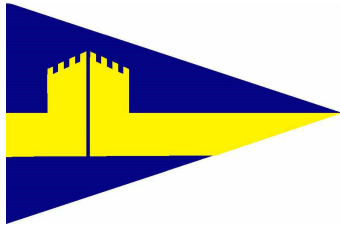


Portchester Sailing Club Byelaws

Version 4/16 including changes to 29th Nov 2016

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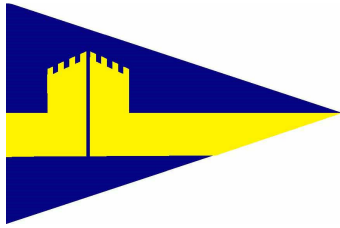
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1. Administration

- (a) The financial year of the Club shall end on the last day of January.
- (b) All subscriptions and monies generally of the Club shall be paid to the Treasurer and all payments on behalf of the Club shall be made by the Treasurer and Club Secretary or such other Officers as are designated by the General Committee from time to time.
- (c) There shall be five Section Committees which shall administer matters relating to Sailing, Training, Angling, Maintenance and Social.
- (d) Club property, facilities and craft provided or issued for the benefit of all members should be respected, used and enjoyed properly. Accidental or natural damage should be reported to any officer of the Club. It is incumbent upon members to report any known instance of misuse, wilful, intentional or neglectful damage, or theft. The Sailing Committee must ensure that the persons who drive the Patrol Boats owned by the Club are adequately trained.
- (e) When the Upper Lounge is being used for a private function outside the published bar opening hours, Members who are not part of the function shall not be permitted in the Upper Lounge. If the bar is open they may purchase drinks from the lower bar.
- (f) Members may consume, but not prepare, their own cold food in the Clubhouse. Members may only consume their own hot food in the Clubhouse when the galley is closed, or by prior arrangement with the galley franchisee.
- (g) The use of the Club boat parks and foreshore shall be administered by the Boatswain.
- (h) Mooring space shall be administered by the Moorings Officer.
- (i) The use of sailing dinghies owned by the Club shall be controlled and managed by the Training Committee.
- (j) The Social Committee has the right to control admission to the location of a special function where payment is required.
- (k) Class Committees within the Club may be formed when, on the recommendation of the Sailing Committee and in the opinion of the Marine Committee, the formation of such Class Committees will further the objectives of the Club.
- (l) The affairs and conduct of the Class Committees shall be subject to the approval and control of the Sailing Committee in all respects.
- (m) Class Committee Meetings shall be called by the respective secretaries as appropriate and when necessary. Minutes of all meetings shall be kept and approved at the next meeting.

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(n) Seasonal Dates: The annual fixtures for the Summer and Winter Seasons and the selection of the dates in April and October to determine the start and end of each season in any given year shall be decided by a co-opted sub-committee of the Marine Committee. This shall be chaired by a Flag Officer and comprise three members from the Sailing Committee plus the Boatswain, the Maintenance Secretary and the Boat Handling Officer. In the event that these officers are unavailable their representatives may undertake the task. The seasonal dates shall then be approved by the next full Marine Committee and published.

(o) All contracts for the supply of goods or services to the Club which require signing shall be signed by two of the following: the Club Secretary; the Club Treasurer; a Flag Officer or a Trustee.

(p) Once signed, a copy of each contract or agreement must be given to the Club Secretary and a copy held in the main Club Office.

(q) No animals are allowed inside the Club House except for approved assistance dogs

(r) No wet gear or boating equipment is allowed in upper bar without the permission of a Flag Officer.

2. Club Membership

(a) An application for membership shall be in the form from time to time prescribed by the General Committee, and shall include the name, address, and occupation of the candidate.

The membership form must be signed by ONE member of the General Committee plus Boatswain and/or Moorings Officer, if boat park space or mooring is required, The Membership Secretary will then process the form and notify the General Committee of new members each month.

The General Committee may refuse applications only for good cause such as conduct or character likely to bring the Club into disrepute. The Membership Secretary shall inform each candidate in writing of the candidate's election or non-election. He shall furnish an elected candidate with a copy of the Rules and Byelaws of the Club and make request for such payments as are necessary. Appeal against refusal to elect may be made to the members in General Meeting.

