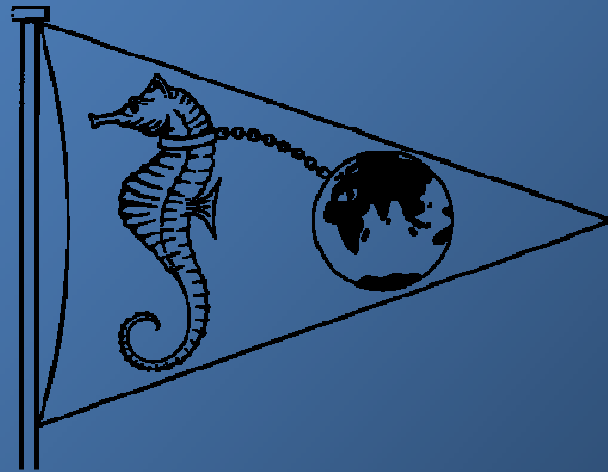


RemeSailingClub



RULES AND BYLAWS

CORPS OF

ROYAL ELECTRICAL AND MECHANICAL ENGINEERS

SAILING CLUB (RSC) RULES AND BYLAWS

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DISTRIBUTION LIST

COPY NO APPOINTMENT

1. Admiral
2. Commodore
3. Vice Commodore/Principal Secretary
4. Treasurer
6. Membership Secretary
5. Rear Commodore (Dinghies)
6. Dinghy Secretary
7. Dinghy Team Manager
8. Dinghy Bosun
9. Rear Commodore (Windsurfing)
10. Windsurfing Secretary
11. Rear Commodore (Offshore)
12. Offshore Secretary
13. Offshore Training Secretary and Booking Secretary
14. Offshore Bosun
15. Rear Commodore (Kitesurfing)
16. Kitesurfing Secretary
17. Elected Members
18. *Blank*
19. *Blank*
20. *Blank*
21. *Blank*
22. *Blank*
23. *Blank*
24. *Blank*
25. *Blank*
26. *Blank*
27. *Blank*
28. *Blank*
29. *Blank*
30. *Blank*
31. *Blank*

CHANNELS OF CORRESPONDENCE

Club Policy

Funding requirements
Dinghy
Windsurfing
Offshore

Vice Commodore
Rear Commodore (Dinghy)
Rear Commodore (Windsurfing)
Rear Commodore (Offshore)

General Correspondence

Principal Secretary

Membership

Subscriptions
Change of address/rank/qualifications
etc

Membership Secretary

Dinghy Matters

General
Qualifications

Dinghy Secretary

Windsurfing Matters

General
Qualifications

Windsurfing Secretary

Offshore Matters

General
Qualifications
Yacht Bookings

Offshore Secretary
Offshore Secretary
Offshore Booking Secretary

Kitesurfing Matters

General
Qualifications

Kitesurfing Secretary
Kitesurfing Secretary

RULES

SECTION I - CONSTITUTION OF THE CLUB

NAME AND OBJECT

1.1 The name of the Club shall be the 'Corps of Royal Electrical and Mechanical Engineers Sailing Club' (REME SC) hereinafter referred to in these rules as 'the Club'.

1.2 The objectives of the Club are:

a. To foster and develop sailing throughout the Corps by organising training, racing, cruising and other activities in the 4 disciplines of dinghy, windsurfing, kitesurfing and offshore sailing and by encouraging the participation of members in sailing events at all levels.

b. To maintain standards of proficiency in sailing skills based on the Royal Yachting Association (RYA).

c. In furtherance of the objectives, to provide dinghies, windsurfing boards, kitesurfing rigs and offshore yachts for the use of members and for representative sailing events on behalf of the Corps.

COMPOSITION AND ORGANISATION

1.3 The Club shall consist of the Officers and the Members, who may be Full (Life or Annual), Associate or Honorary Members.

1.4 Membership of the Club is based on individuals taking out individual membership. Membership of the Club will also be valid membership for any local REME Sailing Club recognised by the Corps.

