



# **Tamar River Sailing Club**

## **Members' Handbook**

Tamar River Sailing  
Club 883 Wolseley  
Road  
St Budeaux  
Plymouth  
Tel: 01752 362741

[www.tamarriversailingclub.co.uk](http://www.tamarriversailingclub.co.uk)

# Members' Handbook



## Contents

<u>Pg</u>	<u>Section</u>
3.	Welcome
4.	History of the Tamar River Sailing Club
7.	Club Constitution and Rules
13.	Bye Laws
17.	Sailing programme
19.	Quay facilities
21.	Club pontoon / Slipways
23.	Mooring regulations
26.	Winter Lay-up
28.	Safety – Lifting Operations
37.	Disciplinary Policy and Procedure
41.	Roles and Responsibilities of Club Officials
46.	Organisation Diagram

# Members' Handbook



## Welcome

The Tamar River Sailing Club has always been recognized as a friendly club. This handbook is designed to extend the hand of friendship; through a shared enthusiasm, and provide you with the information needed to get the most out of club membership. With an extensive quay, two slipways, an all-tide pontoon, over 70 moorings and a refurbished clubhouse we have facilities that are hard to beat and we hope you will enjoy using them.

Club members organize a range of activities afloat and ashore for its members. Racing for yachts takes place on Mondays in the spring and summer and on Saturdays in the autumn and winter. Racing for Dinghies takes place on Wednesday evenings during the spring and summer. The Cadets meet on Friday nights in the spring and summer whilst cruising activity carries on throughout the year.

Social activities occur at various times throughout the year when members come together either to celebrate sailing achievements, the end of another successful year or perhaps just to enjoy each other's company.

In the late autumn, the club quay takes on a very different look when members' yachts are lifted out for the winter. The lift out and lift in brings members together to assist each other at what can sometimes be a **nerve-wracking** experience, even for those that have done it many times before. With everyone assisting problems are soon solved and the workload shared. We mark the end of the sailing season with a lift out supper and similarly mark the start of the eagerly awaited new season with the annual fitting out supper.

One of the greatest benefits of club membership comes from being able to access the range of expertise and knowledge held by the collective membership. Freely given and invaluable when one is confronted with an apparently insoluble maintenance problem!

Almost all of the work of that underpins the smooth running of the club is undertaken voluntarily by members. Please consider getting involved and perhaps standing for one or another of the club posts when they become vacant. Joining a 'working party' to deal with general maintenance jobs around the club is a great way to join in and become part of the club.

Whatever your reasons for joining the club we hope you will enjoy the facilities and the shared enthusiasm for sailing and boating in all its forms which makes membership so worthwhile.

# Members' Handbook



## History of TRSC

On the 13<sup>th</sup> May 1932 a meeting was held in the old YMCA building in St Budeaux to discuss the formation of a sailing club which would “foster clean and healthy recreation of the contestants and provide at the same time enjoyment and entertainment to spectators on both sides of the Tamar”. The inspiration behind this inaugural meeting was a George Llewellyn Thomas who was to render unstinting service to the club over the next twenty years until his death in 1951. Such was the burst of enthusiasm at this first meeting that a Mr Norvill suggested that the sailing club should adopt the title of The Royal Albert Sailing Club.

Within two months the Western Morning News queried the use of this title and suggested it be amended to Royal Albert Bridge Sailing Club so as not to offend royal patronage or charter. This was accepted as an appropriate compromise and the club enjoyed the grand title of Royal Albert Bridge Sailing Club until 1950 when the Home Office wrote to request the ‘Royal’ be deleted from the club title. The minute book describes a “momentous meeting” on the 21<sup>st</sup> March 1950 when the RABSC became the Tamar River Sailing Club.

In its first season the club made do with a starting line and a flagpole erected on the beach adjacent to the old ferry slip. Soon thereafter the club moved to St Budeaux Wharf built in 1898 and used by James Ware, Coal and Coke Merchants until 1922. The members used a large stone building on the quay as a sail loft and gear store.

*Racing was held for Dinghy handicap classes between April and September each year together with an annual regatta. Silver cups, generously presented to the club by General T.C.Porter and Miss Jean Porter of Trematon Castle, Mr Leslie Hore-Belisha M.P., Captain H. Wesley Harcourt and C. Magner esq., of the Royal Oak Cargreen are still raced for by members of the club today.*

The club made slow but steady progress during the difficult days of the 1930's when the purchase of a timekeepers' watch “at a reasonable price” was a major event. In 1938 a summerhouse was purchased and delivered at a total cost of £4 2s 6d and perched at the top of the slipway for the members' convenience.

At the outbreak of the Second World War St Budeaux Wharf and the club facilities were taken over by the Admiralty and eventually the US Forces. When hostilities ceased our American Allies tidied up the site and as a goodwill gesture fitted out the building as a clubhouse.

*In the 1950's five clinker racing dinghies were designed and built by one of the club members, Mr.J.F.'Jimmy' Donne for members of the club to race. These were known as the Tamar River One Design (sail numbers TR1 –TR5). Sadly, none of these craft survive today, the last surviving dinghy being given a 'Viking' funeral in the mid-sixties.*

In the early 1950's the building on St Budeaux Wharf began to deteriorate badly and was declared unsafe to use and was eventually demolished around 1957. This left the club with the use of the wharf for boat storage but nowhere to store sailing gear. During this period racing was conducted from the Saltash side of the river from a small compound located where the modern house known as 'Madeira Park' now stands. The club flags guns and records all being stored at the Wheatsheaf Inn by agreement with the landlord!

During this period part of the wharf was taken over by the owners of Ferryside Garage for the storage of Ministry of Health invalid carriages.

*In 1958, five members decided to have built lightweight racing dinghies of the class then known as the 'News Chronicle Enterprise'. Now familiar as the popular blue sailed Enterprise class.*

With the exception of a Ministry of Defence mine watching hut, approximately 10 feet square, there was still nowhere to store gear at St Budeaux Wharf or for the crews of these new light weight dinghies to change after sailing. The members agreed that the situation could not continue and various solutions were investigated.

In 1961, temporary planning permission was obtained for the erection of a prefabricated asbestos cement building to provide a club house with changing rooms, tea bar and licensed bar. The building was erected and fitted out by the members and the club was given a new lease of life. During the 1960's and 70's many improvements were carried out by the members although the club were unwilling to erect a more permanent building as long as the land was still owned by the Ministry of Defence.

The Ministry of Defence, in 1974, informed the club and the owners of the Ferryside Garage that it intended to dispose of St Budeaux Wharf. Prolonged and detailed negotiations eventually led to the purchase of part of the wharf by the club and part by the Ferryside Garage (in 1981). The purchase by the club was assisted by a grant from Plymouth City Lottery topped up by donations and interest free loans from members. The fact that the club now owned its own land meant that plans could be produced for the phased development of the site. With these plans approved the building of what is now the club lounge was started, financed again by club members and a further grant from the City of Plymouth Lottery. The new club lounge, phase 1, was opened by the Deputy Lord Mayor of Plymouth on the 30<sup>th</sup> July 1982.

The original temporary building was finally removed in January 1986 after a life of twenty-five years which meant that phase two could start in February 1986 leading to the creation of the

galley, changing rooms, toilets and showers. The Deputy Lord Mayor again officiated at the formal opening of phase two on the 20<sup>th</sup> May 1986.

During the 1980's the club also purchased from the Ministry of Defence two areas of foreshore with a view to infilling and creating a new slipway.

In 1991 the club was also given the option to purchase the land owned by the Ferryside Garage. Again, the membership rallied around and in early 1993 the final parcel of land on the old St Budeaux Wharf was purchased.

*Throughout this period of intense activity, the club continued in its prime function of supporting sailing activity by hosting numerous national, area and open championships and events and in the process maintained its reputation for producing high calibre sailors capable of winning at all levels.*

Perhaps the greatest financial challenge the club has faced has been the most recent. In 1993 a survey of the quay wall confirmed that it was in a poor structural state and would need to be replaced if the clubhouse was not to sink into the river. Quotations for the work were around £140,000 and at the time seemed beyond the reach of the club even though of vital importance.

After much hard work by members the finance was obtained through donations by members and a grant of £85,000 from the Foundation for Sport and the Arts. Works began to extend and rebuild the quay wall along with the provision of an all-tide pontoon and walkway. Much of the basic labouring work was undertaken by the members themselves with contractors taking responsibility for the specialist work. This extension opened-up the possibility of reorganising the layout of the quay and the club entrance to allow crane access.

Since 1995 the club has been able to offer members craning-out and winter storage facilities for yachts. This also provided a new and valuable income stream for the club. With the members' agreement, the club took over responsibility for the maintenance of the club moorings and gained greater control of the standards of each mooring ensuring they are fit for their purpose.

The refurbishment of the clubhouse in 2000 was a major element in the complex jigsaw of the physical development of the club, but the story didn't stop then. While actively encouraging young family and cadet members to take up sailing with the existing fleet of Toppers, it had not yet been recognised as a teaching establishment under the RYA's overall scheme.