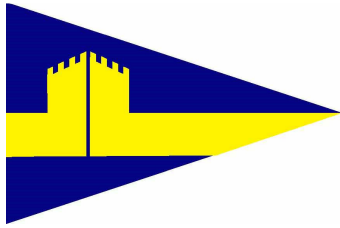
(b) The class of membership for which the applicant may be considered depends on the age of the applicant at the time of acceptance:

- 10 or over but under 16	Junior or Junior Non-Family
- 16 or 17	Cadet
- 18 or over, not undergoing full time education	Full
- 18 or over and undergoing verifiable full time education	Student

(See Rules for Family Subscription class)

Duckling members: Children (aged under 10) whose parent(s), grandparent(s) or guardian(s) are Full members are deemed Club members and included as part of the Club membership of their parent(s), grandparent(s) or guardian(s).

(c) The application for Cadet or Junior non-Family Membership shall have attached thereto written permission from the parent or guardian and confirmation that the applicant is a competent swimmer.



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Cadet or Junior Non-Family applicants must have written acknowledgement of their parent(s), guardian(s) or grandparent(s) of their responsibility for the applicant's good behaviour. No Junior Member shall be permitted to sail or operate dinghies or club boats unless wearing a CE marked buoyancy aid, and the Club is in possession of a valid Club Junior Disclaimer Form (renewed annually).

(d) New Full Members (joining before 31st July) are eligible to undertake a Duty Day in the year in which they join the Club.

(e) Temporary Members. Applicants may be admitted to Temporary Membership for a limited period of time, at the discretion of the Club Secretary or Training Secretary, in liaison with the Membership Secretary.

(f) Honorary Life Members may be elected by the Club in General Meeting, and shall be entitled to all the privileges and benefits of Full Membership.

(g) Corporate Honorary Membership shall be awarded at the discretion of the General Committee. Corporate Honorary Members shall have the right to use the Club House and sign in guests in accordance with Byelaw 6. They shall not have the right to vote or use any other Club facility.

(h) Additional new members joining an existing membership shall be required to complete an application in writing and be approved by a Flag Officer prior to the existing membership being changed.

(i) Children or guests accompanying Full Members are the sole responsibility of those members whilst on Club premises or using Club facilities.

(j) It is a condition of membership that each Full Member shall perform such Duty Day duties each year (1st January to 31st December, for this purpose), as determined from time to time by the General Committee, towards the running of the Club, or alternatively pay a Duty Day Fee on the following 1st February.

Where the subscription class of any couple of Full Members is "Joint", "Joint Senior" or "Family", then that couple of Full Members shall be treated as one Full Member only and either Full Member of that couple may carry out a duty day.

When a member attains the age of 75 years and has been a member for 5 or more years, that member shall be excused the requirement to perform a duty. In the case of Joint Senior, when one member attains 75 then both are excused.

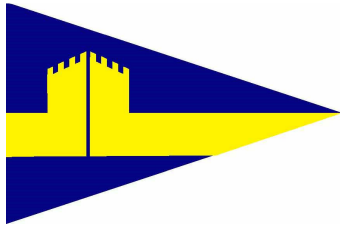
Honorary members shall be excused the requirement to perform a duty.

Members who have official Club duties or for other reasons are unable to comply may, upon application, be excused at the discretion of the General Committee.

3. RYA OnBoard Membership

(a) RYA OnBoard membership is a one year temporary membership, terminating at the end of the following January, available to an organisation (School or Youth Group) participating in RYA OnBoard Training at the Club.

(b) Each organisation shall appoint 2 adult leaders (teachers, leaders or approved parents) and have a maximum of 12 young people undertaking each 10 hour training course, including both shore based



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and on the water training. Each organisation shall be allowed one membership per year but can participate in more than one OnBoard course per membership year.

(c) The RYA OnBoard membership will allow the participants of the OnBoard training to take advantage of other Club activities and training opportunities available through the Training Section for the remainder of the Club year.

(d) The application for this class of membership is the Agreement drawn up between the Training Section and the organisation participating in the OnBoard Training. Within this Agreement there will be reference to, and a requirement to comply with the Club Rules.

No joining fee is applicable to this class of membership. RYA OnBoard Members have no voting rights and are not eligible for Duty Days. They are not permitted to store boats in the Club compound.

(e) The subscription fee for the RYA OnBoard membership class shall be determined by the General Committee.