1.5 The Club shall be organised into 4 sections, Dinghy Sailing, Windsurfing, Kitesurfing and Offshore Sailing. Each of these sections shall be run by a Rear Commodore and a Subordinate Committee. Bylaws relating to the Club activities in Germany are laid down at Section VIII.

1.6 The current organisation of the Club is shown in Annex H but is currently under review.

OFFICERS OF THE CLUB

1.7 The Officers of the Club shall consist of the Flag Officers (see below), The Principal Secretary, the Treasurer and other such officers as may be appointed by the Committee. The Vice and Rear Commodores, Treasurer and Principal Secretary shall normally be limited in tenure to 4 years consecutively in the same post.

1.8 The Rear Commodores are to appoint officers to manage the equipment and affairs of the disciplines of Windsurfing, Kitesurfing, Dinghy Sailing and Offshore Sailing.

FLAG OFFICERS

1.9 The Flag Officers of the Club, who shall be members of the Club, shall consist of:

- a. The Admiral, who will normally be late REME or a senior officer invited by him.
- b. The Commodore, who will be nominated by the Regt Col.
- c. The Vice Commodore, who will be based in the UK and appointed by the Commodore.
- d. The Rear Commodore (Offshore), who will be based in the UK and appointed by the Commodore.
- e. The Rear Commodore (Dinghies) who will be based in UK and appointed by the Commodore.
- f. The Rear Commodore (Windsurfing) who will be based in UK and appointed by the Commodore.
- g. The Rear Commodore (Kitesurfing) who will be based in UK and appointed by the Commodore.

RESPONSIBILITIES

1.10 The Vice Commodore shall be responsible for:

- a. Coordinating the budget submissions from the 4 sections.
- b. Applying for and managing the grants.
- c. Formulating, in conjunction with the Flag Officers' Committee, the annual budget submission to the REME Sports Association.
- d. Approving major capital equipment acquisition and expenditure including refits.
- e. Approving all insurance claims (See also Section V).

1.11 The Rear Commodores, Windsurfing, Kitesurfing, Dinghy Sailing and Offshore Sailing are responsible to the Commodore for:

- a. The effective management of their respective 4 disciplines through sub-committees as necessary.
- b. Ensuring that all training is carried out in accordance with RYA standards.
- c. Ensuring that all sailing activities are conducted in a healthy and safe manner in accordance with current regulations.

d. Ensuring that all monies taken in connection with sailing activities and expenditure are properly accounted for through the Treasurer.

1.12 The Principal Secretary, or in his absence, a member of the Committee, shall make and preserve minutes of all proceedings of the Club at General and Committee Meetings. He shall attend to correspondence and notify all members of meetings.

1.13 The Treasurer shall account for all monies accruing to and expended by the Club in UK. He is responsible for maintaining the Club Property Ledger and the Club Trophy Account. He shall close the accounts annually on 31 December, and after audit shall present them to the Committee. Further details of his responsibilities are given in Annex E.

1.14 The Membership Secretary shall keep a register of members, collect all subscriptions due and issue membership cards.

GENERAL COMMITTEE

1.15 The affairs of the Club shall be managed by a General Committee (known hereafter as the Committee) and Subordinate-Committees (known hereafter as Sub-Committees).

1.16 The Committee shall consist of:

The Flag Officers
The Treasurer
The Principal Secretary
Other Officers as approved by the Committee
Up to 3 members, elected at the Annual General Meeting

1.17 Nominations for the elected members of the Committee which may be submitted by any full member, shall reach the Principal Secretary 14 days before the Annual General Meeting. Their tenure will be for one year and they will be elected annually.

1.18 The Committee shall meet at least twice a year, normally in March and October to plan the programme of the Club and decide the business for the coming season. They shall be convened by the Commodore or Principal Secretary who shall notify all members of the Committee of the appointed time, place and agenda. Five members shall form a quorum.

