WALDRINGFIELD SAILING CLUB

RULE BOOK

(Revised April 2024)

COMMODORES

1921-29	C.C.Paterson O.B.E
1930-48	AW.Stollery
1949	Dr. K.W. Nicholls Palmer, O.B.E., T.D
1949	C. Stollery
1949-59	AD.Spear
1959-61	Dr. K.W. Nicholls Palmer, O.B.E., T.D.
1961-63	Dr. R. Webb
1963-65	F. W. Mossman
1965-67	M.D.Spear
1967-69	C.E.B.Thompson
1969-71	J.M. Young
1971-73	AM.Howard
1973-75	K.B.Wincer
1975-77	D.S.Farthing
1977-79	P. Fraser
1979-81	RR.Hansford
1981-83	R. St. J.Plummer
1983-85	AH.Mason
1985-87	G.V.Harris
1987-89	N.G.Pusey
1989-91	J.P.Goddard
1991-93	B.J.Hutchinson
1993-95	J.K.F.Fish
1995-97	T.F.Auber
1997-99	P. Wilton
1999-01	G Mills
2001-02	Mrs C.M.Fish (acting for P.R.Ruffles)
2002-03	G. Mills
2003-05	Mrs C. M. Fish
2005-07	M. O'Malley
2007-09	T. Carter
2009-11	H. Ryan
2011-13	Dr. W.A.Sudell
2013-15	D. Copp
2015-17	R. K. Whitehouse
2017-19	I. Videlo
2019-20	A Mason
2020-22	P J Mills
2022-	Anne Spalding

*During the period 1921-28 the first Officer in the Club was known as President, the title changing to Commodore in 1929

Introduction to the Club Rules

How is the Club organized?

The Flag Officers and the Club Captain, assisted by various other officials (some of whom are mentioned below) are responsible for particular aspects of the Club's organisation. The organisation changes with circumstances and currently the structure is as follows:

GENERAL (The Commodore)

- General administration and external communications - The Honorary Secretary
- Membership renewals and subscriptions - The Membership Secretary
- Finance - The Honorary Treasurer
- Weekly update/newsletter

SAILING (The Vice Commodore)

- Dinghy Park (Club Vice Captain)
- Club Launches and Safety
- Regatta
- Go sailing and junior sailing
- Publicity and press reports - The Sailing Secretary
- Press reports - The Press Secretary
- Fairway Committee
- Training - Training School Principal
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HOUSE AND SOCIAL (The Rear Commodore)

- House Committee
- Social Committee
- Clubhouse, Gear Shed and Car Park
- Bar Committee
- Galley – galley manager
- Green Group

RACING (The Club Captain) assisted by the Sailing Secretary

- Sailing Committee
- Class Captains
- Race management, Sailing Instructions, Handicapping - King Crow
- Programme for the season and results

Members are requested to address any queries to the appropriate official

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A. GENERAL

A1. NAME OF CLUB

The Club shall be called the "Waldringfield Sailing Club"; ("the Club").

A2. OBJECTS OF THE CLUB

The objects of the Club shall be primarily the promotion of sailing and boating, the encouragement of yacht and dinghy racing on the River Deben, and the furtherance of good fellowship between those interested in sailing.

A3. EXCLUSION OF LIABILITY

(a) Neither the Club nor its Officers, General Committee (hereinafter referred to as "the Committee"), servants, agents or members will accept any liability for:

(i) damage direct or consequential to or loss of property belonging to members, competitors, their guests or visitors, or other persons

(ii) personal injury direct or consequential arising out of the use of Club premises and any other facilities of or used by the Club, whether sustained by members, competitors, guests or visitors, whether or not such damage or injury could have been attributed to or was occasioned by the act, neglect, default or negligence of the Officers, Committee, servants, agents or members of the Club.

(b) Before inviting any guests or visitors onto Club premises or to use Club facilities or to participate in events organised or authorised by the Club, members and competitors will draw their attention to this Rule.