Following the acquisition of minor grants to supplement the dinghy fleet with more modern primary training boats, and additional safety cover in 2004/5, the Club was fortunate to win major grants to provide new fast dinghies and storage facilities. The RYA supported the club's development plan to qualify as a teaching establishment, and through the RYA's OnBoard scheme to help even more young people sample sailing. Members can now progress from beginner through to the racing fleet, as well as gain basic powerboat handling qualifications, and study basic navigation and the fundamentals of safety (including first aid), under the Club's own flag.

In 2019, the club extended its engine store to provide all mooring members a space for their outboard engines. Plans to further refurbish the club house are ongoing.

The Clubhouse saw significant refurbishment during 2022-23 with over cladding of most outside walls, the

replacement of the race hut and the building of a new store and entrance roof to further enhance the Club. This was followed in early 2024 with the replacement of the internal floor finishes to the main bar, dancefloor and lobby areas.

Whilst new projects will inevitably be necessary there is at the moment a sense of pride in our achievements, brought about by the hard work and dedication of so many club members across the years. From that very first vision so long ago, down through the years to the success of today it has been the love of, and joy in sailing which has united us all. Long may it continue.

# Members' Handbook



## Club Constitution and Rules

### 1. Title

The Club shall be known as the **Tamar River Sailing Club**

### 2. Address

The Club shall have premises situated at: -  
St. Budeaux Wharf, 883 Wolseley Road, St. Budeaux, Plymouth, PL5 1JX

### 3. Objects

The objects of the Club are to provide for the members' opportunities for social intercourse, entertainment and recreation and to encourage yachting and boating activities. The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve the club's facilities. No profit or surplus will be distributed.

### 4. Data Protection

Membership of the club and acceptance of these rules by the member will be deemed to constitute consent to the holding and safe management of relevant personal data for the purpose of the data protection act 1984 and/or current General Data Protection Regulations.

What information we collect and why.

Type of information	Purposes	Legal basis of processing
Primary Member's name, address, telephone numbers,	Managing the Member's membership of the Club.	



e-mail address(es).		Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Primary Member's spouse/partner name, address, telephone numbers, e-mail address(es). (In the case of a family membership)	Managing the Member's membership of the Club.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
The names and ages of the Member's dependents	Managing the Club membership of the Members and their dependents	Performing the Club's contract with the Member.
Emergency contact Details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependents
Date of birth / age related information	Managing Membership categories which are age related	Performing the Club's contract with the Member.
The Member's name, boat name and sail number	<p>Managing race entries and race results.</p> <p>Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media.</p> <p>Allocating dinghy park spaces.</p>	<p>For the purposes of our legitimate interests in holding races for the benefit of members of the Club.</p> <p>For the purposes of our legitimate interests in promoting the Club.</p> <p>For the purposes of our legitimate interests in operating the Club</p>

<p>Photos and videos of Members and their boats</p>	<p>Putting on the Club's website and social media pages and using in press releases.</p>	<p>Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.</p>
<p>The Member's name and e-mail address, whilst a current member and for an appropriate period after ceasing to be a member of the Club</p>	<p>Passing to the RYA for the RYA to conduct surveys of Members and former members of the Club.</p>	<p>For the purposes of our legitimate interests in operating the Club and / or the legitimate interests of the RYA in its capacity as the national body for all forms of boating.</p>
<p>The Members qualifications which relate to sailing.</p>	<p>To ensure that safety boat crew etc. have the relevant qualifications.</p>	<p>For the purposes of our legitimate interests in operating the Club</p>
<p>Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.</p>	<p>Managing instruction at the Club.</p>	<p>For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.</p>
<p>Name, e-mail address and telephone number of each Club Officer and committee</p>	<p>Information published on Club's website, in Club's marketing materials. In each case as a point of contact at the Club.</p>	<p>For the purposes of our legitimate interests in operating and promoting the Club. E mail forwarding will be used to protect the club officers e-mail address.</p>

We will protect your personal data and will not transfer your personal data outside the EU without your consent.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above.

We may also pass your personal data to the RYA for the purposes of carrying out surveys when it is in the legitimate interest of the club and the RYA to do so.

We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations.

We securely destroy all financial and other personal information once we have used it and no longer have a requirement for it.

## 5. Membership

### 5(a) Classes of Membership

Membership is offered in the following classes: Mooring Holder, Sailing, Full, Cadet, Shore, Associate and Honorary. Within these classes, membership can be; individual or full & partner. Mooring memberships include tender storage and Sailing Member includes Tender OR Sailing Dinghy storage, subject to allocation.

#### (i) Individual (includes children up to 18 years old)

Mooring Holder Membership-  
Sailing Membership  
Full Membership

#### (ii) Joint (Includes children up to 18 years old)

Mooring Holder Membership  
Sailing Membership  
Full Membership

#### (iii) Cadets - under the age of 18 years.

Membership  
Membership with Dinghy

Under 25 An individual, under 25 years of age and living in the family home of members subscribing to the family membership classes 5a (i) or (ii)

#### (iv) Shore

Full and partner  
Individual

#### (Vii) Honorary life

Membership may be awarded at the discretion of the committee to those members previously thought worthy through their long-standing allegiance to the Club, having regard for their age, years of membership, and service to the Club. Nominations for Honorary Life Membership should be made in writing to the committee at least one calendar month before the A.G.M.

#### (Viii) Honorary

The Club, on the recommendation of the General Committee, may at General Meetings elect

Honorary Members. Honorary Members shall normally be the current holders of certain positions that the General Committee consider to be of benefit to the Club. Honorary Members shall not have voting rights. e.g. the Lord Mayor of Plymouth, the Deputy Lord Mayor of Plymouth, the King's Harbormaster, Plymouth, the Deputy King's Harbormaster Plymouth.

(ix) Temporary Member

Upon payment of one sixth of the Full member's annual subscription a visiting sailor may use the club facilities for a period of up to and not exceeding six weeks in any membership year. An ex-member in default of dues cannot become a temporary member. A temporary member has no rights to vote, or hold any office within the club.

5(b) Entitlements of Under 25 and Cadet Members

Under 25 and Cadet members are entitled to participate in all activities of the Club but shall not be entitled to hold office or vote at any General Meeting of the Club. The total number of Under 25 and Shore members shall not exceed 20% of the voting membership.

5(c) Entitlements of Honorary Life Members

Honorary Life members shall be entitled to vote at any General Meeting of the Club.

5(d) Applicability of Club Rules and Bye-laws

All members are subject to the Rules and Bye-laws of the Club, a copy of which shall be kept in the Clubhouse.

5(e) Members Register

A register of Club members shall be maintained by the Membership Secretary (a copy of the register will be held in the Clubhouse).

5(f) Cessation of Membership

Membership shall cease upon a member failing to pay the prescribed subscription within the time limit laid down by Bye-law 2.

5(g) Election of Membership

Prospective members shall be proposed and seconded by Full members and shall visit the Club on at least three occasions and be properly entered in the Club Visitor's Form, during the Clubs normal opening hours before the application is considered and be introduced to the Commodore by the Full member responsible for the application.

The Application Form shall be exhibited on the Notice Board for at least ten days during which time any Full Member may object in writing to the Secretary. At the first General Committee Meeting after the expiry of the ten days, the General Committee will ballot on the application, taking into account any objections raised. Upon election, a prospective new member shall pay within one calendar month, such fees as shall be requested by the Treasurer. In default of such

payment, the election shall be void unless sufficient cause for delay by shown. (See also Bye-law 2).

#### 5(h) Changes to Subscription Fees

The General Committee be empowered, on an annual basis, if required, to raise the Standard Annual Subscription by the rate of inflation, to a maximum of 10 per cent. Any greater increase shall be determined, as with Application Fees, at an Annual General Meeting or at an Extra-Ordinary General Meeting and will apply from the 1<sup>st</sup> January that year.

#### 5(i) Bar/membership card

The General Committee have the option to include a membership card which comes pre-loaded with a value of £50 per member included in the annual membership fee. This can be used at the TRSC to purchase drinks/food. The card remains in the ownership of the club member to whom it was issued but the drinks/food credit can be transferred to another member. Bar Vouchers

#### 5(j) Refund of membership fees and joining part way through the season

Membership fees will be charged on a pro-rata basis for new members joining from the 1<sup>st</sup> July . The pro-rata element does not apply to mooring fees or mooring maintenance fees, these are fixed non-refundable annual charges. If the moorings are full and vacated part way through the season, a refund would be provided against the mooring fees and mooring maintenance fees if a new mooring holder is found. Members leaving part way through the year will receive a pro-rata refund for any membership fee 'only' not used.

## 6. Management

The management of the Club shall be in the hands of the General Committee, comprising: Commodore, Vice Commodore, Rear Commodore Sail, Rear Commodore House, Honorary Secretary, Honorary Treasurer, Welfare Officer plus up to fourteen members, all of whom shall hold office for one year when they shall retire, but be eligible for re-election at the AGM. For an AGM to be quorate, at least 20% of the full voting membership must be present in person or have provided a proxy where that is offered.

