulations,
- c) observing rules and customs of clubhouses, harbours and moorings visited and
- d) ensuring that all mooring fees are paid.

5.6 The relevant By-laws above will also cover shore-based functions where the reputation of the Club may be at risk or where there are financial implications due to the behaviour of members. Members will respect any decision of a General Committee member or event organiser at such functions.

5.7 Members are responsible for the behaviour of their guests at all times.

5.8 The General Committee has powers to expel a member if there has been either wilful infringement of these By-Laws or conduct injurious to the character or interest of the Club.

6 Racing

6.1 Club racing events are run in accordance with the ISA Racing Rules of Sailing together with the CSC Sailing Instructions. The CSC Sailing Instructions are published on the website.

6.2 Guests who are Temporary members and are 18 years and over may not take part in more than two races in an annual series.

7 Minors

For the purpose of these By-Laws under-18-year-old Temporary members are referred to as minors. The By-Laws are to cover members who may wish to bring offspring or grandchildren with them on Club events.

7.1 Minors can only be Temporary Members for a particular event.

7.2 While on board during a Club sailing event, minors must be accompanied at all times by a parent or guardian, who must also be a member of the Club. No exceptions to this rule are permitted.

7.3 Minors will be carried aboard on a Club sailing event only with the consent of the relevant skipper.

7.4 While on board and under the authority of the skipper, the parent or guardian will be responsible for supervision and well-being of the minor(s).

7.5 While ashore, the parent or guardian will solely be responsible for the supervision and well-being of the minor(s).

8 Financial Controls

8.1 The General Committee shall produce for its own use an annual budget of the expected income and expenditure at the beginning of each financial year broken down by categories. Unless agreed otherwise the budget shall aim to break even as a minimum.

8.2 All Club expenditure must be approved on the following basis:

- specific items which are within the annual budget category estimates can be approved by the Treasurer and the appropriate General Committee member,
- items of minor expenditure up to a maximum of £50 each, which are not in the annual budget, can be approved by the Treasurer and another Club Officer,
- all other expenditure must be approved by the General Committee either at meetings or using other appropriate methods.

8.3 All events and activities organised by the Club should be planned to make a small surplus or at least break-even, unless agreed otherwise in advance by the General Committee. Requests for initial funds from the Club should detail the expected budget for the event or activity. Organisers should keep their own income and expenditure records and provide a final breakdown to the Treasurer.

8.4 The General Committee shall regularly receive at meetings financial reports providing:

- the actual income to-date and the forecast income for the year
- the actual expenses to-date and the forecast expenses for the year
- the current forecast surplus income or deficit for the year.

8.5 The General Committee shall agree and record which of its members are authorised to sign cheques and make payments on behalf of the Club.

8.6 All requests from members for payments incurred on behalf of the Club must be accompanied by a written claim and receipts identifying the nature of the payment and the value.

8.7 The Treasurer shall keep records of all financial transactions in a suitable format so that all income and expenditure can be audited or examined.

8.8 If the Accounts are examined by two responsible Club members (rather than an Auditor), the General Committee shall determine the scope of the examination.

9 Data Protection

Under the Data Protection Act 1998 all personal information provided to the Club will be used solely for the purpose of dealing with individuals as members of Channel Sailing Club. The data will not be shared with any third party for marketing or commercial purposes without first obtaining members' explicit consent.