



# **LLANGORSE SAILING CLUB**

## **CONSTITUTION AND RULES**

(REVISED January 2006, August 2008, November 2009, November 2014, October 2018)

<b>MISSION STATEMENT</b>	Llangorse Sailing Club aims to promote a friendly club atmosphere, open to individual and family members. It offers its members opportunities for dinghy sailing, training and racing, to be achieved in harmony with other users of Llangorse Lake. The club will do all in its power to protect the natural amenities and beauty of the Lake.
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<b>SECTION 1</b>		<b>NAME, PURPOSE AND AFFILIATIONS</b>
Name	1.1	The name of the Club shall be 'The Llangorse Sailing Club' (hereinafter referred to as 'the Club').
Purpose	1.2	The purpose of the Club shall be to promote and facilitate participation in the sport of sailing, including racing on Llangorse Lake (hereinafter referred to as 'the Lake').
Objectives	1.3	The objectives of the Club are to: <ul style="list-style-type: none"> <li>• promote sailing for young persons</li> <li>• provide training for its members</li> <li>• promote equal opportunities for its members</li> <li>• provide social and other facilities for its members.</li> </ul>
Affiliations	1.4	The Club shall be affiliated to the Royal Yachting Association and RYA Cymru Wales.
<b>SECTION 2</b>		<b>LAKE REGULATIONS</b>
Lake Regulations	2.1	The use of the Lake by members is regulated by the Agreement, dated 1 <sup>st</sup> October 2007, between the Llangorse Lake Conservation and Management Company (hereinafter referred to as "the Company") on the one part and the Trustees of the Club on the other.
	2.2	Use of the Lake is also subject to the Llangorse Lake Advisory Group Statement of Intent for Recreational Users and Interested Parties of Llangorse Lake commencing 1 <sup>st</sup> April 1999.
	2.3	A copy of the Agreement and of the Statement of Intent are to be displayed on the Club notice board and posted on the Club web site and must be adhered to at all times.
	2.4	No activities are permitted on the Lake during January.
	2.5	No power driven craft, other than Safety Boats, are permitted to operate from the Club site at any time.
	2.6	Swimming is not permitted in the Lake without authorisation by the Company.
Trading	2.7	No trade is permitted on the Club site, other than the sale of RYA logbooks and certificates, the sale of Llangorse Sailing Club items and catering by a person authorised by the Executive Committee.
<b>SECTION 3</b>		<b>TRUSTEES</b>
Appointment of Trustees	3.1	There shall be at least five Trustees. As necessary, new Trustees will be nominated by the Executive Committee of the Club (hereinafter referred to as 'the Committee'). The Club Secretary is nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and shall by Deed duly appoint the person or persons nominated by the Committee.  Trustees shall be Members or Honorary Life Members who are willing to be appointed. A Trustee shall hold office during his/her lifetime or until he/she resigns, by notice in writing to the Committee, or until a resolution removing

		him/her from office is passed at a meeting of the Committee by a majority comprising two-thirds of the members present and entitled to vote.
Chair of Trustees	3.2	The Trustees will elect annually a Chair of Trustees who will convene meetings of the Trustees as necessary to conduct any business relating to any obligations and/or the responsibilities of the Trustees as laid out below and represent the Club with external bodies as appropriate .The Chair of Trustees for the forthcoming year will be reported to the membership at the AGM.
Property of Club vested in Trustees	3.3	All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club. When a new Trustee is appointed the Committee shall, as soon as possible thereafter, take lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted.
Powers of The Trustees	3.4	The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Executive Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Executive Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given. The Trustees are empowered by the Club to act in all dealings with the Company and in matters relating to the Agreement with the Company within the guidelines set out by the Committee. The Trustees have the right to veto only those decisions of the Committee that appear to them to jeopardise the Agreement with the Company or their positions as representatives of the Club.
Indemnity of Trustees by The Club	3.5(a)	The Trustees shall be indemnified by the Club and its assets from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or in relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club.
	3.5(b)	The liability of the Trustees for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club. This is to be incorporated in every contract, lease, licence or other agreement entered into by the Trustees of the Club.
<b>SECTION 4</b>		<b>OFFICERS</b>
Officers of the Club	4.1	The Officers of the Club shall be Members or Honorary Life Members of the Club and shall consist of a Commodore, a Vice-Commodore, a Rear Commodore, a Secretary, a Treasurer, a Membership Secretary and a Sailing Secretary. The Officers shall be elected at the Annual General Meeting in each year. The Commodore will normally hold office for a maximum of two years but all officers will retire at the termination of the Annual General meeting in each year and be eligible for re- election.
Officials appointed by the Executive Committee	4.2	To support the elected officers in the running of the Club, the Executive Committee will, as necessary, appoint a Beach Master, a Bosun, a Safety Policy Co-ordinator, a Welfare Officer, a Training Centre Principal, a Chief Sailing Instructor, a Chief Powerboat Instructor, a Social Secretary, a Website Manager, a Junior representative and Class Captains of the established fleets.