The Commodore on retirement from office shall have the option of being appointed President of the Club for one year. This position shall be ex-officio and shall not have voting rights at any committee meetings except by virtue of any other position held.

At each A.G.M. the meeting shall elect from its members a Commodore who has been a member of the club for a minimum of three years, a Vice Commodore who has been a member of the club for a minimum of two years, and a Rear Commodore Sail, Rear Commodore House, Honorary Secretary, Honorary Treasurer plus up to fourteen members who have been members of the club for a minimum of one year.

In the case of a casual vacancy in the office of Commodore, Vice Commodore, Rear Commodore Sail, Rear Commodore House, Honorary Secretary, Honorary Treasurer, the General Committee may appoint one of themselves or another qualifying member of the Club, to fill such a vacancy until the next A.G.M. Similar powers will be available to appoint a member to fill any vacancy on the General Committee.

The General Committee shall manage the affairs of the Club in accordance with the rules of the Club and the duties of the officers will be clearly defined and, in all respects, be subject to the control of the General Committee.

The General Committee shall be empowered to borrow money from outside sources on behalf of the Club.

### 6(a) General Committee Meeting

At General Committee meetings, the senior Flag Officer present shall be the Chairman. Should none of the Flag Officers be present at the appointed time for the meeting, then the members may choose one of their members to be Chairman. A presence of six committee members is sufficient to form a quorum. All significant spend should be agreed by full committee with all committee members aware of the details either at a meeting or by electronic means with the exception of emergency spend. An agreed spend may be issued to Sub-Committees against a clear specification to allow prompt decisions to be made. Minutes should be issued to all committee members promptly after each meeting.

### 6(b) Annual General Meeting Operations

The date of the Annual General Meeting (AGM) of the Club shall take place on a date to be agreed by the General Committee but should take place within ten months of the start of the subscription year. The General Committee will give a minimum notice of twenty one days of the AGM date and time. The General Committee may, at its sole discretion, offer the use of proxy or other electronic voting to the whole membership for any or all matters to be voted on at an

AGM. (N.B. the membership year shall run from 1st January to 31st December).

#### 6(c) Election of Officers at an AGM

All Flag Officers and Committee Members shall be elected by a show of hands, proxy vote or other electronic method offered by the General Committee for that AGM.

#### 6(d) Presentation of Accounts at AGM

At the A.G.M. the Treasurer shall present the accounts previously audited by an external auditor or two members of the Club appointed by the general committee.

#### 6(e) Convening Extraordinary General Meetings

An Extraordinary General Meeting (EGM) may be convened by the club committee at any time on Twenty-One days' notice. Furthermore, any member entitled to vote at an AGM can summon (or require to be summoned) an EGM at any time, provided that 20% of the voting membership or not less than 20 members join to do so.

#### 6(f) Voting Rights at a General Meeting

Any member wishing to convene, propose a motion, attend, or vote at, any General Meeting (AGM or EGM) shall have paid their subscription up to date, prior to the start of any such meeting. At any General Meeting, all members entitled to vote shall have equal voting rights. In the event of a tied vote, the Chairman shall have a casting vote.

#### 6(g) Communication with Members

Communication of information to members will be electronic first i.e. email, Facebook, club website. The noticeboard will be used when necessary to advertise events, as booking record and general information. Postal communication will be used only when information cannot be transmitted to members in any other form.

#### 6(h) Removal of Committee Members

Committee members may resign at any stage provided 1 months' notice is provided and an appropriate handover is provided. Committee members who fail to attend 3 consecutive Committee meeting without valid reason, may be asked by the Committee to step down.

## 7. Trustees

There shall be not more than four Trustees of the Club who are Club Members. The Trustees shall be appointed by the General Committee, and the property of the Club (other than cash, which shall be under the control of the Honorary Treasurer), shall be vested in them, to be dealt with by them as the Committee shall from time to time direct by resolution, (of which an entry in the Minute Book shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of the Club property.

The Trustees shall hold office until death or resignation, or until removed from office by resolution of the committee who may for any reason which may seem sufficient to a majority of them present and voting at any meeting, remove a Trustee or Trustees, from the



office of Trustee. When by reason of any such death, resignation or removal it shall appear necessary to the Committee, the Committee shall by resolution nominate the person or persons to be appointed the new Trustee or Trustees.

For the purpose of giving effect to such nominations, the Commodore is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section of the Trustee Act 1925 shall apply to any such appointment, any statement of fact in any such deed of appointment shall, in favor of a person dealing bona fide and for value within the Club or the Committee be conclusive evidence of the fact so stated.

## 8. Bar Sub-Committee

The affairs of the Club Bar shall be managed by the Bar Manager who shall be overseen jointly and equally by the Treasurer and Rear Commodore House. The supply of alcoholic liquor shall be under the control of the Bar Sub-Committee who shall arrange on behalf of the Club for the supply and purchase thereof for members of the Club. Any resultant profit accruing shall be used solely for the benefit of the members as a whole.

## 9. Sale of Alcoholic Liquors

Alcoholic liquors shall only be supplied to members of the Club as laid down in Rule 5 and to their bona fide guests, providing they have been properly entered in the Club's Visitors Book, as allowed for in Rule 9a. No alcoholic liquors shall be supplied to members or guests under the age of eighteen years.

The supply of alcoholic liquors in the Club as prescribed in the premises license shall be: -

Weekdays:	10.00 - 23.45 hours
Sunday	10.00 - 23.30 hours

Plus, a statutory extension for New Year's Eve.

The actual opening hours are listed on the website and on the noticeboard.

### 9(a) Visitors to the Clubhouse

The following classes of non-members may be admitted to the Club premises and intoxicating liquor may be sold to them, by or on behalf of the Club for consumption on the premises: -

#### (i) Visiting Competitors

Members and Officials of teams or individual competitors visiting the Club in connection with any amateur sporting event organized by the Club.

#### (ii) Visiting Entertainers

Members of Concert Parties and Artist's visiting the Club in connection with any entertainment or social event organized by the Club.

## 10. Alteration of Rules

No change or alteration to Club Rules shall be made except at a General Meeting. Any proposal for alterations or additions to the Club Rules must be placed in the TRSC postbox inside the Clubhouse in writing at least twenty one days (as notice of meetings) before such meetings. Such proposals must be proposed and seconded by Full members of the Club and will take immediate effect if passed.

## 11. Matters not provided for by the rules

There shall be Bye-laws relating to the general management of the Club's sailing and social activities. The General Committee shall have power to decide upon events arising from, and not for, in these rules and Bye-laws, pending the decision of the next General Meeting.

# Members' Handbook



## Bye-Laws

### 1. Conduct of Members

The club is committed to maintaining a safe and healthy premises, environment and activities. All members must co-operate fully with this objective. Failure to do so may constitute grounds for expulsion.

The Club shall have the power to expel or discipline any member for unseemly conduct or for gross breach of Club Rules, or for other behavior which the General Committee considers detrimental to the well-being of the Club. All disciplinary action will be undertaken in line with the disciplinary policy.

The club is committed to maintaining a safe and healthy premises, environment and activities. All members must co-operate fully with this objective. Failure to do so may constitute grounds for expulsion.

For reasons of safety, swimming, diving, and fishing from the pontoon and the quay is strictly prohibited, except if supervised as part of the Clubs training activities. *The club accepts no liability for persons breaking this rule*

### 2. Subscriptions and application fees

2(a) Subscriptions are due on the 1st January each year and shall be paid to the Membership Secretary on or before that date. The exception to this is for mooring members or those paying for winter storage who after 2 years membership may pay by 10 equal direct debit payments from January to October inclusive, last payment to be made prior to first lift out. Failure to keep payments up to date may result in ability to pay by installments being withdrawn. If any member's subscription remains unpaid after 31st January, the Treasurer shall send a notice thereof to the last known address for the member concerned, shown in the register of members, together with a request for immediate payment.

If the subscription is not paid within two weeks of dispatch of such notice the General Committee shall remove his/her name from the register of members and he/she will there upon cease to be a member and forfeit all rights of membership provided.

The General Committee may at any time during the current Membership Year restore his/her membership upon payment of arrears of subscription and fees due, provided a satisfactory explanation for failure to pay within the period allowed for by this Bye-law is accepted by the General Committee.

2(b) Prospective members shall on application pay any applicable Joining Fees, which shall be nonreturnable unless the application is refused by the General Committee. On election, the current Annual Subscription shall be paid. New membership fees are paid on a pro-rata basis if joining after the 1<sup>st</sup> July (this does not apply to Mooring rental or Mooring Maintenance Fees) for the 1st year along with full joining fee (full fee all year to cover our costs and also bar card) and Pro rata bar vouchers. Prospective Cadet Members shall not be required to pay an Application Fee. Any prospective member paying the £100 Mooring deposit will receive a refund if they decide not to proceed with the application within 14 days.