(f) The names of each individual in the 14-person 'membership' per organisation must be provided in writing to the Club RYA OnBoard organiser and any changes notified in advance of any training activity. Any course fees must be paid in advance.

(g) All member organisations shall be responsible for signing up participants and the conduct of their trainees in line with the agreement. The training section shall be responsible for Club security and escorting youth members and leaders on and off the premises. Any certificates for the training shall be issued in accordance with RYA rules.

4. Transfer from One Class of Membership to Another

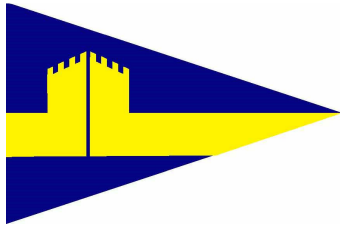
(a) A Junior Member, upon reaching 16 years old, shall be transferred to the class of Cadet Member at the next membership renewal. See Byelaw 2(b).

(b) A Cadet Member, upon reaching 18 years old, shall be transferred to the class of Full Member at the next membership renewal. See Byelaw 2(b).

(c) Full Members who need to suspend their use of the Club for at least a year because of work, personal or domestic reasons may transfer to the Absentee Membership class at the discretion of the General Committee. Absentee Members shall not have the right to vote or use any of the Club's facilities. They may be signed in as guests in accordance with Byelaw 6.

(d) A Full Member may transfer to being a Student Member, on proving that he/she is undergoing full time education.

5. Membership Cards



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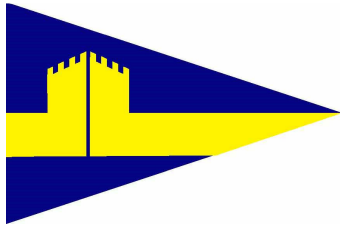
- (a) Members may use their membership cards, fobs or wristbands to purchase bar and bar stocked items at a discount to the published price, such discount to be determined by the General Committee from time to time. No discount shall be given if other forms of payment are used.
- (b) Members may add money to their membership cards, fobs or wristbands with a minimum of £10 and with increments of £10.
- (c) When a membership is terminated, a refund of any credit balance shall be made (less any debts owed to the Club) provided that an application for a refund is made to the Club within three months of termination.
- (d) Members may pay at the bar for all club subscriptions and fees using cash, cheques or debit cards.
- (e) Membership cards, fobs or wristbands are required to gain entry to and from the Club through the pedestrian, road and sea gates.

6. Guests and Specified Visitors

- (a) A Member introducing a guest shall on entering the Clubhouse insert the name of the guest in the Guests Book and sign the entry. The same person may not be introduced as a guest more frequently than six times a year. Only FULL Members may introduce guests
- (b) A member of any Club affiliated to the Royal Yachting Association (a list of which is published by the said Association) may be authorised to use the premises of the Club by any member of the Executive Committees of the Club. Such authorisation shall specify between which dates the said person may so use the premises.
- (c) Any person who is a competitor or crew member in any race or competition 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 or competition in which they are competing.
- (d) The Secretary or any other person who has received the authority of two members of the General Committee, may expel, temporarily or permanently, any person who has the right to the use of the Club premises only under Byelaws 6(b) and 6(c)

7. Boat Parks and Moorings (General)

- (a) Laying a mooring, mooring a vessel, or keeping a vessel, tender, trailer or dinghy in the Club's mooring area or grounds is permitted only after formal permission to do so has been obtained in accordance with the Club Byelaws for Boat Parks, Foreshore Berths and Moorings .
- (b) By requesting such permission, or accepting renewal of such permission, the Member is agreeing to be bound by the relevant Club Rules and Byelaws
- (c) Contravention of the Rules or Byelaws shall be grounds for withdrawal of the permission. Cessation of membership automatically causes the permission to be withdrawn. The vessel, trailer,



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tender or dinghy must be removed by the Member, or ex-Member, when permission has been withdrawn within thirty days; if this is not done the Club may remove it. See Byelaw 11 below.

(d) Permission may be renewed each year by the Club without need for a Member to make further request, but because permission is given to a Member in relation to a specific boat or trailer only, before a Member decides to change his/her boat or trailer for one of another type, or increased size, tonnage or draught, he/she must give accurate details to and obtain formal permission from the Moorings Officer to change the use of his/her Mooring or Foreshore Berth allocation or from the Club Boatswain to use the Boat Parks, to accommodate the change.