Training Centre Principal approval.	4.3	To maintain the status of the Club as an RYA Recognised Training Centre, the appointment of the Training Centre Principal must be approved by the RYA.
Duties of Club officials	4.4	The duties of the Club officials are set out in Annex A of this document.
<b>SECTION 5</b>		<b>LIMITATION OF CLUB LIABILITY</b>
	5.1	<p>Members are bound by the following Rule which shall also be exhibited in a prominent place within the Club premises:-</p> <p>Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:-</p> <ul style="list-style-type: none"> <li>• the Club will not accept any liability for any damage to or loss of property belonging to members, and</li> <li>• the Club will not accept any liability for personal injury arising out of the use of the Club premises or any other facilities of the Club, either sustained by members, or caused by the said members, whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or servants of the Club.</li> </ul>
<b>SECTION 6</b>		<b>EXECUTIVE COMMITTEE</b>
Constitution of the Committee	6.1	<p>The Executive Committee shall comprise:</p> <ul style="list-style-type: none"> <li>• the elected officers of the Club (Commodore, Vice-Commodore, Rear Commodore, Secretary, Treasurer, Membership Secretary, Sailing Secretary) and</li> <li>• not less than five nor more than eight members or honorary life members elected at the Annual General Meeting each year and</li> <li>• The Trustees of the Club and</li> <li>• Chairs of the Training and Sailing sub-Committees and</li> <li>• the following , who shall be appointed and co-opted by the Committee: Training Centre Principal, Safety Policy Coordinator, Beachmaster, Bosun, Welfare Officer , Social Secretary and</li> <li>• a Junior Member who may attend committee meetings but shall have no voting rights</li> </ul>
Election of Committee by ballot	6.2(a) 6.2(b)	<p>If the number of candidates for election to the Committee is greater than the number of vacancies to be filled then there shall be a ballot at the Annual General Meeting.</p> <p>In the event of the ballot resulting in a tie for a place on the Committee, a second ballot shall be held.</p>
No contest for election	6.3	If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if two thirds of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.
Casual vacancy	6.4	If, for any reason, a casual vacancy occurs, the Committee may co-opt a Member to fill such a vacancy until the next Annual General Meeting.
Meetings of The Committee	6.5	The Committee shall meet at least three times a year. Seven clear days' notice of the date of the meeting shall be given. The Commodore shall preside with the Vice or Rear Commodore deputising when necessary.
Voting at	6.6	Voting (except in the case of a resolution relating to the expulsion of a member -

Committees		see para 11.12) shall be by show of hands or by ballot. In the event of equality of votes the Commodore or Chairman (as the case may be) shall have a second and casting vote.
Quorum	6.7	Six members including the Commodore or Vice Commodore or Rear Commodore shall form a quorum at a meeting of the Committee.
Urgent matters	6.8	In the event of urgent disciplinary, financial or other immediate matters a special meeting of the Executive Committee may be called without notice with no other business to be discussed other than that which the meeting was called for. To be quorate such a meeting must include a Trustee and the Commodore or Vice-Commodore plus four of the following members of the Executive Committee: Rear Commodore, Secretary, Treasurer, Chairs of Sailing and Training sub-Committees, Beachmaster, Safety Policy Co-ordinator or Welfare Officer. Decisions taken at such a meeting must be reported back to the next routine meeting of the Executive Committee.
<b>SECTION 7</b>		<b>SUB COMMITTEES</b>
Sailing Committee	7.1	The Sailing sub-Committee will be chaired by the Sailing Secretary. Members of the sub-Committee will include the Commodore, Vice Commodore, Rear Commodore, Secretary, Class Captains, Results Co-ordinator and other such members co-opted at the discretion of the Sailing Secretary.
Training Committee	7.2	The Training Committee will be chaired by the Chief Sailing Instructor or the Training Centre Principal. Members of the sub-Committee will also include the Commodore, Vice-Commodore, Rear Commodore, Secretary, Chief Power Boat Instructor and other such members co-opted at the discretion of the Chief Sailing Instructor and Training Centre Principal.
Other Committees	7.3	The Committee shall nominate such other sub-Committees as are deemed necessary. The Chair of any sub-Committee must be a member of the Committee.
<b>SECTION 8</b>		<b>POWERS OF THE COMMITTEE</b>
Management of the Club by the Committee	8.1	The Committee shall manage the affairs of the Club according to the Constitution and shall cause the funds of the Club to be applied solely for the purposes the Club or, from time to time, the Committee may make such donations as they deem appropriate.
Regulations and Recommendations	8.2	The Committee shall make such regulations and recommendations as it shall from time to time think fit and shall give notice of fourteen days before the date of implementation or enforcement of such, which shall remain in force unless set aside by a vote of a General Meeting of the Club.
Honorary Life Members	8.3	The Committee may nominate such Honorary Life Members as it may think fit. The number of Honorary Life Members shall not exceed six.
Sub Committees	8.4	The Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law. Such sub-committees shall consist of such members of the Committee or of the Club as the Committee may think fit. The Chairman of any sub- committee must be a member of the Committee. The Commodore, Vice Commodore and Rear Commodore shall be members of all such sub-committees. Any such sub - committee meeting must be minuted and reported back to the Committee at its