A4. INTERPRETATION OF THE RULES

The Committee is the sole authority for the interpretation of these Rules, on which the decision of the Committee shall be final and binding. Every member, guest or visitor shall be deemed to have agreed to be bound by these Rules and any regulations made by the Committee.

A5. ALTERATION OF RULES

(a) Repealing or amendment of any Rule, or the insertion of a new Rule, requires the consent of a General Meeting.

(b) Unless previously approved by the Committee, notice of the proposed alterations must be clearly stated in writing and submitted to the Honorary Secretary at least four weeks before the General Meeting. The proposed alterations shall be circulated with the notice calling the General Meeting. At the meeting the chairman may at his discretion accept an amendment to the proposed repeal, amendment or new Rule.

B. ORGANISATION

B1 OFFICERS OF THE CLUB

The Officers of the Club shall consist of a President, three Flag Officers (i.e. a Commodore, a Vice Commodore and a Rear Commodore), a Club Captain, a Club Vice Captain, an Honorary Treasurer, an Honorary Secretary, an Assistant Honorary Secretary.

B2 NOMINATION AND ELECTION OF OFFICERS AND GENERAL COMMITTEE

(a) For this rule, reference to a "member" shall mean other than a junior, suspended or provisional member.

(b) Any two members may nominate another member to fill any position on the Committee, provided that the nomination form (signed by both nominating members and the candidate) is in the hands of the Honorary Secretary 28 days before the Annual General Meeting.

(c) All Officer and ordinary committee member candidates shall be nominated as above and then elected at the Annual General Meeting by a show of hands, either individually or en bloc, by those present.

(d) In the event of too few candidates, potential committee members at the meeting may put themselves forward for election at the meeting.

(e) Length of Service;

1) The president is elected for a term of five years, two consecutive terms maximum.

2) The expected length of service for the Commodore, Vice Commodore, Rear Commodore, Club Captain and Club Vice Captain is two years. However, if required for the effective management of the Club these Officers may serve a maximum of three years continuous service.

3) Honorary Officers may serve indefinitely.

4) Other Committee members may serve for no more than six years consecutively.

f) Local residents. If at all possible there shall be three residents of Waldringfield parish within the General committee.

SUB-COMMITTEES

The Sailing, Bar, House and Galley Committees shall be sub-committees of the Committee. The Committee may also appoint other sub-committees, and may delegate to sub-committees or officials any part of its powers or duties, as it thinks fit. Any meeting of a sub-committee may be attended by any Flag Officer in an ex-officio capacity. Any sub-committee may co-opt additional members, but subject to ratification by the Committee.

B4. TRUSTEES

Trustees shall be elected by the Club at a General Meeting and shall hold office until death or resignation, or until removed from office by a resolution passed at a General Meeting of the Club. There shall not be more than four nor less than two Trustees and the property of the Club shall be vested in them. They shall deal with such property as directed by resolution of the Committee (of which an entry in the Minute Book shall be deemed proof) and they shall be indemnified against risk and expense out of Club property. The liability of the Trustees shall at all times be limited to the net value from time to time of the assets of the Club and the Trustees shall at no time incur any personal liability either in relation to those assets or as a result of their being trustees of those assets.

C. MANAGEMENT

C1. MANAGEMENT OF THE CLUB

The Club shall be managed by the Committee which shall consist of:-

(a) the Officers of the Club
(b) a Cadet Squadron Leader
(c) a Training School Principal
(d) twelve other members ("Elected Committee Members") nominated or elected in accordance with Rule B2 and (d) any Committee Members co-opted under Rule C2(b).

C2. POWERS OF THE COMMITTEE

The Committee shall have the power from time to time:

(a) to appoint officials, as it thinks fit.
(b) to co-opt members to the Committee.
(c) to fill any vacancy.
(d) to regulate all matters which require regulation in carrying out the objectives of the Club and the use of Club premises, property and facilities belonging to or under the control of the Club.
(e) to call a Special General Meeting of the Club and to decide on the most appropriate method of voting on the business of the meeting.
(f) to determine applications for membership of the Club.
(g) to appoint a Galley Manager who shall report to the Galley Secretary.