(e) A Member shall have no authority to assign, transfer, sub-let or dispose of his/her permission, or his/her mooring or other allocated position. Where members are in partnership or joint ownership of a vessel, the Membership Secretary should be informed. The facilities allocated to the vessel (e.g. mooring space, winter storage space) may be considered for transfer from one long term partner or joint owner to another, at the discretion of the Marine Committee.

(f) Notwithstanding Byelaw 7 (e) above, temporary use of a Member's mooring may be made by someone else if formal permission has been given by the Member and by the Club's Mooring Officer or a Flag Officer; such use shall be at the risk of the owner of the vessel.

(g) The Member shall maintain adequate insurance in respect of his/her vessel, tender, dinghy and equipment, providing Third Party cover in the sum of not less than £2,000,000 in each respect of each insured event.

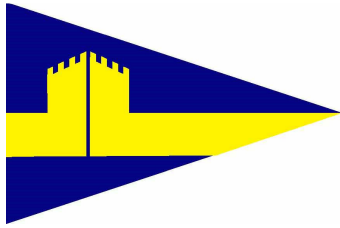
(h) A Member must take all necessary and regulatory precautions against outbreak of fire in or upon his/her vessel. A Member shall provide and maintain at least one fire extinguisher to the relevant BSI standard in or on the vessel for immediate use in case of fire. When his/her vessel is in the Boat Park a bucket of water or sand must be under or alongside the vessel.

(i) Within 7 days of any sale or transfer of any vessel, trailer, tender or dinghy, in respect of which the Member has permission to use the Club facilities, the Member shall notify the Club of the name and address of the purchaser or transferee.

(j) All vessels shall be navigated so as not to endanger or inconvenience other vessels.

(k) In an emergency (for example, urgently to maintain the safety of any vessel, person or property) the Club shall have the right to enter into and move vehicles, vessels, trailers and dinghies in the Club's mooring area and grounds. If necessary, the Club may carry out emergency work on a vessel or trailer; the owner shall pay the Club's reasonable charges for this work unless the emergency arose from the Club's negligence.

(l) The Club shall have the right to move vehicles, vessels, trailers tenders and dinghies when in the reasonable judgement of an Officer of the Club they cause a significant obstruction and the owners cannot be contacted in a reasonable time.



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(m) No noisy, noxious or objectionable engines, radio, or other apparatus or machinery shall be operated within the Club Mooring Area, Boat Parks, or premises so as to cause any nuisance to the Club, to any other users of the harbour or premises or to any person residing in the vicinity

(n) No items of boats' gear, fittings or equipment, supplies, stores or the like shall be left on the pontoons, jetties, or car parks.

(o) All refuse must be properly removed from the Club's premises and mooring area or placed in receptacles provided by the Club.

(p) The Club reserves the right to disallow any boat from being moved or stored on club property if a potential hazard is identified by the Boatswain, Boat Handling Officer, Sub Lift Operator, Tractor Operator or a Flag Officer of the Club. The decision on the day shall be final, but the member concerned may appeal at a later date to the General Committee regarding any such disallowance.

8. Boat Parks Only

(a) Craft may be put into the Boat Parks only after formal permission has been granted by the Club Boatswain, to whom written application must be made.

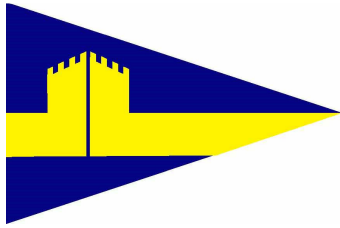
(b) A Member who has been given permission to use the Boat Park shall be allocated a specific position each season for each item. That position may only be changed by permission of the Club Boatswain. When deemed necessary by the Club Boatswain, a Member shall move his/her vessel etc. to another position at no cost to the Club.

(c) The permission and allocation of position applies as follows:- vessels and vessels on trailers: the Winter Season (as defined in the Byelaws); - dinghies and empty trailers: the Summer Season (as also defined in the Club Rules); - tenders: the full year. There is no overlap between Winter and Summer Seasons. In special cases – e.g. serious illness – and with permission, a vessel may remain in, or be allowed into, the Club Grounds temporarily for an appropriate charge.

(d) Permission to use an area does not imply that the ground is suitable for the purpose for which permission is given. The Member must ensure that his/her vessel, trailer, tender and dinghy are secured safely, and on request by the Club Boatswain he/she must improve any securing (including shoring) equipment or method.