		next meeting.
Expenditure	8.5	The Committee will nominate and record those authorised to sign cheques on behalf of the Club and determine the number of signatures required. The Committee will set the maximum amount for any transaction by an officer of the Club without prior agreement of the Committee.
Disclosure of interest to third parties	8.6	A member of the Committee, of a sub-committee or any officer of the Club, in transacting business for the Club, shall disclose to third parties that he is so acting.
Limitation of Members' liability	8.7	The Committee, or any person or sub-committee delegated by the Committee to act as agent for the Club or its members, shall enter into contract only as far as expressly authorised, or authorised by implication, by the members. No one shall, without the express authority of the membership in a General Meeting, pledge the credit of the membership.
Members' indemnification	8.8	In pursuance of the authority vested in the Trustees and the Committee by members of the Club, the Trustees and Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any action of one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club. The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate for that category of membership unless the Committee has been authorised to exceed such limit by a General Meeting of the Club.
<b>SECTION 9</b>		<b>GENERAL MEETINGS OF THE CLUB</b>
Annual General Meeting	9.1	An Annual General Meeting of the Club shall be held each year within six weeks of the end of the sailing programme, on a date to be decided by the Executive Committee. The Secretary shall give at least fourteen days notice of the Annual General or other General Meetings and of the business to be brought forward, by e-mail to members' last known address and on the Club website.
Business at the Annual General Meeting	9.2	No business, except the passing of the accounts and the election of the club officers, the Committee and external auditors, and any business that the Committee may order to be inserted in the notice convening the meeting, shall be discussed at such meeting unless notice is given in writing, by two members entitled to vote, to the Secretary before 30 <sup>th</sup> September.
Special General Meetings	9.3	The Committee may at any time, upon giving fourteen days' notice, call a General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the meeting. The discussion at such meeting shall be confined to the business in the notice sent to members. The Committee shall call a general meeting upon a written request addressed to the Secretary by at least 10 members. The discussion at such a meeting shall be confined to the business stated in the notice to members.
Quorum	9.4	Twenty five members entitled to vote and personally present shall form a quorum at any General Meeting of the Club.
Voting at Meetings	9.5	Voting shall be by show of hands or ballot.
Equality of Votes	9.6	In the case of an equality of votes the Chairman shall have a second or casting

		vote on any matter other than the election of members of the Committee.
Creation, amendment repeal of rules and regulations	9.7	Any resolution properly put to a general meeting relating to the creation, repeal or amendment of any rule or regulation of the Club, such rule or regulation shall not be deemed passed except by a majority vote of at least two-thirds of those present and entitled to vote.
<b>SECTION 10</b>		<b>DISSOLUTION OF THE CLUB</b>
Dissolution of the Club	10.1	If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club, such institution or institutions to be determined by the members of the Club by resolution passed at a General Meeting at or before the time of the dissolution, and if and so far as effect cannot be given to such provision, then to some charitable object.
<b>SECTION 11</b>		<b>MEMBERSHIP</b>
Entrance	11.1	Membership of the Club shall be open to anyone interested in the sport of sailing on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis.
Fees	11.2	Entrance, Subscription, Berthing and Storage fees will be agreed annually by the Executive Committee and the fees for the following year will be announced to the membership at the Annual General Meeting. Membership fees will include the annual boat licence fee as agreed with the Company, which shall entitle a member to sail on the Lake, subject to any agreement between the Club and the Company.
Categories of Membership	11.3	There shall be the following categories of membership:  <b>HONORARY LIFE MEMBER</b> - being a person who has been nominated and elected by the Committee. An Honorary Life Member shall have the same rights and responsibilities as a Member.  <b>ADULT/FAMILY MEMBER</b> – being a person signing an application or renewal form, as well as his or her spouse or partner together with all their children or wards of age eighteen years or under plus any children still in full time education up to age twenty five on the previous January 1 <sup>st</sup> , providing they are listed on the form.  <b>STUDENT MEMBER</b> – shall be a person between the ages of eighteen and twenty five years on the previous January 1 <sup>st</sup> who is in full-time education.  <b>JUNIOR MEMBER/NON-SAILING ADULT</b> - membership shall comprise of a non-sailing adult person together with all of his or her wards who are 18 years or under on the previous January 1 <sup>st</sup> , who may sail providing they are listed on the form. Junior members have the full use of all Club facilities except no Junior under the age of sixteen years on the previous January 1 <sup>st</sup> shall be allowed on the Club site unless accompanied by a responsible adult member.  <b>TEMPORARY MEMBER</b> - temporary membership may be granted to visitors to the Club subject to the following : <ul style="list-style-type: none"> <li>• Must be a member of the RYA or a club affiliated to the RYA</li> </ul>