1.19 The Commodore or a Flag Officer nominated by him shall take the chair.

POWERS OF THE COMMITTEE

1.20 The Committee shall have the power to co-opt members.

1.21 The Committee shall have the power to alter or add to the existing rules, except Rule 2.13 (Subscriptions) and such alterations or additions shall operate at once subject to ratification at the next Annual General Meeting by a two-thirds majority of the members present.

1.22 The Committee shall have the power to make bylaws as necessary for the regulation of the Club's activities.

1.23 The Committee shall approve the fees to be charged for the use of the Club boats.

SUBORDINATE COMMITTEES

1.24 The Flag Officer Committee is a Sub-Committee which exists to relieve the Officers of the Committee responsibility for decisions on points of urgency and other matters (such as the preparation of the budget submission) which, though important, are not of sufficient substance to justify the convening of a General Committee.

1.25 The Rear Commodores shall conduct their business through Sub Committees and the Committee may delegate details or any portions of management to these or other Sub-Committees. The composition and duties of the Germany, Dinghy, Windsurfing, Kitesurfing and Offshore Sub-Committees are specified at Section IV of the bylaws. The composition and duties of any other Sub-Committee shall be determined by the Committee. At least one member of the Committee shall sit on each Sub-Committee. Each Sub-Committee may co-opt members who, in special cases, need not be members of the Club.

ANNUAL GENERAL MEETING

1.26 The Annual General Meeting shall be held once a year, normally following the club open day. Eleven members shall form a quorum, and the Commodore or a Flag Officer nominated by him shall take the chair.

1.27 The Annual General Meeting shall be held to pass, by simple majority, the accounts, elect Committee Members and transact any necessary business. The date, time and venue of the AGM shall be published in the Craftsman magazine to appear in the editions published one month and 2 months ahead of that in which the AGM will take place, normally the November and December editions. Resolutions from members duly proposed and seconded shall be sent to the Principal Secretary at least 14 days before the AGM. When past action of the Committee is challenged at a General Meeting the Officers and members of the Committee may not vote, with the exception of the Chairman, should a casting vote be necessary.

SPECIAL GENERAL MEETING

1.28 A Special General Meeting may be called by the Committee, or at the written request of at least 10 members, not of the Committee. In each case 28 days' notice shall be given to members by publication in the Craftsman magazine, such notice specifying in the form of resolutions the subjects to be discussed. The discussion and voting shall be strictly confined to such resolutions as have been specified and amendments thereto, and no resolution shall be passed unless there is a two-thirds majority.

CASTING VOTE

1.29 At all General Meetings, Committee and Subordinate Committee meetings, in the case of equality of votes, the Chairman shall have a second or casting vote.

REGISTRATION OF YACHTS

1.30 For the purposes of Registration of the yachts owned by the Club and for bills of sale in connection with them, the ownership of the 64 shares shall be vested in a Trustee who shall be nominated by the Flag Officers.

1.31 The nominated Trustee shall have no power to dispose of any of the Club yachts without the written consent of the Flag Officers and is required to sign a declaration to the effect that they hold the yacht as registered owner for the benefit of the Club. An example of the declaration is at Annex F.

SECTION II – MEMBERSHIP (Currently Under Review for 2017)

FULL MEMBERS

2.1 Full membership of the Club is open to all serving and retired members of the Corps who contribute to or have contributed to the Corps Central Charitable Trust (CCT). Membership confers the right to use the Club facilities and to sail Club craft subject to the limitations imposed by qualification rules.

LIFE MEMBERS

2.2 A Full Member on joining the Club or at any time thereafter may become a Life Member on payment of the appropriate subscription, the amount of which will be decided by the AGM each year. A Life Member shall not however be exempt from the provisions of Rules 2.14 or 2.16, nor, should the necessity of enforcing these rules arise, shall he be entitled to the return of any part of his subscription.

ASSOCIATE MEMBERS

2.3 Associate Membership is open to those eligible for Full Membership in their own right. Associate Membership is valid for six weeks only in any one season, before transferring to Full Membership or losing use of the facilities.