C3. SUB-COMMITTEES

At the meeting of the Committee following the Annual General Meeting there shall be appointed:

(a) a Sailing Committee consisting of the Club Captain (who shall act as chairman), the Club Vice Captain, a King Crow, a Safety Officer, the Club Bosun, the Training Co-Ordinator, the Sailing Secretary, two members (one of whom shall be a Young Person) nominated by the Committee, and a representative from each of the racing classes. The Committee shall

delegate to the Sailing Committee the following matters:-

(i) the measurement of yachts and dinghies;
(ii) support measures to be taken on the water;
(iii) local rules etc. under Rule E3
(iv) all arrangements for Club sailing races and series; (v) training.

(b) a Bar Committee consisting of five members who shall elect their own Chairman who shall be known as the Bar Secretary. The Bar Committee shall be responsible for the purchase and supply of liquor on behalf of the Club. At least three members appointed to the Bar Committee shall be members of the Committee.

(c) a Galley Committee who shall elect their own Chairman who shall be known as the Galley Secretary. The Galley Committee shall be responsible for liaison with the Galley Manager and for the operation of the Galley.

(d) a House Committee who shall elect their own Chairman who shall be known as the House Chairman. The House Committee shall be responsible for maintenance of the Club's buildings, fixtures and land.

C4. NOTICES

(a) Any notice may be sent to any member at his/her last known postal address or email address and upon sending of such a notice by post or email, it shall be deemed to have been given and received by such member for any purpose required by these Rules.
(b) Notice of every General Meeting and the agenda shall be posted or emailed to each member at least fourteen days before the date of the meeting.

C5. ANNUAL GENERAL MEETING OF THE CLUB

An Annual General Meeting shall be held in the Autumn of each year for the purposes of

(a) receiving the previous year's Accounts
(b) receiving the result of the nomination/election of the Officers and Committee. Those nominated/elected will take office the day after the meeting.

C6. SPECIAL GENERAL MEETING

The Committee shall call a Special General Meeting on the written requisition of any eight Club members none of whom shall be Suspended or Junior members. Such requisitions together with notice of the business to be transacted, shall be sent to the Honorary Secretary. No other business shall be discussed at such a meeting.

C7. CHAIRMAN OF GENERAL MEETINGS

At the Annual General Meeting, or at any Special General Meeting called by the Committee under Rule C2(e) the chairman shall be the senior Flag Officer present, or in the absence of a Flag Officer, the President. At any Special

General Meeting called under Rule C6, the chairman shall be elected by the members at the meeting.

C8. QUORUM AT GENERAL MEETINGS

If forty members are present at the commencement of any General Meeting such meeting shall be competent to transact all business before it, except passing a resolution to wind up the Club, when not less than one half of the members (other than Junior and Suspended Members) must be present and vote.

C9. ACCOUNTS

The Club's accounts ("the Accounts") shall be made up to 30th November in each year, and shall be:

(a) independently examined by a suitable person with qualifications recognised by one of the registered accounting bodies, and

(b) approved by the Committee, and

(c) circulated to the membership by 30th April in the following year.

C 10. CALLING OF AND QUORUM AT COMMITTEE MEETINGS

The Committee shall meet from time to time as it thinks fit. A meeting of the Committee shall be called on requisition to the Honorary Secretary in writing by any three of its members. Six shall form a quorum.

C 11. LACK OF QUORUM

If within half an hour from the time appointed for a meeting a quorum is not present:

(a) a meeting called under Rule C2(e) or Rule C10 shall stand adjourned to the same day in the next week, at the same time and place, and if a quorum is not present within half an hour from the time appointed for the meeting, those present and qualified to vote at the meeting shall be a quorum

(b) a meeting called under Rule C6 shall be dissolved.