		<ul style="list-style-type: none"> <li>• Must be entered in the Club Visitor Book and be counter-signed by a Committee member or must complete an Open Meeting entry form</li> <li>• Shall have no right to take any part in the management of the Club</li> <li>• Shall have no voting rights</li> <li>• May be required to pay any Temporary Membership fee set by the Executive Committee</li> <li>• Must pay any entrance fees for regattas or open meetings</li> <li>• Are deemed to have notice of and impliedly undertake to comply with the Club rules and regulations</li> <li>• Shall be liable to be expelled from the Club premises or to be prohibited from using the Club facilities if, in the opinion of the Committee, he or she shall not have reasonably complied with the above conditions or under rule 11.11</li> </ul>
Voting Rights	11.4	All Members, Honorary Life Members, Student Members and Non-Sailing Adult Members who are age eighteen and over shall have one vote at Club meetings. A Junior Member shall have no voting rights. A Temporary Member shall have no voting rights.
Members Guests	11.5	Members guests shall: <ul style="list-style-type: none"> <li>• be limited to three visits in any one season</li> <li>• be entered in the Club Visitor Book</li> <li>• be accompanied by a club member while on the site and on the water</li> <li>• be deemed to have notice of and impliedly undertake to comply with the Club rules and regulations</li> <li>• not bring any craft onto the site</li> <li>• not attend club training courses</li> </ul>
Schools, Youth Organisations, etc	11.6	<p>The Committee may, at its discretion, annually make an arrangement with a school, youth service or other such organisation for it to use the Club's facilities. An indemnity and an agreement to abide by the Club's Rules must be signed on behalf of the school or organisation by an authorised senior officer or executive of any such organisation.</p> <p>It is an understanding of any such arrangement that the participating organisation must be suitably insured for such activities.</p> <p>All schools and organisations authorised to use the Club's facilities must provide competent qualified supervision, both on the Club site and on the water, which complies with the RYA Guidance Notes for Training Centres and the Club's Training Procedures Manual. There must be a ratio of not more than six participants to each responsible supervisor with a minimum of three supervisors, one of whom must stay ashore on the Club site.</p> <p>An adult Member of the Club must be present while the organisation is on the Club site.</p> <p>All schools or other organisations authorised to use the Club's facilities must provide their own approved safety boat/s or, by prior agreement and special arrangement, use the Club's safety boats. Safety boats must be operated by two persons, one of whom must be a member of the Club, who possesses the relevant RYA Powerboat/Safety Boat Certificate.</p>
Application for Membership	11.7	The Committee shall have the right to restrict the number of Members.
	11.8	An application for membership shall be on the form prescribed by the Committee and shall include the members' name, address and contact details and an undertaking to accept the Club rules, regulations and insurance requirements.