2.4 Associate Members may use Club facilities and act as crew, but if they wish to take charge of a Club craft they must themselves be qualified and, if eligible, become Full Members.

2.5 Associate membership is also open to the spouses and immediate dependants (who are 18 years old or less) of Full Members as registered by that member. Associate membership is granted to spouses and immediate dependants without payment of further subscriptions. They are known as Family Associate Members and are not eligible for Full Membership.

TEMPORARY MEMBERS

2.6 Individuals who are not eligible for Full or Associate membership of the Club, but are suitably qualified and wish to sail the Club's craft, may apply to the appropriate Booking Secretary/Bosun to charter a vessel. They shall pay a charter fee higher than Full, Life or Associate Members and will be granted Temporary Membership for the duration of their charter. Officers and soldiers of other Services, Corps and Regiments serving with or who have served with REME, are eligible for this category of membership.

2.7 A Temporary Member:

- a. Shall have the right to use only those facilities agreed by the Rear Commodore.
- b. Shall have no right to enter club races or regattas unless specifically authorised by the Rear Commodore.

- c. Shall have no right to introduce visitors to the Club or its facilities.
- d. Shall have no right to take part in the management of the Club or vote at meetings.
- e. Shall comply with the Club Rules and Bylaws as if he or she were a Full Member.
- f. Shall be liable to be expelled from the Club or be prohibited from using its facilities and equipment if he or she has not reasonably complied with the above conditions.

HONORARY MEMBERS

2.8 Honorary Members are those members who are not eligible for election as a Full or Associate Member but who have rendered a service to the Club and are able to contribute considerably to the well-being of the Club.

2.9 Honorary Members may use Club facilities as if they were Full Members but they have no voting rights and do not pay annual subscriptions.

2.10 Nominations for Honorary Life membership of the Club are to be made to the Principal Secretary. The proposer and seconder are to be Full Members of the Club and the nomination is to include a description of the nominee's activity in support of the Club. The Principal Secretary is to present the nomination at the next meeting of the General Committee. A unanimous vote is necessary for election. On election Honorary members will be presented with a Club tie.

ASA/RYA MEMBERSHIP

2.11 The Club is affiliated to the ASA and through it to the RYA. Members of the Club are encouraged to join these Associations as individual members.

2.12 Members of the Club who are also serving Regular members of the Army are ipso facto *Regular Members* of the ASA. They have the same rights, obligations and privileges as *Regular Individual Members* of the ASA with the exception that they will not be dealt with for membership matters by the Secretary ASA nor will they receive their own copy of the ASA Journal.

SUBSCRIPTIONS

2.13 The rates of subscriptions for the year following the year of the AGM are to be reviewed annually by the General Committee. Any proposed changes shall be ratified at the AGM and shall be effective from the following January. Rates shall be available for annual, life, temporary and associate membership. Life membership shall be granted on payment of the appropriate life membership rate. Subscriptions for Annual members are due on the 1st January. A new member joining after the 1st September shall be deemed to have paid for the following year.

DEFAULTERS

2.14 A member whose subscription has not been received by 3 months following its due date (1 April) will be sent a reminder and his name may, at the discretion of the Committee, be removed from the list of members unless payment is made before the end of the sixth month following the due date (1 July).

RESIGNATIONS

2.15 Any member may resign from the Club by notifying the Membership Secretary.

2.16 Any member shall resign from the Club on being requested to do so by the Committee, subject to the right of appeal at the next Annual General Meeting and shall have his membership terminated forthwith.