(e) Failure to comply with Boat Park Byelaws may incur an administration fee of £30.

(f) No boat may be brought into the Club compound or stored there during the winter unless it complies with the relevant conditions laid down in the Boat Park Storage Policy published by the General Committee. The maximum length of boat normally allowed to use the boat park in the winter season is 31ft (9.45m) overall. Members with boats over this length may apply in writing to the Boatswain to use the boat park in the winter season. Such applications shall be considered by the Marine Committee on their individual merits.



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(g) Members using electrical supply kiosks must switch off the supply before leaving the Club unless using a metered power cable hired from the Club.

(h) No hosing down of dinghies may be done on Public Footpaths or in the Boat Park.

(i) Cruisers, dinghies, canoes/kayaks, empty cruiser trailers and cradles may be stored in the Club compound subject to the following:

(i) A cruiser trailer may not be stored for more than one year if the owner's craft is not on it.

(ii) The right to storage of any of the above items may not change hands without the approval of the General Committee.

(iii) Cruiser trailers stored in the boat park for the summer season must have their tow bars hinged up or removed, and must be left in such a condition that they are capable of being moved to provide access for maintenance activities in the yard.

(iv) The maximum number of cruiser trailers stored during the summer season is to be 24.

(v) Unauthorised cruisers, dinghies, canoes/kayaks, empty cruiser and dinghy trailers or cradles left in the boat park shall be charged at the rate of £30 per week or part thereof.

(vi) Items not in use such as cruiser cradles and blocks must be removed from the yard for the summer season unless stowed on an authorised trailer or in a rented stand up dinghy rack.

(vii) The responsibility for keeping a trailer maintained in a condition which is safe and fit for the purpose for which the owner allows it to be used rests entirely with the owner. Any damage or accident caused by any defect shall be solely the owner's responsibility and liability.

(j) The Boatswain's prior permission must be obtained for grinding, welding or blasting (e.g. with shot, grit or sand) to take place in the compound.

(k) Catamarans are not allowed to be stored in the Boat Park.

(l) The use of metal tent pegs in the ground to secure covers on cruisers in the Winter boat park is not allowed.

(m) Hazardous Materials (e.g. antifoul paint scrapings, batteries, oil, and paint tins.) must be collected for proper disposal off site by the member and not left in the boat park or refuse bins

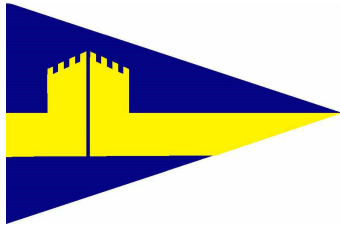
(n) Portable boarding ladders and similar equipment, which are not permanently attached to boats, are to be kept locked in a way which prevents unauthorised access when not in use.

(o) Vehicles must be parked as directed by the Club. In particular, they must not be left unattended adjacent to the foreshore.

(p) No electricity cable shall be placed across Public Footpaths without permission from an Officer of the Club on each occasion.

9. Moorings Only

a) Only applications from Full Members shall be considered for mooring space; normally only one space may be allocated to any one Full Member. Should there be vacant mooring available then a full
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member may apply to the Marine Executive Committee for an additional mooring on an annual basis. In this connection, where the subscription class of any couple of Full Members is "Joint" or "Family", then that couple of Full Members shall be treated as one Full Member only.

(b) Moorings may be placed within the licensed area of the Portchester Sailing Club only after formal permission has been granted by the Moorings Officer, to whom written application must be made.

(c) Moorings shall be laid and occupied and Pile Moorings provided by the Club shall be occupied so as to ensure that free passage in the navigable channels is not encumbered and the safety of other vessels is not endangered. If in the judgement of the Queen's Harbour Master, other Naval Authorities or an Officer of the Club this condition is not adhered to, the Member shall immediately remove his/her vessel. The Club may withdraw the Member's mooring permission under such circumstances.

(d) In accordance with the Queen's Harbour Master's instructions, all moorings, other than Pile Moorings, shall, when vacant, be marked with a buoy bearing the identity number of the Mooring.