	11.9	Upon receipt of an application for membership, the Membership Secretary shall inform the applicant in writing either that their application has been accepted, that their name has been entered on the waiting list, or that their application has been rejected by the Committee. Upon acceptance, the member shall pay immediately such entrance and other fees due. In default of such payment their membership shall be void.
Payment arrears	11.10	The Committee will cancel, without notice being given, the membership of any member whose annual subscription and/or other annual fees have not been paid by March 31st. The Committee may, at its discretion, re-instate such member upon payment of any such fees that may be due and may require the applicant to pay the Club entrance fee. No member whose annual payments are in arrears may enter any Club event or regatta or vote at any meeting. Members, even though in arrears with their subscriptions, shall be liable to all the obligations and liabilities which fall on members in law.
Personal Data	11.11	Membership of the Club and acceptance of these rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the General Data Protection Regulation 2018.
Expulsion of Members	11.12	A resolution to suspend instantly any member shall be carried by a simple majority vote by the Executive Committee, <b>PROVIDED THAT</b> , before expelling a member, the Committee shall call upon such member for a written explanation of the member's conduct and shall give the member full opportunity of making explanation to the Committee, or of resigning.
	11.13	The Commodore, Vice Commodore or Rear Commodore, with the authority of any two members of the Committee, may expel, temporarily or permanently, any person who has the right to the use of the Club premises only as a Temporary Member or visiting competitor.
<b>SECTION 12</b>		<b>CONDUCT OF MEMBERS</b>
Undertaking by members	12.1	Every member must comply with the following which shall be displayed in the Clubhouse and on the Club web-site: <ul style="list-style-type: none"> <li>• the rules, regulations and recommendations of the Club</li> <li>• the Agreement between the Club and the Company dated 1<sup>st</sup> October 2007</li> <li>• the Statement of Intent for Recreational Users and Interested Parties of Llangorse Lake commencing 1<sup>st</sup> April 1999</li> <li>• safety guidelines and recommendations as from time to time advised to all members and visitors by the Executive Committee and recorded in the Minutes.</li> </ul> Any refusal or neglect to do so, 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 expulsion by the Committee. Interpretation of the Club rules shall rest with the Committee.
Contact with members	12.2	Every member shall provide the Membership Secretary with an up-to-date e-mail and/or postal address which shall be recorded in the membership database and any notice sent to such an address shall be deemed to have been duly delivered.
Damage to Club property	12.3	A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Committee or by the Secretary upon the instructions of the Committee.

Complaints (modified November 2017)	12.4	Any complaint on any aspect of the running of the club, or the conduct of members, should in the first instance be raised verbally with a member of the Executive Committee. If resolution is not possible, and the matter deemed sufficiently serious, it should then be passed in writing to the Secretary, to be considered by the committee for appropriate action. During the complaints procedure all parties will be kept fully informed and consulted, and the matter will be kept confidential to the parties involved, unless and until it has been established beyond reasonable doubt that external authorities need to be informed. If the decision of the Commodore and the Executive Committee is not acceptable to either party, appeal may be made to the Trustees, whose decision shall be final.
Members Duties	12.5	Members are required to undertake Club duties when requested.
Personal Flotation Devices	12.6	All members are strongly recommended to wear a personal flotation device (PFD) whenever they are on the water and must wear a PFD when taking part in any Club activity on the water.
Boats on site	12.7	No boat, board or safety craft may be brought onto the Club site, or sailed or operated from it, unless it is insured and marked in accordance with the rules set out in Section 13.
Security of site and facilities	12.8	Members leaving the site must ensure that the buildings and main gate are locked or that there are other members present who have agreed to lock up.
Settlement of accounts	12.9	Members must settle any indebtedness for refreshment or otherwise before leaving the Club premises.
<b>SECTION 13</b>		<b>CRAFT</b>
Suitable Craft	13.1(a)	The Committee shall have the right to restrict the use of the Club facilities to suitable sailing boats, sailboards and safety craft. No power driven craft, other than Safety Boats, are permitted to operate from the Club site at any time.
	13.1(b)	No catamarans will be allowed on site. Other boats must fall within the following criteria: - Maximum length 22'6" Maximum width on site 8'00" Maximum weight 400kgs.
	13.1(c)	Members who berth a sailing boat on site may keep a canoe on site during the season subject to payment of the normal boat berthing fee and the membership number being marked clearly on the canoe, above the water line. Any member launching a canoe from the Club site must accept the authority of Lakeside staff to request the member's name and membership number.
Marking	13.2(a)	To comply with the Company and Club Rules, all sailing boats, sailboards and safety craft must be marked with the member's number on the transom or equivalent. The numbers must be clearly visible while on the water and repeated on any cover.
	13.2(b)	All craft berthed on the site shall display their berth number on the craft or on the craft's cover in addition to their membership number.
	13.2(c)	All road trailers shall be marked with the owner's membership number. Any road trailer considered to be stored separately from its boat without prior arrangement with the Beachmaster may be impounded until a release fee is paid.