2(c) No person shall take part in any proceedings of the Club, until his/her subscription has been paid or an explanation of arrears has been accepted by the General Committee.

2(d) If, at any time, any mooring or Quay storage fees payable to the club by any member or former member shall be three months or more in arrears, the Committee shall be entitled to move the boat to any part of the premises or other suitable storage place

The committee shall be entitled upon giving one month's notice in writing to the member or former member, at his last known address shown in the register of members, to sell the boat or otherwise dispose of and to deduct any monies due to the club (whether by way of arrears of subscriptions or mooring fees or otherwise) from the net proceeds of the sale before accounting for the balance (if any) to the member or former member.

### 3. Visitors

Persons habitually using the Club premises must apply for membership. A member may introduce guests to the Club, providing that the same guest or guests do not visit the Club on more than five occasions during any one year, and that all guests are properly entered on the Club's Visitors Form on the occasion of each visit, by the member introducing them.

### 4. Sub-Committees

Each Sub-Committee when enacted can consist of members of the General Committee and Club Members but must contain at least one Committee Member. Minutes/Notes of Sub-Committee meetings should be distributed to all committee members promptly after each meeting.

#### 4(a) Strategic Projects Committee

The Strategic Projects Committee shall be responsible for planning and organizing projects safeguarding the future of the club.

#### 4(b) Bar Committee

Already described in the Rules section

#### 4(c) Sailing Committee

The Sailing Committee shall be responsible for the organization of the Clubs sailing activities.

#### 4(d) Social Committee

The Social Committee shall be responsible for the organization of the Clubs social activities.

#### 4(e) House Committee

The House committee shall be responsible for the general upkeep of the Clubhouse excluding cleaning.

#### 5(f) Lift Committee

The Lift Committee will be responsible for the organisation of winter storage.

### 5. Rules for Children in the Club Lounge

#### 5(a) Children under 12 years of age

Must be accompanied by a parent or other responsible adult whilst on club premises except when in the care of a club official during a club activity.

### 6. Yacht and Dinghy Storage

Work undertaken on boats stored on the club site shall be confined to routine maintenance only. No commercial activities shall be carried out on vessels within the club site.

#### 6(a) Summer storage

During the sailing season, the Club quay shall provide Tender, Dinghy Parking and Car Parking as determined by the General Committee. The spaces shall be allocated to eligible members for the sailing season and shall not be transferable. When considered necessary, the Quay master may restrict the allocation of any remaining spaces at his/her discretion. As space is tight for dinghy spaces priority will be given to those dinghies regularly in use at club events and may be in the main yard or behind the clubhouse as directed by the Club.

#### 6(b) Winter storage

During the winter season, vessels normally kept in the Club mooring area may be laid up in such space as allocated by the Mooring Master or other suitably qualified personnel. A clear gangway need not be maintained between the vessels during the winter season. Members shall be charged at the standard rate for winter storage.

All yachts that are stored on the club's quay during the winter months must be returned to the water either prior to or at the time of the club's final crane lift -in for that season. Only members whose fees are paid up to date 14 days prior to the first lift out in a season will be offered winter storage Any yacht that is not ready at this time will be lifted into the water and placed on a suitable site/mooring. Any costs incurred by the club in carrying out such action will be payable by the member responsible.

#### 6(c) Short term Storage

Subject to sufficient space, short-term storage may be available during either the Summer or Winter storage periods at an agreed fee.

#### 6(d) Storage rates

The standard rate based on area (square feet) or Summer/Winter storage shall be set by the General Committee.

#### 6(e) Cradles

All cradles used on club land for winter storage of Yachts shall be fit for purpose and must be capable of being folded flat if the member wishes to leave it at the club during the sailing season. If a member subsequently leaves the club, then the cradle must be removed from the yard. When the cradle is stacked it must be removed at the next craning operation.

### 7. Insurance requirements

All boats and equipment stored upon the Club Quay, or in any of the Club buildings thereon, are entirely at the owner's risk and *must be fully insured against third party risks*. Any boat taking part in club racing must be insured to participate in such events.

### 8. Mooring regulations

The Tamar River Sailing Club Mooring Regulations shall be considered part of these Byelaws.

### 9. Quay Facility regulations

The Quay Facilities Regulations shall be considered part of these Byelaws.

### 10. Parking

All vehicles on club premises must use the suitably marked out spaces in the Car Park.

### 11. Fuel/Engines

Outboard engines stored in the paddle store shall be stored at the owner's risk

### 12. Non-Smoking Policy

All indoor areas of the club are now non-smoking, this also precludes the use of e-cigarettes/vaping.

# Members' Handbook



## Sailing Programme

### 1. Racing (Dinghy and Yachts)

The Tamar River Sailing Club (TRSC) organizes a programme of races each year, details of which are published on the club's website and in the club's Sailing Calendar available from the Rear Commodore Sail/ Sailing Secretary in Spring. Details of the club's racing programme, and much other useful information, can also be found in the Port of Plymouth Sailing Association's Sailing Calendar and in the KHM Water Events Diary.

### 2. Yacht Handicapping

Yachts race using an agreed handicap or racing system that may change from year to year. Members wishing to race their yachts will need to contact either the Club Sailing Secretary, the Rear Commodore (Sail) or the Race Officer who form the club sailing Committee.

Owners of yachts racing in the club are required to complete a single, annual, race entry form and sign the declaration, which confirms they have adequate insurance and understand their responsibilities.

### 3. Cruising

There is a less formal programme of club cruises, which normally take place over Bank Holiday weekends. Details of other one-off club events are published within the clubhouse and on the website.

### 4. Cadets

#### Cadets & Adult

The TRSC cadet section is open to young people under the age of 18 years. TRSC has a selection of dinghies both single handed and double handed. These are used to teach the elements of sailing and boat handling skills. As a guide, children aged 8 years may start learning to sail. At this age they have sufficient strength, weight, and ability to take instruction. This may depend on the individual.

Family members are welcome but for children under 12 a responsible adult must be in attendance on the quay during structured sessions. Young people, who are not family members, must join the club as cadet members.

Adult training is also available and is generally held during the school summer holidays.

Members who are qualified RYA instructors, working on a voluntary basis, follow the RYA scheme for Start Sailing, suitably adapted for the boats and tidal conditions on the river. Successful participants will receive an appropriate award. Those progressing on to racing may use the club performance dinghies or crewing with cruiser racing fleet. All members undertaking training must wear personal buoyancy whilst on the club pontoon and slipways. There will be a fee for the training scheme to cover fuel, use of club boats and training materials.

## 5. Safety Craft

TRSC maintains a number of support boats for a range of club activities including; supporting lift operations, moorings management and also acting as safety boats for; RYA training, club dinghy racing (adults and cadets). Operation of these boats is restricted to club members holding appropriate qualifications as laid down by the RYA.

Support boats may be hired by club members in exceptional circumstances to assist with recovery/repairs of their vessel, with the prior permission of a Flag Officer.



# Members' Handbook



## Quay Facilities

The quay, slipway, pontoon, storage and car parking areas are provided for the convenience of members. Maximum benefit from these valuable shared facilities is only possible through the full co-operation of all members.

### 1. Quay Storage

During the summer the quay is used for car parking, Tender and sailing dinghy storage.

### 2. Car Parking

Car parking is confined to the spaces designated on the yard plan – chains are laid in the yard to indicate the boundaries of spaces. Disabled parking places are located by the entrance door to the club. When all car parking spaces are occupied, members must park their vehicles off the premises. Parked cars must not block access to the slipways, the dinghy park or the tender racks.

### 3. Tender Racks

Mooring and Sailing Members, are entitled to one tender rack space, subject to space, as allocated by the Quaymaster. All tenders must be clearly marked with Yacht Name.

If, despite reminders, a member does not display his or the vessel's name on his/her tender, then the tender may be removed from the rack at the discretion of the Quaymaster and that member will lose his/her space.

### 4. Dinghy Park

Dinghy parking is confined to the spaces designated in the yard and behind the clubhouse. Spaces for Sailing Members will be allocated by the club subject to space and priority in the main yard area will be given to those regularly taking part in Club events.

TRSC reserve the right to charge special rates for certain vessels at the discretion of the Committee.

## 5. Conditions of Storage

TRSC provides storage on the quay subject to the following:

### 5(a) Insurance Cover

The owner maintains legal liability insurance in respect of the use and storage of the craft.

### 5(b) Regard for Others

Maintenance undertaken must be done in a manner that shows regard for the safety and welfare of all other boats, members and local residents. All rubbish must be removed and the yard kept clean.

### 5(c) Boat Security

Owners must take sensible precautions against theft or damage (including storm damage). TRSC takes no responsibility for the safety of boats stored.

### 5(d) Trailers and Trolleys

There is no storage available for trailers.