SECTION III - FLAGS OF THE CLUB

FLAGS OF THE CLUB

- 3.1 **Ensign.** The Blue Ensign of Her Majesty's Fleet defaced with the ASA emblem of crossed swords superimposed on an anchor, surmounted by a crown. The Ensign may only be flown on the Club yachts by members when the Ministry of Defence warrant is on Board. Private owners may apply to the Hon Secretary ASA for a warrant to fly the defaced Ensign provided they are full, independent Members of the ASA. Ensigns are to be obtained from the ASA.
- 3.2 **Burgee.** Gueule, with a seahorse rampant vert, shackled to a globe gueule.
- 3.3 **Racing Flag.** Corps colours diagonally, azure top corner next to hoist then or, then gueule.
- 3.4 **Flag Officers.** Flag Officers may fly the Club flags appropriate to their ranks.
- a. **Admiral's Flag.** A rectangular flag of the same colour and defacement as the burgee.
 - b. **Commodore's Broad Pennant.** A swallow tailed flag of the same colour and defacement as the burgee.
 - c. **Vice Commodore's Broad Pennant.** As for the Commodore with the addition of one ball noir in the upper canton.
 - d. **Rear Commodore's Broad Pennant.** As for the Vice Commodore but with two balls noir horizontally in the upper canton.
- 3.5 **Insignia.** Official Club insignia can be obtained from the Supplies Member.

BYLAWS

SECTION IV - BYLAWS FOR SUBORDINATE COMMITTEES AND OFFICERS COMMITTEES

4.1 **Flag Officer Committee.**

Composition: Flag Officers of the Club
Treasurer
Principal Secretary

Chairman: Commodore

Duties: To manage the day to day business of the Club in pursuit of its objectives and to set policy for the Club, without having to convene the full Committee for general management. To relieve the Officers of the Committee responsibility for decisions on points of urgency, which though important, are not of sufficient substance to justify the convening of a General Committee Meeting. To prepare the annual budget submission to the REME Sports Association. To investigate and rule on any allegations of misconduct by a member or members of the Club which, if found to be proved, warrant the Club taking sanctions against the member or members concerned. Such sanctions may take the form of suspension of membership or required resignation under R2.16. If the individuals involved are also members of any Committees of the Club, they shall be required to resign from such Committees immediately.

4.2 **Dinghy Sub-Committee.**

Composition: Rear Commodore (Dinghy)
Dinghy Secretary
Dinghy Sail Training Principal
Dinghy Training Secretary
Dinghy Bosun
Powerboat Training Principal and Secretary
Co-opted members as required

Duties: To manage all activities of the Club in connection with dinghies and power boats, to organise training courses and to organise racing for the Club Regattas. To act as a selection committee for crews representing the Club, or Corps, in Dinghy events.

4.3 **Windsurfing Sub-Committee.**

Composition: Rear Commodore (Windsurfing)
Windsurfing Secretary
Windsurfing Training Principal
Windsurfing Training Secretary
Windsurfing Bosun
Co-opted members as required

Duties: To co-ordinate and organise all activities of the Club in connection with windsurfing, to organise training courses, and to organise racing for the Club Regattas. To act as a selection committee for crews representing the Club, or Corps, in windsurfing events.

4.4 **Offshore Sub-Committee.**

Composition: Rear Commodore (Offshore)
Offshore Secretary
Offshore Bosun
Co-opted members as required

Duties: To act as the Club Authority for administering any Club offshore yacht. To co-ordinate and organise all activities of the Club in connection with offshore yachts including training and the Club Offshore Rally. To select the Skipper and crew for the Club yachts entered by the Club in major offshore races.

4.5 **Kitesurfing Sub-Committee.**

Composition: Rear Commodore (Kitesurfing)
Kitesurfing Secretary
Kitesurfing Training Principal
Kitesurfing Training Secretary
Kitesurfing Bosun
Co-opted members as required

Duties: To co-ordinate and organise all activities of the Club in connection with Kitesurfing, to organise training courses, and to organise racing for the Club Regattas. To act as a selection committee for crews representing the Club, or Corps, in Kitesurfing events.