C12. MAJORITY TO DECIDE

At General Meetings of the Club, meetings of the Committee, and meetings of sub-committees, every question shall (except as otherwise provided in these Rules) be decided by a majority vote of the members present and entitled to vote on such question.

D. MEMBERSHIP

D1. APPLICATIONS FOR MEMBERSHIP

(a) Candidates for admission as members of the Club shall complete an application form containing the name and address of the candidate and other relevant information. The Membership Secretary will inform the Committee of new applications once a week, normally by email.

(b) Seven days after the Committee has been informed (either at a meeting or by email), if there is no objection from any Committee member, the candidate will be informed that their membership application has been accepted and will become active once their subscription has been received.

(c) If an objection is raised by any Committee member within the seven days, this will be discussed at the next Committee meeting. If a majority of the Committee decide to uphold the objection and refuse the application, the Commodore will inform the applicant of the decision without giving reasons.

D2. LIMITATION OF MEMBERS

Membership of the Club is limited. Candidates who fail to obtain membership only because of this restriction shall be placed on a waiting list and admitted as vacancies become available.

D3. CATEGORIES OF MEMBERSHIP AND THEIR DEFINITION

a) Unless otherwise stated in these Rules, all members shall enjoy all the rights, privileges and facilities of the Club including the right to attend and vote at General Meetings.

b) Membership of the Club shall comprise the following categories:

(i) **Individual membership,** which shall be open to anyone, from and including 1st January following his/her 25th birthday

(ii) **Life membership,** which is currently restricted to those so designated prior to 19th November 1994 and shall only be offered to other members by resolution of the Club in General Meeting

(iii) **Honorary or Honorary Life membership,** which shall be granted only by unanimous vote of the Committee

(iv) **Joint membership,** which shall be open to an individual and his/her spouse or partner

(v) **Family membership,** which shall be open to an individual with/without spouse or partner and all his/her/their children qualifying for Junior membership

(vi) **Junior membership,** which shall be open to any individual until but excluding, the 1st January following his/her 21st birthday. Junior members under age 18 shall not be entitled to vote at any General Meetings of the Club.

(vii) **Junior Pathway membership,** which shall be a joint membership open to a child under 15 on 1st January qualifying for Junior membership, and a non-sailing parent or guardian, available for their first two membership years.

(viii) Advanced Junior Pathway membership, which shall be a joint membership open to a child under 15 on 1st January qualifying for Junior membership and a non-sailing parent or guardian available for a further two years following their first two membership years.

(ix) **Young Persons membership,** which shall be open to an individual from and including the 1st January following his/her 21st until, but excluding, the 1st January following his/her 25th birthday

(x) **Suspended membership,** which shall be open to an individual on leaving any other category of membership. A Suspended Member shall have the right to resume full membership at any time without payment of a further joining fee, but shall have no other rights. On payment of the balance of the relevant subscription a Suspended Member may resume any other available membership category at any time

(xi) **Associate membership,** which shall be open to a limited number of members fulfilling the following conditions:

Minimum age 65 years and

ii Minimum 20 years in other membership categories, and Retired from Club racing

(xii) **Associate Spouse membership,** which shall be open to those granted it at the Annual General Meeting held on 20th November 1993 and to the spouse or partner of an Associate Member. If an Associate's membership is discontinued, the Associate's spouse or partner may continue to enjoy Associate Spouse membership

(xiii) **Temporary membership,** open to competitors in events organised by the Club and lasting for the duration of the event. Temporary members shall not be entitled to vote at any General Meeting of the Club.

D4. SUBSCRIPTIONS AND ENTRANCE FEES

(a) Subscriptions and entrance fees for members will be fixed by the Club in General Meeting.

(b) No member who changes his/her category of membership shall be entitled to any refund of subscription already paid.