## 6. Pets on site

All dogs must be kept on a lead whilst on site. Animal excreta must be bagged and disposed of accordingly. The Club reserves the right to ban specific dogs from the whole or part of the site when the dogs behavior is not controlled by the owner.

# Members' Handbook



## Club Pontoon / Slipways

### 1. Conditions of use of Pontoon

The pontoon's main purpose is to facilitate loading, unloading, watering and similar short periods of use.

Stays should therefore be brief and not exceed two hours without the express permission of the Quaymaster.

Normally longer periods of use or staying overnight are not permitted. However, the Quaymaster will consider requests from members or visitors and try to accommodate them whenever possible.

If permission is given to a visiting yachtsman, then a charge (as determined by the committee and not less than £10) will be made for overnight stays.

Tenders should be confined to the North and South sides of the inner cross river section where hitching rails are provided.

The gate at the top of the pontoon must be kept locked after use.

### 2. Visitors

Visiting yachts (i.e. members of other Clubs) are welcome to use the pontoon whilst visiting the Club and using its facilities as our guests (e.g. on race nights). Visitors must sign in as such at the bar.

Any enquiries relating to use of the pontoon should be directed to the Quaymaster in all instances.

### 3. Code of use of the Engine/ Paddle Store

Eligible members can request a key to the Paddle Store. You need to accept the following conditions of use:-

1. Item stored must be clearly labelled or marked with the owners or boat name. Maximum **one**

engine per member, up to 4.5hp short shaft.

2. Only engines and paddles may be stored; all other items are expressly forbidden.

3. The *no naked lights* rule must be strictly observed. Similarly, there is to be; no running of engines, use of power tools or other sources of ignition inside the store.

4. Storage of petroleum or other flammable mixtures (other than in the integral tank forming part of the outboard) is expressly forbidden.

5. The members who are issued with keys are responsible for ensuring that the store is locked after use.

#### 4. Slipways

There is a scrubbing area here to dry out against the quay wall and one near the south slipway. Reservations for a specific date and time slot for the drying out pad are made on the calendar on the noticeboard.

The scrubbing area must be kept free on Wednesday evenings during the Dinghy Racing Season.

# Members' Handbook



## Mooring Regulations

### 1. Compliance with Regulations

All moorings are subject to any directions of the Kings Harbour Master (KHM). At the request of the KHM the Council can, upon one month's notice to remove your vessel forthwith, remove your mooring. This may be undertaken without notice, under the direction of the KHM, in the situation whereby the mooring and/or vessel present an urgent issue to navigational safety. All moorings are also subject to rules laid down by the club.

No inappropriate or offensive advertisement, placard or hoarding (except warning notices against trespassers, damage or 'For Sale') may be displayed on any vessel while at any mooring.

No person or persons shall live on any vessel attached to the mooring or use the same as a dwelling.

### 2. Mooring Tackle

Mooring gear and positions shall be under the control of the club and subject to the approval of the Plymouth City Council AND TRSC Mooring Master. A valid annual inspection certificate for all moorings will be provided to the Moorings Master by the Mooring Contractor.

The scope of mooring lines used must be of a length that does not permit the vessel to impede any other vessel moored close by.

All vessels must be properly secured on their mooring in accordance with the guidelines issued by the Mooring Master, and all vessels must have their name clearly indicated on the hull, coach roof or dodgers as appropriate.

### 3. Mooring Certificates

Moorings will be held as a certificate, which represents the value of the mooring tackle. The certificate will not relate to any particular tackle or position. Mooring certificate values will be determined by the Mooring Master and General Committee. (Currently £350 payable over 2 years, £100 deposit taken on Mooring Request form being completed. £250 is refundable on surrender of Mooring).

If you wish to surrender your mooring, the Mooring Master is to be immediately notified in writing or by e-mail.

#### **4. Mooring Maintenance**

TRSC will manage the routine maintenance and repair of mooring tackle on behalf of the mooring certificate holders. This will include arranging contractors to carry out inspection and certification in accordance with Harbour Authority requirements, and renewal or repair of equipment as found necessary. TRSC will charge each certificate holder an annual fee to cover all the costs involved in the provision and management of mooring spaces.

#### **5. Mooring Places**

All mooring spaces are subject to an annual review, and members must apply in writing for a mooring space, and pay the required mooring membership fee before 1st January each year. Failure to do so may result in the loss of the mooring space, and/or the demotion of position to the furthest end of the trots from the club. Applications will be deemed as unacceptable if the member owes the club money e.g. for winter lay-up.

#### **6. Mooring Maintenance Charges**

The estimated annual charges for maintenance fees are to be set by the Mooring Master and General Committee and will be invoiced with the membership fee in January. The charge for the mooring space will be reviewed after we receive our annual bill from PCC and the mooring contractor. TRSC may issue a supplementary invoice for any over and additional costs at this stage. Mooring holders will not be able to take up their moorings if any of membership, maintenance or mooring space charges are not paid up to date at the start of the sailing season.

#### **7. Mooring Holder Liability**

You shall indemnify the Club against all claims and demands, losses, charges, costs and expenses which the Club may at any time incur or become liable to in consequence of you failing to perform or observe any of these conditions or any reasonable request of the Club in relation to the mooring.

#### **8. Devolved Responsibility**

The club reserves the right to move any vessel, mooring, or gear, at its discretion, in the interest of safety and/or expediency.

#### **9. Insurance Requirements**

All vessels are moored and gear repaired, worked on, moved, stored and otherwise managed and kept at the sole risk of the owner, and the club accepts no responsibility for loss or damage occurring from any cause whatsoever.

All vessels must be insured to a minimum of £3 million third party public liability with wreck removal (KHM requirement) and kept in compliance with all requirements of their insurance

cover. A copy of the Insurance Certificate and Policy wording showing compliance with the above must be sent to the Mooring Master or his assistant upon first taking up the mooring and thereafter at each policy renewal date.

## 10. Specification for Top Gear

Mooring Certificate Holders will be responsible for all pick up gear mooring lines and will ensure that this complies with the TRSC Mooring specification and is maintained in good condition. For the safety of all vessels on the moorings, the moorings master or his authorised delegate may inspect pick up gear and require changes or improvements to be made where it is deemed to be inadequate or unsafe. If this is not completed within a reasonable timeframe the changes will be completed by a TRSC representative or the mooring contractor, instructed by TRSC, and the Mooring Certificate Holders will be liable for the cost. If any certificate holders remove pick up gear for maintenance purposes they must rig a reasonably taught line connecting the buoys.

## 11. Mooring Place Forfeit

When a member sells without replacing his/her vessel within a reasonable period, he/she automatically forfeits all rights to the current space. The club reserves the right to purchase the mooring certificate at the current rate. Members who have a mooring behind a vacant position will be given the opportunity to move forward into the next available space. The club will then sell the rear space mooring to a new applicant on a 1<sup>st</sup> come 1<sup>st</sup> served basis.

## 12. Mooring Sub-Lets

Any member wishing to sub-let his/her mooring (except in an emergency) must obtain approval of the Mooring Master or his assistant in advance. The sub-letting of moorings will only be permitted to another club member. In addition, the sub-lessee must complete a temporary mooring application, pay a temporary mooring holders deposit, and the arrangement must be accepted by the Mooring Master before the sub-lessee occupies the mooring. Sub-letting will only be allowed for a maximum of two seasons. The sub-lessee must accept these mooring terms and conditions.

## 13. Rafting Up

"Rafting Up" of vessels on moorings within the Club area is not permitted.

## 14. Maximum Length of Tenders

Tenders stored at Tamar River Sailing Club shall not exceed 2.7m overall length.

## 15. Maximum Time on Club Pontoon

No vessel other than the club's safety craft shall be moored for more than two hours on the Club's pontoons without the prior permission of the Club's Quay-master or deputy. (Planning Permission Requirements).

## 16. Non-Payment of Fees/ Non-Compliance with Rules

If the member does not pay the required fees, or if the mooring holder fails to abide by any of these regulations, the certificate holder may forfeit the mooring space and sale value, this would be at the discretion of the General Committee.

## 17. Probationary Period

Moorings allocated to new members of the club in their first year of membership will be offered on a temporary basis under the normal rules for temporary moorings. A deposit will be required, which will be set against the cost of the share certificate as and when the mooring allocation is made permanent. This is in order to avoid the allocation of permanent moorings to new members who make no contribution to the club or fail to follow club rules. At the end of the year the member will either be allocated a permanent mooring or not, subject to a review by the Moorings Master and the General Committee.

## 18. Regulations

All mooring holders and users in addition to the club terms and conditions detailed above, must comply with all byelaws, regulations and any Acts of Parliament relating to the Port of Plymouth.

Failure to observe or to comply with any of the above-mentioned conditions may result in your licence to moor being cancelled.