Safe berthing	13.3	All boats when not in use must be effectively secured or tied down in the space allotted by the Beachmaster.
Impounding Boats	13.4	The Committee reserves the right to order the removal of, or the right to impound, any boat that is causing an obstruction or does not comply with the Club rules and regulations. The Club will not be liable for any damage caused to such boats. Impounded boats will be released at the discretion of the Executive or Site Committee and a release fee may be charged.
Safety Boats	13.5	Safety boats are not to be used other than for race management, safety cover and training. Due consideration should be given to the protection of the environment and other lake users. Excessive speeds are to be avoided unless there is an emergency or danger to life.
Insurance	13.6	All boats, sailboards and safety boats using the Club facilities and the Lake must have third party insurance of not less than £3,000,000 or a greater amount if the committee so decides. Members must provide Club Officers with evidence of insurance if requested to do so.
Out of season storage	13.7	Members' boats and sailboards must be removed from the site within two weeks of the end of the sailing programme, unless arrangements have been made before the 31st October with the Beachmaster for their storage.
Use of Club Boats	13.8	Members and others sanctioned by the Committee can, by prior arrangement, use Club training boats and safety craft subject to the rules relating to their use as set out by the Committee and displayed in the Club House. Club boats may only be used when there is safety cover is available.
Abandoned boats	13.9	<p>If, at any time, any fees payable to the Club by any member or former member shall be three months or more in arrears and their vessel remains upon the Club premises, the Committee may:-</p> <p>(a) Move the vessel to any part of the Club premises without being liable for any loss or damage to the vessel howsoever caused.</p> <p>(b) Give one month's notice in writing to the member or former member at his last known address as shown in the Club database and thereafter sell the vessel and deduct any monies due to the Club (whether by way of arrears of subscription or annual payments, mooring, dinghy park, storage fees or otherwise) from the net proceeds of sale before accounting for the balance (if any) to the member or former member.</p> <p>(c) Alternatively, if the vessel is unsaleable, after giving notice in writing as aforesaid, dispose of the vessel in any manner the Committee may think fit and deem the cost of so doing and any arrears as aforesaid to be a debt owing to the Club by the member or former member.</p> <p>(d) Further the Club shall at all times have a lien over members' or former members' boats parked, stored or moored on the Club's premises or Club moorings in respect of all monies due to the Club, whether in respect of arrears of mooring fees or subscriptions or otherwise.</p> <p><b>Provided always that:-</b></p> <p>Proper evidence is available to show that all reasonable steps have been taken to trace a member or former member and that when and if the vessel is sold the proceeds of sale (unless any indebtedness by the member or former member to the Club) shall be placed upon bank deposit account and retained against the eventuality of a claim by the owner (whether he be the said member or former</p>

		member or otherwise) for a period of six years.
<b>SECTION 14</b>		<b>SITE</b>
Opening of Club premises	14.1	The Club premises shall be open to members at such times as the Committee shall direct. Members leaving the site must ensure that the buildings and main gate are locked or that there are other members present who have agreed to lock up.
Restrictions on the Club Site	14.2	No fishing. No caravans. No camping or the use of Motor Caravans overnight.
Control of dogs	14.3	Dogs are only allowed on site under the following conditions:- <ul style="list-style-type: none"> <li>• Dogs must be kept on a lead at all times.</li> <li>• No dogs are allowed in the Club House or changing rooms.</li> <li>• Owners must safely dispose of any excreta.</li> </ul>
Cars	14.4	Cars may only be parked in the designated areas. Cars must be parked in such a way as to not cause an obstruction to other cars or to the approaches to the Club premises.
<b>SECTION 15</b>		<b>TRAINING</b>
Training Centre	15.1	The Club includes and manages a RYA Recognised Training Centre (RTC). It will be managed within the criteria contained in the relevant RYA publication 'Guidance Notes for the Operation of a RTC' and in compliance the Club's Training Procedures Manual. The Training Procedures Manual will be as approved by the Training Committee. A copy of this manual shall be available for review by members in the 'John Morgan Training Centre'. The Executive Committee shall from time to time appoint a Training Principal to carry out the duties of that role as defined by the RYA.
Eligibility for training courses	15.2	Persons attending training courses must be members of Llangorse Sailing Club.
<b>SECTION 16</b>		<b>RACING</b>
	16.1	Racing shall be governed by the Sailing Sub-Committee. The Sailing Secretary shall be responsible for organising and managing such racing as prescribed by the Executive and/or the Sailing Sub-Committees. The Sub-Committee will administer the rules of the RYA, ISAF and the class associations involved. It shall have the powers to impose any additional rules as are in the Club Sailing Instructions and to adjust handicaps.
Trophies	16.2	All Perpetual Trophies shall remain the property of the Club. Those holding such Trophies are responsible for their safe keeping. They must be returned to the Sailing Secretary as requested.
Competitors in Club races	16.3	Any person who competes in any race sponsored by or on behalf of the Club is entitled to the use of the Club premises within a period of 24 hours before and after the race in which they are competing.