(e) All moorings and mooring tackle, except the piles themselves in the case of pile moorings provided by the Club, shall be provided by and maintained in good condition by the Member. In particular all bridles must be inspected annually, and the complete mooring inspected each third season. Moorings and mooring tackle sold or otherwise transferred to another Member shall be thoroughly inspected at the time of transfer. The Club may, at its own expense, inspect any mooring and mooring tackle. If the Club decides that its condition is not adequate for its permitted use, the Club may withdraw the Member's mooring permission. A Member allocated a Club pile mooring shall immediately report to the Club, in writing, any signs of damage to or weakness of the Pile; nevertheless, he/she must do all in his/her power to maintain the safety of the vessel .

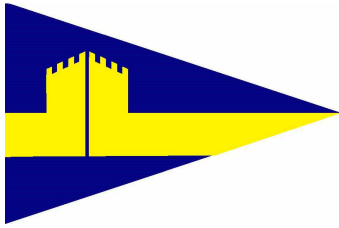
(f) If a Member does not use his/her mooring regularly for at least three months in the season (April to October) in any year, his/her annual mooring permission may not be renewed unless the General Committee decides that it should be. A Member who does not expect to be using his/her mooring in this way, but wishes his/her mooring permission to be renewed, should state the reasons, in writing, to the Moorings Officer so that the General Committee may consider the circumstances.

(g) The maximum time on the visitors' pontoon is 24 hours, unless specific permission for an extension is given by the Moorings Officer.

(h) The pier pontoon is for short term loading and unloading. The time limit for craft moored to the pier or pontoon, without prior authorization by the Moorings Officer or any Flag Officer, is one hour.

10. Foreshore Berths Only

(a) A Member who is given permission to use a Foreshore Berth shall be allocated a specific position each season, and charged an appropriate fee. Use of such a berth is entirely at the risk of the Member. The Club accepts no responsibility whatsoever for the security or safety of the vessels so berthed or for any damage arising.



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(b) A Member using such a Berth must ensure that his/her vessel is adequately secured, and on request by the Club Boatswain he/she must improve any securing equipment or method. In no circumstances shall any rope, chain or other berthing line be permitted or suffered to be attached to the embankment, banking, or fence, or anything attached to them.

11 Abandoned Boats and/or Trailers

If, at any time, any fees payable to the Club by any member or former member (whether by way of arrears of subscription or facilities fees, dinghy park fees or otherwise) shall be one month or more in arrears and/or a boat and/or trailer the property of a member or former member remains upon the Club premises one month or more after the club has given the member or former member notice to remove the vessel then the member or former member shall remove the boat and/or trailer from the Club immediately. If the member or former member fails to remove the boat and/or trailer then the Committee may:-

(a) Move the boat and/or trailer to any part of the Club premises without being liable for any loss or damage to the vessel howsoever caused.

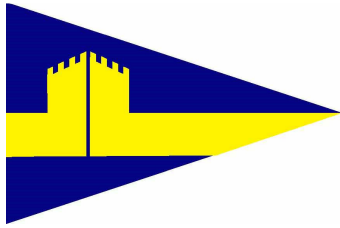
(b) Give three months' notice in writing by registered post to the member or former member at his last known address as shown in the Club Register and thereafter sell the boat and/or trailer and deduct any monies due to the Club from the net proceeds of sale before accounting for the balance (if any) to the member or former member.

(c) Alternatively, if the boat and/or trailer is unsaleable, after giving notice in writing as aforesaid, dispose of the boat and/or trailer in any manner the General Committee may think fit and deem the cost of doing and any arrears as aforesaid to be a debt owing to the Club by the member or former member.

(d) The Club reserves the right to charge storage for the boat and/or trailer until such time as the owner collects the boat and/or trailer or until notice has been served under Byelaw 11(b) above.

PROVIDED ALWAYS THAT:-

Proper evidence is available to show that all reasonable steps have been taken to trace a member or former member and that, when and if the boat and/or trailer is sold, if the Club is unable to account to the member or former member for the balance of the proceeds of sale pursuant to Byelaw 11(b) above then the balance of the proceeds of sale 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 member or otherwise) for a period of six years.



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REVISION CONTROL NOTES

13/09/15 Byelaws extracted from Ver 50 Rules

29/3/16 Byelaw 9 a 2nd sentence added

27/6/16 Byelaw 1 (q) added

25/7/16 Byelaw 1 (r) added & Byelaws 2(a) and 2(j) modified

29/11/16 Byelaw I iii Reference to Bilge Keel removed