# Members' Handbook



## Winter Lay-up

### 1. Background

During the winter months the quay is used for the storage of yachts on cradles. Those wanting to store their boat here you should apply to the mooring master to add their name to the list. Space is at a premium and it may not be possible to accommodate everyone that applies. Winter lay-up and craning is administered by the lift out sub-committee. Winter storage is allocated on acceptance of the following terms which have been formulated for the safe and sensible use of this facility: -

### 2. Payment in Advance

Payment for winter lay-up must be made in advance. No boat will be lifted unless payment has been received by a member of the general committee. All storage fees must be paid promptly when invoiced. Extraordinarily, a club representative, may be appointed by the general committee to be available on the day of each lift out to receive any monies due.

### 3. Liability Waiver

TRSC accepts no responsibility for loss, damage or injury during craning or storage.

### 4. Owner Liability Insurance Requirements

Owners must have liability insurance, including craning operations. All members are advised to have comprehensive insurance for all their boating activities.

### 5. Use of Suitable Cradles

All fin keel boats must be stored in suitable cradles. Scaffold may be used to support cradles to enhance the structure. If a cradle requires more than say 20% then the cradle will be deemed not fit for purpose.

### 6. Cradle Design

All cradles must be of adequate design and dimensions and capable of being 'flat packed' for summer storage. TRSC reserves the right to refuse to accept any storage without adequate support and may, at its own discretion, reject or remove any vessel or apparatus, which appears unsafe.

## 7. Compliance with Regulations

All owners must adhere to the Craning In/Out procedures.

## 8. Requirement for Permission to Undertake Unusual Repair Work

Normal repairs and refurbishment work is permitted, but any special operations (e.g. grit blasting, spraying etc. or the erection of any structures) should only be done after consultation with the Quaymaster/Moorings Master and the owners of adjacent vessels. Giving prior notice of this before craning out will help us to position your vessel in the yard so as to minimise nuisance to others.

## 9. Cleanliness

Owners are expected to keep the area around their vessel clear and tidy, and to take their rubbish home.

## 10. Electricity and Fresh Water

The use of electricity and water for routine cleaning and maintenance is included in the lay-up charge, but not the use of heaters or similar high load equipment, without the consent of the Quaymaster/Moorings Master. (A charge may be made if consent is given). You should not leave electrical appliances connected whilst the vessel is unattended. Water usage should be controlled and not left running to waste, the club is on a water meter.

## 11. Consideration for Others

Give every consideration to our neighbours, particularly with regard to noise. Ensure that halyards do not flap.

## 12. Lift Attendance and Engagement

All owners are expected to attend all lifts and Briefings (this a condition of being granted a winter storage space). Further to this; everyone with a boat in the yard is expected to participate enthusiastically with craning operations, unpacking and packing away cradles and generally tidying the yard etc. Members that fail to attend lifts, **briefings**, or to engage meaningfully during lift operations may lose their place in the yard and a fee may be payable for non-attendance.

## 13. Requirements on Shore

Sails must not be opened / rigged / hoisted whilst the boat is on its cradle. Fuel cans, gas bottles and flares are to be removed during the winter storage. Access ladders must be fit for purpose and stowed and locked under the boat unless in use. Inflatable dinghies must be removed from the club premises or stored underneath their boat if their boat is ashore.

## 14. Short Lift-Out Arrangements

A fixed charge will be made for those wishing to lift out between the first and second lift ins in the Spring. The duration will be variable depending on the tides and arrangements between lifts, it is likely to be between 2 and 4 weeks. This facility will only be offered if numbers and space in the yard permit. Removal of detritus by pressure washers must be completed within 7 days and with the permission of the lift committee, protection to other vessels in the yard may need to be provided.

# Members' Handbook



## Safety – Lifting Operations

### 1. Background

Anyone involved in lifting boats in or out of the water will realise that it is a potentially hazardous activity. The Club is committed to getting all members' boats ashore without injury or damage. The prime objective is safety. Given a safe operation, efficiency is almost as important. The goal is to make optimum use of the crane and available water. To be efficient during these operations everyone taking part must fully co-operate (everyone helps everyone else).

### 2. General Guidelines

All boat owners should be there at the start of operations

All boat owners should be there until all the boats are secure on their cradles or their moorings

Crew members or other volunteers are welcome

Children or animals must not be on-site.

Boat owners will be enlisted to one of the various organised work gangs

Members of gangs must follow instructions given by gang bosses/lift managers

Cleaning of boats is not to start until the lift is declared ended

Water and electrical supplies will be turned off until the lift is declared ended

### 3. Key Safety Rules

- a. The crane driver will only respond to the designated banksman.
- b. Follow the instructions of the gang leaders.
- c. During lifting, no one is to travel on the boats being lifted.
- d. Stay out from under the boats whilst they are in the air.
- e. Wear a safety helmet, gloves (and protective footwear if you have them)

## 4. Craning-out Guidelines

- a. All fin keeled boats must have an appropriate cradle. The boat owner must check that theirs is fully assembled, and ready for use before the day (grease the acrows).
- b. Any blocks of wood or props etc. must also ready and should be labelled with the boats name. For the safety of other boats, the Club may refuse to lift any boat out if the cradle or other means of support appears unsafe.
- c. Boat owners should know the weight of their boat, the location of the lifting points and whether the strops will pass under or over the guardrails/between the stays).
- d. Boat owners are to provide four long lines two fore and two aft, to control the boat in the air.
- e. Boat owners must make sure the lift manager knows in advance if a mast is to be taken down. It is also important to get things ready by disconnecting cables, loosening stays and preparing support for the mast when separate.
- f. Where any boat is placed in the yard depends on several factors. The lift team will try to accommodate everyone as much as they can (provided that they are advised well in advance). It is impossible to please everyone. On the day you must accept the spot allocated
- g. Members who have not lifted out before can ask for help and advice. The Club will be pleased to assist where it can.

## 5. Craning-in Guidelines

- a. Boat owners should do an engine check before the day of the lift and that the engine start battery is fully charged.
- b. Remember to put the seacocks in the correct position. Boat owners are advised that Windex's and electronic wind devices are best removed before the crane lift, the club will not accept responsibility for damage. During lift procedures wind generators must be tied down.
- c. If your mast needs to be stepped before your boat is lifted in ensure that the Lift Manager and Mast Boss know. Get as much as you can ready. Provide a rope with a loose loop under the spreaders that is long enough to clear the top of the mast and has another loop to attach to the crane hook. It would be helpful to bring some help or ask for assistance.
- d. Boat owners should know the weight of their boat, the location of the lifting points, which should be clearly marked on each side and whether the strops will pass under or over the guardrails/between the stays).

- e. Boat owners are to provide four long lines two fore and two aft, to control the boat in the air.
- f. Boat owners should hang fenders out on both sides.
- g. A brief opportunity to put some anti-fouling on the bottom of the keel may be provided whilst the boat is lifted. Owners wishing to make use of this opportunity should tell the lift supervisor in advance, so that he can steady the boat while it is still in the cradle and less than 1 metre off the ground. Owners should also have a brush and paint tin ready. A long-handled roller should be used.
- h. The club will normally run a water taxi to collect you from the mooring
- i. After the lift in, the quay yard returns to use as a car park and dinghy store for the summer. The cradles therefore need to be dismantled, all the portable bits removed, and the frames stacked neatly. The latter is a group exercise that will usually be done first thing on the morning after the lift-in. Gloves and protective footwear should be worn
- j. Boat owners are reminded that they are responsible for their boat and its equipment. If they are unhappy with the lift positioning, they should tell the Slinging boss or lift supervisor. It is important to keep things moving, but we also aim to avoid any harm or damage.
- k. Strong winds. If the forecast wind strength for the lift in/out day is high, the lift may be aborted on safety grounds. Where possible a decision will normally be made by 2000 hours on the evening before the day and communicated by email.

# Members' Handbook



## Disciplinary Policy and Procedure

### 1. Introduction

The club requires good standards of discipline from its members, together with satisfactory standards of conduct. The purpose of the disciplinary procedure is to ensure that any concerns over members' conduct are handled in a fair, consistent and timely manner, with the intention of bringing about an improvement, and to protect the proper operation of the Club's business and the health and safety of its members.

This procedure may be reviewed and updated from time to time.

Where time limits are specified in this Policy and Procedure, they may be varied by agreement between the Club and the member.

During the first year of membership, the full disciplinary and grievance procedure will not apply. The Disciplinary Policy and Procedure do not form part of any contract of employment.

### 2. Rules and Application

- 2.1 The following are examples of conduct that will normally be addressed through the Club's disciplinary procedure:
  - 2.1.1 Breaches of Club policies and procedures;
  - 2.1.2 Inappropriate behaviour (e.g. fighting, drunkenness, etc.);
  - 2.1.3 Bullying, harassment or victimisation;
  - 2.1.4 Discrimination on any of the following: race, sex, sexual orientation, religion, disability, age, gender reassignment, marital status or ethnic origin;
  - 2.1.5 Serious or repeated failure to follow reasonable requests or instructions;
  - 2.1.6 Abuse, misuse or neglect of Club property or facilities;
  - 2.1.7 Bribery offences under the Bribery Act 2010.
  - 2.1.8 Bringing the Club or Sort into disrepute
- 2.2 Confidentiality:
  - 2.2.8 Disciplinary matters will be handled with as high a degree of confidentiality as is practicable.
  - 2.2.9 Confidential records of disciplinary matters will be kept in accordance with Data Protection legislation. Copies of meeting notes will be provided to the member, although the Club reserves the right to withhold certain information (e.g. to protect a witness).