## ANNEXE A

# Llangorse Sailing Club

### Club Officials – role specifications

(Red type denotes Officers of the Club as required in Club Rules)

#### Trustees (5)

- To hold the legal title and bear responsibility for all the assets of the Club, including the property, for the use and benefit of the Club
- Ensure all matters relating to the Agreement between the Trustees of the Club and the Llangorse Lake Conservation and Management Company are addressed
- To advise, encourage and warn
- The Chair of Trustees will act as figurehead for the Club and represent the Club with external bodies as appropriate

#### Commodore

- Provide leadership for the Club and support for Executive Committee Members, sub-Committee Chairs and the wider membership
- Oversee and co-ordinate all aspects of the running of the Club
- Chair meetings of Executive Committee, AGM and any EGM
- Ensure the Club is represented appropriately on local committees/groups (eg. LLAG, South Region WYA etc)
- Ensure President and Trustees are informed of all significant issues affecting the Club
- Act as media spokesperson for the Club when appropriate

#### Vice Commodore

- Deputise for Commodore and prepare to be appointed Commodore
- Develop awareness of all matters relating to management of the Club (eg. Agreement with Lake Management Company, Club Constitution and Rules, external partners)

#### Rear Commodore

- Deputise for Vice-Commodore
- Develop awareness of all matters relating to management of the Club (eg. Agreement with Lake Management Company, Club Constitution and Rules, external partners)

#### Secretary

- Conduct the correspondence of the Club
- Keep custody of the Club documents
- Arrange meetings in liaison with the Commodore
- Notify Executive Committee/membership as appropriate of forthcoming Executive/Annual General or Extraordinary General meetings and circulate papers
- Take minutes of AGM, any EGM and Executive Committee meetings and ensure they are signed by the Chair following acceptance by members
- Circulate minutes of meetings to Committee, place copies on Clubhouse noticeboard and archive

- Maintain contact with the Club's legal adviser to ensure that the Club's affairs are managed in accordance with current law
- Maintain any certificates or registrations and complete any non-financial returns required by law or otherwise necessary

### Membership Secretary

- Keep the membership database up to date
- Conduct the membership correspondence of the Club, including annual membership reminders and receipt of renewed/new membership applications
- Provide members with all necessary documentation relating to their membership
- Provide data on membership for Committee reports, WYA surveys, etc.
- Monitor payment for memberships and boat storage in liaison with Treasurer
- Assist Beach Master and Bosun in allocation of berths and winter storage
- Contact members for outstanding payments and inform Executive Committee of any problems arising
- Provide information concerning Membership to the Website Manager for the Club website as necessary

### Treasurer

- Conduct the financial affairs of the Club
- Hold all funds, collect all dues and make payments as authorised by the Executive Committee
- Keep books of accounts as necessary to give a true and fair view of the state of the finances of the Club
- Ensure all necessary returns required by law in relation to the accounts are submitted at the due time
- Administer insurance policies as necessary to fully protect the Club, its officers and members
- Provide the Llangorse Lake Conservation and Management Company with information and pay the necessary fees on behalf of the membership as required in the Agreement
- Prepare an annual balance sheet checked by an external accountant for presentation at the AGM
- Report to Executive Committee any concerns about Club accounts
- Prepare a budget if requested by the Committee
- Liaise as necessary with the External Accountants

### The External Accountants

- Will be appointed at the Annual General Meeting in each year
- Will check the accounts of the Club when called upon to do so to the satisfaction of the Committee
- If the Accountant is unable to act the Committee shall appoint a substitute to hold office until the termination of the next AGM.

### Sailing Secretary

- Establish a Sailing Sub-Committee with members approved by the Executive Committee
- Chair meetings of Sailing sub-Committee
- Ensure provision of minutes of sub-Committee meetings to Executive Committee
- Produce annual sailing programme in consultation with Training Principal, for endorsement by the Executive Committee
- Provide and oversee a rota for Race Officer Management and safety cover to manage delivery of the sailing programme
- Appoint leads for special events in programme (eg. Fun Day for People with Disabilities, Regatta, Open meetings)

- Promote awareness of special events/trophy races, supported by Sailing sub-Committee, including provision of information to the Website Manager for the Club website
- Provide formal Notices of Race and Sailing Instructions
- Arrange for weekly recording of number of boats participating in racing
- Deal with PY issues including feedback of results to PY website
- Ensure arrangements are in place for monitoring and recalling Club trophies prior to annual prize-giving event/s
- Ensure arrangements are in place for allocating/engraving trophies prior to prize giving
- Ensure **Results Co-ordinator** is appointed who will:
  - Co-ordinate results for all weekly Club racing
  - Publish results on website
  - Deal with queries relating to published results – defer to Sailing Secretary if necessary
  - Print results for notice board in Clubhouse
  - Record number of boats on the water on Club racing days
  - Compile list of winners for Sailing Secretary and trophy engraving
  - Provide sign on and recording sheets for all club racing day