D5. PAYMENT OF SUBSCRIPTIONS

All subscriptions shall become due on 1st January each year. Any member whose subscription is not paid by 31st January will cease to be a member unless the Committee decides otherwise. Where the total subscription due exceeds £100 or such other figure as may be agreed in General Meeting, payment may be made by two cheques, one post dated to 31st March and each for half the total amount due.

D6. CONDUCT OF MEMBERS

(a) Every Member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.

(b) Any breach of Rule D6(a) or any conduct which, in the opinion of the Committee, is either unworthy of a Member or otherwise injurious to the interests of the Club, shall render a Member liable to disciplinary action by the Committee, which may include suspension for a specified period of time or expulsion.

(c) Before taking such disciplinary action against a Member, the Committee shall call upon such Member for a written explanation of the Member's conduct and shall give the Member a full opportunity of making explanation to the Committee, or of resigning.

(d) The Committee will normally appoint a smaller panel to conduct the hearing, with a right of appeal to a further panel of committee Members who have not been involved in the original hearing.

(e) The Committee or panel appointed by them shall conduct disciplinary action in accordance with the disciplinary procedures set out on the Club website.

(f) Upon suspension/expulsion the Member/former Member shall not be entitled to have any part of the annual membership fee refunded and must return any Club or external bodies trophy or trophies held forthwith.

D7 CEASING TO BE A MEMBER

A Member shall, on ceasing to be a Member, forfeit all rights to the property, funds and privileges of the Club.

E. OTHER RULES

E1. SALE OF INTOXICATING LIQUOR AND HOURS OF SALE

(a) Intoxicating liquor shall only be supplied on the Club premises to persons who are over the age of 18 years and who are either:-

(i) members of the Club or

(ii) bona fide guests of members introduced to the Club under Rule E2(a) or Rule E2(b) or;

(iii) visiting the Club premises for the purpose of taking part in, or in the organisation of, sailing or other allied activity involving the participation of the Club or

(iv) persons referred to in Rule E2(c).

(b) The Honorary Secretary is required to obtain a Temporary Event Notice or equivalent in respect of any function which is not already included within the terms of the Club's Club Premises Certificate.

(c) No payment may be received for the supply of intoxicating liquor from any person other than those referred to in Rule E1(a). If any such person shall make a payment he shall forthwith be expelled from the Club premises.

(d) The purchase of intoxicating liquor for supply by the Club shall be at the absolute discretion of the Bar Committee.

(e) The permitted hours for the supply of intoxicating liquor shall be those in force from time to time in the Licensing District of Woodbridge.

(f) No person shall at any time be entitled to receive from the Club or any member thereof any commission percentage or similar payment on or with reference to the purchase of intoxicating liquor by the Club; nor shall any person (other than the suppliers) directly or indirectly derive from the Club or any member thereof any pecuniary benefit from

the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

E2. INTRODUCTION OF GUESTS

(a) A member may introduce up to *five* guests at one time but shall be responsible for their observance of the Rules of the Club and of any regulations made by the Committee. The name and address of each guest shall be entered in a book provided for the purpose and retained on the Club premises. No guest shall be permitted to stay on the Club premises after the member introducing such guest has left the Club premises.

(b) A member may on an occasion special to that member (and with the approval of either the Committee or at least two of the Flag Officers) introduce more than *five* guests at one time.

(c) The following may also be admitted to the Club premises:

(i) persons attending functions organised and supervised by the Club and

(ii) persons attending functions authorised and supervised by the Club and organised by another club.

E3. RACING RULES

All sailing races shall be sailed under the current Racing Rules of Sailing, as adopted by the Royal Yachting Association and as modified and supplemented by the Club Sailing Instructions and any local rules the Sailing Committee may make from time to time. Such local rules and alterations thereto shall be displayed at the Clubhouse. Alterations shall be advised to members in writing at the first convenient opportunity.

E4 PARKING OF BOATS AND EQUIPMENT

(a) Boats and road trailers may be parked on Club premises, on the terms set out in this rule.