### 2.3 Investigation:

- 2.3.10 The Club will promptly and thoroughly investigate any matter that is reasonably believed to be a disciplinary matter. The member concerned will be informed of the investigation as soon as possible and when it has been concluded.
- 2.3.11 The member may be asked to attend an investigatory interview. If such an interview is held prior to a disciplinary meeting, the member will be advised from the start that the interview is an investigatory interview.
- 2.3.12 The Club reserves the right to omit the investigatory interview stage and move straight to a formal disciplinary meeting.

### 2.4 Suspension:

- 2.4.13 The Club reserves the right to suspend a member from the premises while a disciplinary offence is being investigated and if a Disciplinary Meeting is deemed necessary following the investigation then the suspension can be extended until that meeting or further such meetings
- 2.4.14 Members will be advised if the suspension is likely to last longer than 14 days.
- 2.4.15 Suspension is not regarded by the Club as disciplinary action. The Club shall inform the member of the reason for the suspension.

## 3. Disciplinary Procedure

### 3.5 Informal discussion

- 3.5.16 The Club will initially try to resolve disciplinary issues through an informal discussion with the member concerned.
- 3.5.17 This is a two-way discussion where the Club will be able to inform the member of their shortcomings in conduct or performance and at the same time provide the member with the opportunity to provide an explanation.
- 3.5.18 The main purpose of the informal discussion is to find a solution to the problem that is satisfactory for both the Club and the member.
- 3.5.19 Generally, cases of minor misconduct are dealt with informally. However, if the informal action does not provide a solution to the problem or if the disciplinary issue is too serious to be dealt with informally, then the formal disciplinary procedure will be followed.

### 3.6 Disciplinary meeting

- 3.6.20 A disciplinary meeting will normally be conducted by the Commodore or Vice Commodore.
- 3.6.21 The Club will explain the complaint against the member and go through any relevant evidence.
- 3.6.22 The member will then be given the opportunity to present their own evidence, answer any allegations, ask questions and call relevant witnesses.
- 3.6.23 Where possible, a Committee Member who did not carry out the investigation will attend the meeting.

### 3.7 Outcome of meeting

- 3.7.24 As soon as possible after the conclusion of the disciplinary meeting, the member will be informed of what disciplinary action, if any, will be taken. If the Club finds there has been no misconduct, the member will be informed of this in writing.
- 3.7.25 Where a minor offence has been committed, a recorded oral warning may be given. The warning will state that any further misconduct will render the member liable to further,



more severe, disciplinary action. The member shall be informed of the period in which the warning will remain 'live' eg number of months.

- 3.7.26 First Written Warning - If more serious misconduct or further minor offences are confirmed, the Club will issue a written warning setting out the complaint and stating that further misconduct may result in further disciplinary action. This letter will include details as to the improvement required, time-scales for such improvement and details of any help that will be made available. The member shall be informed of the period in which the warning will remain 'live' eg number of months and advised of their right to appeal against the warning.
- 3.7.27 Final Written Warning - If the misconduct is sufficiently serious or there has been further misconduct or a failure to improve since a previous written warning the Club may issue a final written warning. This will give details of the complaint and nature of the misconduct, the improvement required, the time-scale for such improvement and details of any help available. It will also warn that failure to improve may lead to expulsion from the club. The member shall be informed of the period in which the warning will remain 'live' eg number of months and advised of their right to appeal against the warning.
- 3.7.28 Expulsion / Other Penalty - If there has been further misconduct or failure to improve performance since a final written warning the Club may expel the member or take some other action short of expulsion such as disciplinary suspension. The member will be provided with a written statement of the reasons for expulsion or other action, the date on which the membership will terminate (if expelled), and their right to appeal, as soon as reasonably practicable.
- 3.7.29 Expulsion without Notice - If the Club establishes that there has been gross misconduct the member may be summarily dismissed i.e. dismissed without notice. The Club will follow a fair disciplinary procedure before taking any decision to expel without notice and this will be confirmed in writing (see Gross Misconduct section below).

### 3.8 Appeal

- 3.8.30 Members have the right to appeal against any formal disciplinary action. An appeal cannot be made against an informal oral warning. The appeal should be made in writing within 7 days of the disciplinary decision.
- 3.8.31 The member must inform the Club as to the grounds for appeal in writing, and may be accompanied to the appeal meeting. In making an appeal, the member should state if they are appealing against the finding that they committed the alleged acts of misconduct and/or against the level of sanction imposed.
- 3.8.32 The Club will hear the appeal without unreasonable delay and where possible the appeal will be dealt with by a flag officer not previously involved in the case or the member can request that the appeal is heard by the whole committee.
- 3.8.33 The outcome of the appeal will be confirmed in writing within 7 days of the meeting. Decisions made at this stage will be final and there is no further right of appeal.

## 4. Gross Misconduct

- 4.9 In the event that a member commits an act of gross misconduct, the Club is entitled to summarily terminate the member's membership.
- 4.10 The following non-exhaustive list gives examples of offences that the Club will normally regard as gross misconduct:

- 4.10.34 Theft, fraud, dishonesty or deliberate falsification of records;
- 4.10.35 Fighting, assault or other violent behaviour;
- 4.10.36 Deliberate damage to, or misuse of, Club property;
- 4.10.37 Deliberate use of internet and/or email to access or distribute material of a pornographic, offensive, obscene or inappropriate nature;
- 4.10.38 Incapability at premises due to the effect of alcohol or drugs;
- 4.10.39 Possession, custody or control of illegal drugs on Club premises;
- 4.10.40 Serious breach of the Club's rules, policies and procedures;
- 4.10.41 Serious negligence which causes loss, damage or injury;
- 4.10.42 Conviction of a criminal offence that is relevant to the member's employment with the Club and renders them unsuitable for their premises;
- 4.10.43 Conduct likely to bring the Club's name or the sport into disrepute;
- 4.10.44 Bullying, harassment, victimisation or discrimination;
- 4.10.45 Accepting bribes;
- 4.10.46 Gross negligence;

# Members' Handbook



## Roles and Responsibilities of Club Officials where appointed.

### 1. Commodore - Flag Officer

Has overall responsibility for the efficient management and oversight of all Club affairs  
Chairs the Management Committee meetings  
Chairs the monthly General Committee meetings  
Provides active leadership for club activities  
Represents the club at Official functions  
Ensures that the club is run according to its Rules and Constitution  
Identifies key strategies and establishes working groups/sub-committees to realise them  
Chairs, and provides an overarching report at the AGM

### 2. Vice Commodore - Flag Officer

Acts as the deputy to the Commodore  
Represents the club at Official functions especially in the absence of the Commodore  
Ensures that the club is run according to its Rules and Constitution  
Identifies key strategies and organises appropriate working groups/parties  
Chairs Management & Sub-Committee meetings in lieu of the Commodore  
Commissions updates to the Club's Policy Statements, Club Procedures & Club literature  
Oversees the quality of promotional material; including that published on the web

### 3. Rear Commodore (House) - Flag Officer

Chairs House Committee meetings  
Has responsibility for the management, upkeep and control of the Club premises  
Is responsible for ensuring the club house and toilets are kept clean and serviceable  
Attends the General Committee meetings providing a report on House issues  
Provides an annual report on club premises issues to the General Committee prior to the AGM  
Has joint responsibility (with the Treasurer) for overseeing the Bar Manager and staff, and the organisation and upkeep of the Bar and associated stock  
Is the point of contact for works on any of the club's facilities  
Upkeeps and manages the 'TRSC House' data files as appropriate

#### 4. Rear Commodore (Sail) - Flag Officer

Chairs Sailing Committee meetings

Provides and encourages leadership in the club's sailing activities

Is responsible for the serviceability of the club's racing equipment including the race office

Attends the General Committee meetings providing a report on sailing issues

Ensures all racing runs according to accepted Rules, also acts as Protest Governor

Manages and oversees the production of the Sailing Programme

Upkeeps and manages the 'TRSC Sailing' data files

Provides a report for the AGM

#### 5. Treasurer

Is responsible for the financial management of the club's affairs Produces monthly financial reports for each General Committee Meeting

Is responsible for the hiring of the Club premises and obtaining licence extensions as necessary

Has joint responsibility with the Rear-Commodore House for overseeing the Bar Secretary and staff, and the organisation and upkeep of the bar and associated stock

Is responsible for the maintenance of all club accounts (including data entry versions e.g. Xero) to an auditable standard.