### Training Centre Principal

- Manage the Training Centre (TC) within the criteria of the RYA Guidance Principal Notes for Inspection of RYA Training Centres and the Club's Training Procedures Manual.
- Develop an annual training programme in conjunction with the Training sub-Committee and in consultation with the Sailing Secretary
- Promote awareness of the training programme, supported by the Training Sub Committee, including provision of information to the Website Manager for the Club website
- Propose fees for training courses in conjunction with the Training sub-Committee for endorsement by the Executive Committee
- Organise training courses/events in accordance with the annual training programme and appoint leads for events (courses, Cadet Week, Youth Regatta etc)
- Respond to requests for training from external organisations and co-ordinate provision of training when appropriate
- Maintain a database of Member's qualifications for instruction
- Maintain records of those attending training courses
- Maintain the Club Training Procedures Manual
- Ensure arrangements are in place for the routine maintenance of all Club training boats

### Chief Instructor

- Day-to-day responsibility for standards of training, training equipment maintenance and wellbeing of students and instructors
- Deal with any training issues arising from instructors or students
- Nominate a Youth Academy Lead and oversee Youth Academy operations in conjunction with the Training Centre Principal

### **Youth Academy Lead**

- Be accountable to the Chief Instructor and Training Centre Principal for the standards of training delivered through Youth Academy
- Oversee and co-ordinate Youth Academy sessions

- Develop a Youth Academy programme in consultation with the Training Centre Principal for endorsement by the Training Committee
- Provide and oversee a rota for instruction and safety cover to manage delivery of the Youth Academy programme
- Develop proposals for annual junior racing for endorsement by the Sailing Committee
- Arrange any Race Officer/safety cover support to junior racing as agreed with Sailing Committee
- Liaise with Youth Academy parents as necessary
- Promote awareness of Youth Academy events, including provision of information to the Website Manager for the Club website

#### Beachmaster

- Identify priorities and oversee maintenance and security of the Club site and buildings
- Arrange working parties for routine maintenance of the boat park , launching facilities, buildings and buoyage
- Inform Executive Committee of specific projects necessary for maintenance/development of the site or buildings
- Oversee any work on site carried out by external contractors
- Allocate berths and winter storage assisted by Bosun and Membership Secretary
- Provide information concerning the Club Site to the Website Manager for the Club website as necessary

#### Bosun

- Check the validity of member details on boats/covers during the season
- Assist the beach master with berth allocation and winter storage
- Identify boats abandoned on site in consultation with Membership Secretary/beach master
- Ensure maintenance of Club power boats and associated equipment, including radios and safety equipment
- Arrange disposal of abandoned boats in accordance with legal requirements and Club rules

#### Safety Policy Co-ordinator

- Ensure the Executive Committee is advised appropriately to ensure compliance with legal health and safety requirements
- Maintain the Club's Safety Procedures Manual
- Monitor the site and buildings in respect of health and safety issues
- Address routine health and safety issues in consultation with Beachmaster
- Inform the Executive Committee of any Health and Safety concerns

#### Social Secretary (and Galley)

- Organise annual prize giving event in consultation with Sailing Secretary/Executive Committee
- Organise additional ad hoc social events to engage whole membership
- Promote awareness of social events, including provision of information to the Website Manager for the Club website
- Ensure the galley is stocked and necessary legal requirements for provision of food are met
- Ensure arrangements are in place to pass income from galley to Treasurer

#### Welfare Officer

- Ensure the Club's Child Protection policy is up to date and in line with good practice guidelines



- Ensure all trainers / assistant trainers have undergone appropriate checks
- Promote awareness of the Club Child Protection Policy/ child protection matters with Members of the Executive and Training Committees

#### Class Captains

- Communicate with fleet Members and act as spokesperson for the fleet
- Represent the fleet to the Sailing Committee
- Welcome and support new members within the fleet
- Co-ordinate Open Meetings appropriate to the fleet
- Promote awareness of such Open Meetings, including provision of information to the Website Manager for the Club website
- Liaise with Class Associations as appropriate
- Advise Sailing Secretary of PY developments or rule changes affecting the fleet

#### Junior Representative

- To attend meetings of the Executive Committee to represent the views of junior members
- Help enthuse and motivate junior members

#### Website Manager

- Provide routine management of the Club website on behalf of the Executive Committee
- Ensure the information on the website is current and accurate
- Add information to the website as requested by Members of the Executive Committee
- Assess requests to place information on the site and refer to the Executive Committee if necessary

#### Committee Member

- To attend meetings of the Executive Committee and support the work of the Committee