(b) Application for permission to park boats and trailers (summer or winter storage) should be made using the Club's on-line membership system or, if necessary, to the Membership Secretary directly.

(c) Parking is not permitted before appropriate fees have been paid as directed in the membership system.

{d) The Club reserves the right to decline an application for summer or winter storage.

(e) The granting of permission and payment of fees does not guarantee availability of a space. If no space is available a refund will be provided.

(f) Boats and trailers shall be left on Club premises at the owner's sole risk. The Club accepts no liability for loss or damage.

(g) Road trailers must be securely labelled with the owner's name or class and number.

(h) The Club reserves the right to *move* any boat or trailer, without prior notice to the owner.

(i) In all dinghy parks, only boats on their trolleys shall be permitted from 1st March to 30th November and following the allocation of places at the start of the season.

U) Boat trolleys may only be parked under their boats or mounted on a combination road trailer. Trolleys or un-labelled trailers left unattended in the cliff top park may be liable for disposal under E6 below.

(k) Parking fees will be agreed and fixed at the Club's Annual General Meeting, for the following year.

E5 STORAGE OF GEAR

(a) Gear is defined as:

i. Petrol outboards of no more than 4hp
ii. Electric outboards of no more than 4hp
iii. Oars plus rowlocks

(b) On payment of the appropriate fees only the items at (a) may be stored in the gear shed and shall be labelled with the owner's name or boat name. Outboards may not be stored on the Club premises from 1st December to 28th February.

(c) No other items of any kind shall be left on Club premises without permission.

E6 REMOVAL AND DISPOSAL OF ITEMS LEFT ON CLUB PREMISES

(a) The Club reserves the right to remove and dispose of any boat, trolley, road trailer, boat equipment (including masts, sails, booms, foils, ropes, wheels, spare tyres, covers, fuel cans and fuel, outboards, anchors and chain), all clothing including wet and dry suits, kit bags, footwear and lifejackets.

NB: Mobile phones, tablets, laptops, watches, spectacles, rings and other jewellery and medication will be handled differently, see (c)(ii) below.

(b) Large Items:

(i) If the owner can be identified they may be contacted and advised that they are required to remove the item within 28 days (giving a specific date), thereafter the club may take whatever action it sees fit to dispose of the item. If sold, the owner will receive the sum obtained, less expenses. The Club accepts no obligation to obtain the best price.

(ii) If the owner cannot be identified, an identifying label may be affixed to the item advising a disposal date, 28 days later. If sold, any sum obtained will be retained by the Club. After a further 28 days the sale proceeds shall belong to the Club absolutely. The Club accepts no obligation to obtain the best price.

(c) Smaller Items

(i) low value items (obviously less than £100 replacement value) shall be kept for 28 days and if not claimed, disposed of as the Club sees fit, without recompense to the owner.

(ii) higher value items will be photographed and kept for at least 12 months with a record of when found, where found and any other relevant details. A notice will appear in the next Club update, posted on the Club outside notice board and again in a Club update 12 months later. After a further 28 days an item may be sold, the proceeds being recorded and held by the Club for a further 12 months. The Club

accepts no obligation to obtain the best price. After this time the sale proceeds shall belong to the Club absolutely.

E7 USE OF GALLEY

The Galley shall only be used in connection with the Club affairs or on an occasion mentioned in Rule E2(b) or for a function mentioned in Rule E2(c)(ii) and with the permission of the Galley Secretary.

E8 (a) The members may vote to wind up the Club if the provisions of Rule C8 are met at a properly convened Special General Meeting.

(b) The Committee will then be responsible for the orderly winding up of the Club's affairs.

(c) After settling all liability of the Club, the Committee shall dispose of the net assets remaining to one of more of the following:

(i) to another Club with similar sports purposes which is a registered charity or a Community Amateur Sport Club (CASC).

(ii) To the Club's governing body (i.e. the Royal Yachting Association) for use by them for related community sparts.