Presents the annual accounts at the AGM

Makes recommendations on subscription rates to the General Committee

Upkeeps and manages the 'TRSC Treasurer' data files

#### 6. Quay Master

Is responsible for the upkeep and cleanliness of the quay, pontoon, brow, storage facilities and sea walls

Attends the General Committee meetings providing a regular report on quay issues

Provides an annual report on quay issues to the General Committee prior to the AGM

Is responsible for the maintenance and running of the paddle store and dinghy racks

Acts as the point of contact for use of the quay and yard including any summer letting (and the collection of associated fees - in conjunction with the Treasurer) of quay storage space

Upkeeps and manages the 'TRSC Quay Master' data files

#### 7. Mooring Master

Has overall responsibility for the organisation and sub-letting of all club mooring spaces

Is responsible to the Commodore for mooring procedures, regulations and future development

Is responsible for assigning and liaising with a contractor for club mooring maintenance

Is responsible (along with the Treasurer) for the collection of annual mooring fees

Attends the General Committee meetings providing a regular report on mooring issues

Provides an annual report on mooring issues to the General Committee prior to the AGM

Upkeeps and manages the 'TRSC Moorings' data files

## 8. Social Secretary

Generates an annual programme of social activities for club members  
Organises the club's seasonal events (e.g. Lift-in/out Suppers, Christmas & New Year events)  
Works closely with the Treasurer to book entertainment and liaises with them and any caterers.  
Attends the General Committee meetings providing a regular report on club social activities  
Considers suggestions from the general membership for potential social events  
Organises production of material promoting social events (for website, social media and print)  
Provides content for the 'TRSC Social' data files

## 9. Honorary Secretary

Is responsible for dealing with all club correspondence  
Is responsible for club committee meeting record keeping (production of accurate minutes)  
Is responsible to the Commodore for producing an agenda for the General Committee meetings  
Is responsible for the planning, running and recording of the AGM  
Upkeeps and manages the 'TRSC minutes' data files

## 10. Membership Secretary

Is responsible for the administration of membership applications and renewals  
Liaises closely with the Honorary Secretary & Treasurer  
Maintains accurate and up to date membership and contact records for members  
Upkeeps and manages the 'TRSC Memberships' data files

## 11. Sailing Secretary

Is responsible for the administration of racing matters  
Liaises closely with the Rear Commodore (Sail)  
Produces the Sailing Programme for the Club sailing activities  
Liaises with other clubs/associations for open meetings  
Ensures that Race Officer duties and safety boat duties are covered  
Maintains results of all club and Open meeting racing and publishes results on the website  
Contributes to the 'TRSC Sailing' data files

## 12. Bar Secretary

Is responsible for the ordering and receiving of stock and stocktaking as required  
Is responsible for the running and upkeep of the bar  
Is responsible for ensuring the bar is staffed during all opening hours  
Produces the staff rota and organises extra staff for functions in a timely way

Ensures bar staff are performing their duties according to their contract and work pattern agreement.

### 13. RYA Training Centre Principal

Usually, this will be the Training Centre Principal (or Chief Instructor, or the nominated adult)  
Attends monthly General Committee meetings to represent the Cadets and be their champion  
Ensures a safe learning environment for cadets  
Provides a professional, friendly rapport with: instructors, volunteers, sailors and parents  
Generates a calendar of appropriate training and racing events  
Organises trained and experienced volunteers to deliver instructional sessions  
Follows national governing body (RYA) best practice  
Oversees the training and development of cadets, sailors, volunteers and instructors  
Upkeeps and manages 'TRSC Dinghies & Cadets' on the website and data files  
Provides an annual report on the Cadet Programme/RYA Training for the AGM

### 14. Welfare Officer

Reports directly to the Commodore  
Responsible for supporting the well-being of young and vulnerable club members in line with the Club and RYA Safeguarding Policy and Procedures.  
Acts as an interface between members and Club Officers relating to Safeguarding issues  
Liaises with external authorities when necessary in relation to Safeguarding issues.  
Recommends changes to Club Safeguarding Policy/data protection as required.  
To support the general welfare of all club members.

### 15. Health & Safety Officer

Is responsible for providing advice to the Commodore to ensure that all club activities comply with current Health & Safety regulations and that all parts of the club premises are an appropriately safe environment for its members and visitors.

### 16. Assistant Mooring Master

Provides support to the Mooring Master as requested.

### 17. PPSA Rep

Provides the club point of contact with the PPSA.  
Responsible along with the Rear Commodore (sail) for ensuring our sailing fixtures are represented.  
Attends and feedback any information from the PPSA that may impact the club.

### 18. Bosun

Is responsible for the upkeep and general maintenance of all club boats.

Attends the General Committee meetings providing a regular report on boat issues.

## 19. General Committee Member

Acts as a trusted advisor to the club

Is co-opted to working groups/sub-committees as a valued contributor

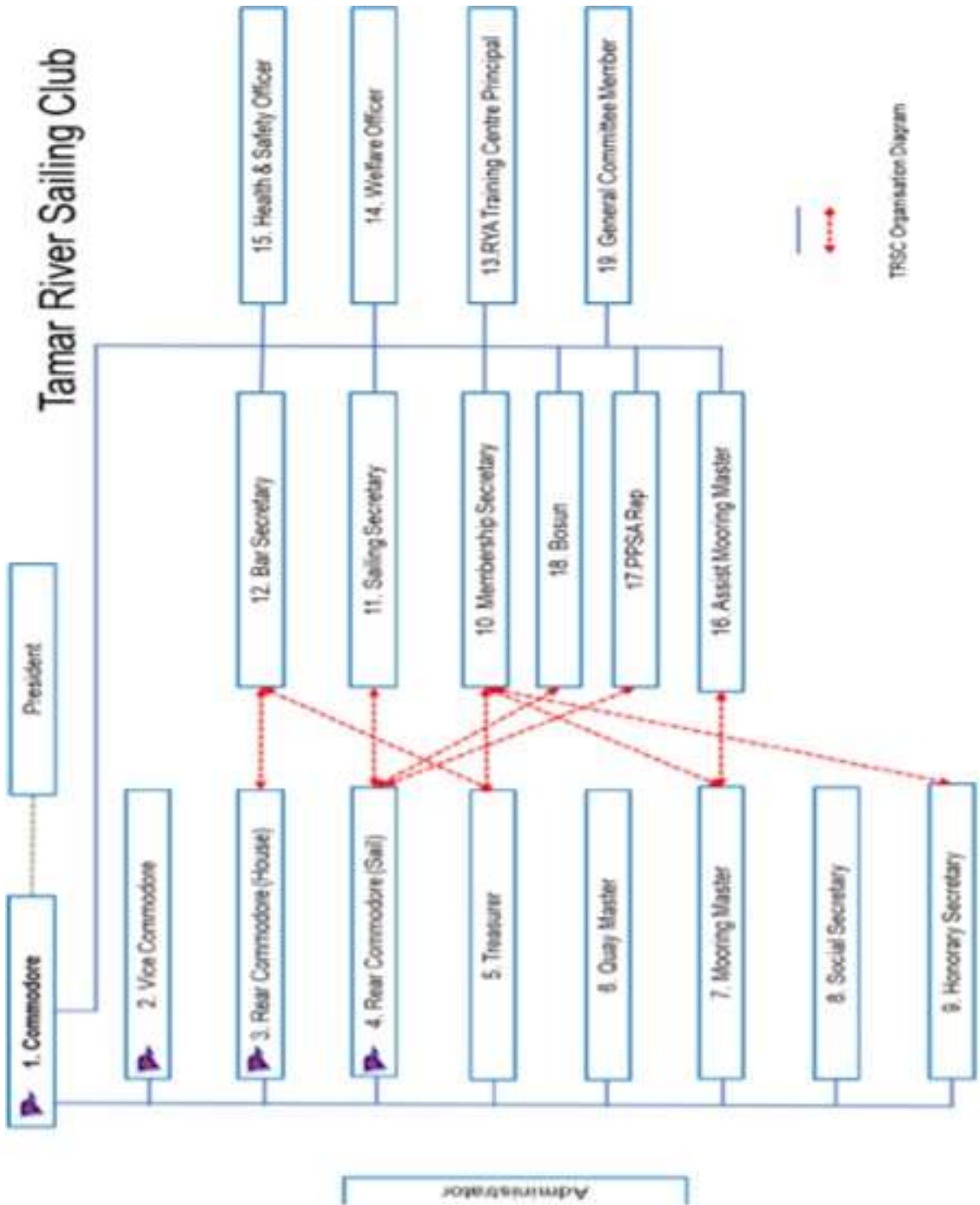
Attend monthly General Committee meetings

Actively engaged with the club membership, providing feedback to the committee

To be actively engaged and to participate in club activities

To lead club initiatives as directed by the General Committee (or Chair of a sub-committee)

# Tamar River Sailing Club



TRSC Organisation Diagram



# Members' Handbook



Published by the  
Tamar River Sailing Club  
February 2018  
883 Wolseley Road  
Saltash Passage  
St Budeaux  
Plymouth PL5 1JX  
Tel: 01752 362741