OFFSHORE OFFICERS' DUTIES

4.6 **Offshore Secretary.** The Offshore Secretary shall:

- a. Manage the Offshore Sub-Committee and deal with correspondence.
- b. Through the Offshore Bosun, maintain the yachts and ensure that they are fit for charter.
- c. Arrange the End of Season Rally and other Club meets as authorised by the Committee.
- d. Be responsible for arranging the disposal of old yachts and acquisition of new yachts as part of the hull replacement programme.

4.7 **Offshore Race Secretary.** The Offshore Racing secretary is responsible for the selection, training, managing and entering crews for offshore races as directed by the Rear Commodore (Offshore).

4.8 **Offshore Booking.** The Offshore Booking and Secretary is responsible for managing the yacht booking system and collecting all charter fees due.

4.9 **Offshore Training Secretary.** The Offshore Training Secretary is responsible for:

- a. Arranging sail training courses using Club yachts as directed by the Rear Commodore (Offshore).
- b. Issuing certificates of competence on behalf of the RYA.
- c. Arranging any major sailing expeditions using the Club yachts as directed by the Rear Commodore (Offshore).

4.10 **Offshore Bosun.** The Offshore Bosun is responsible to the Rear Commodore (Offshore) through the Offshore Secretary for the maintenance and upkeep of the Club yachts and for ensuring that proper handover/takeover by skippers takes place. He is permitted to spend money on spares or repairs only as indicated in Section VI. Expenditure greater than this is to be authorised by the Rear Commodore (Offshore).

DINGHY OFFICERS' DUTIES

4.11 **Dinghy Secretary.** The Dinghy Secretary is responsible for:

- a. Managing the Dinghy Sub-Committee and dealing with correspondence.
- b. Arranging the annual Dinghy and Keelboat regattas.
- c. Keeping records of all races.
- d. Through the Dinghy Team Captain selecting, training, entering and managing the Dinghy team.

4.12 **Dinghy Training Manager.** The Dinghy Training Manager is:

- a. Responsible to the Club and to the RYA for maintaining RYA standards during all training events, for issuing certificates of competence on behalf of the RYA and for maintaining all documentation of students trained within the Club.
- b. To arrange, through the Dinghy Training Secretary, courses in RYA Levels 1 to 4.

4.13 **Dinghy Bosun.** The Dinghy Bosun is responsible to the Rear Commodore (Dinghies) through the Dinghy Secretary for the maintenance and upkeep of the Club dinghies. He is permitted to spend money on spares or repairs only as indicated in Section VII. Expenditure greater than this is to be authorised by the Rear Commodore (Dinghies).

4.14. Powerboat Training Principal and Secretary. The Powerboat Training Principal and Secretary is responsible:

- a. To the Club, through the Rear Commodore (Dinghy's) for maintaining RYA standards in the application of Powerboat training and shall issue certificates of competence on behalf of the RYA.
- b. For arranging powerboat training courses.
- c. For the upkeep and maintenance of the Club rescue boat.

WINDSURFING OFFICERS' DUTIES

4.15 Windsurfing Secretary. The Windsurfing Secretary shall:

- a. Manage the Windsurfing Sub-Committee and deal with correspondence.
- b. Arrange the annual Club Windsurfing Championships and all other competitions and events on behalf of REME Team Windsurfers.
- c. Organise the annual open weekend.
- d. Be responsible for arranging all Windsurfing racing and keep a record book of all races.
- e. Ensure, through the Windsurfing Bosun, the Club's equipment is properly maintained.

4.16 Windsurfing Training Principal. The Windsurfing Training Principal shall:

- a. Be responsible to the Club and to the RYA for maintaining RYA standards in the Windsurfing Training Establishment, to issue certificates of competence on behalf of the RYA and for maintaining all documentation of students trained within the Club.
- b. Arrange, through the Windsurfing Training Secretary, Windsurfing courses and booking of Adventure Training Equipment.

4.17 Windsurfing Bosun. The Windsurfing Bosun is responsible to the Rear Commodore (Windsurfing) through the Windsurfing Secretary for the maintenance and upkeep of the Club equipment including Adventure Training Equipment. He is permitted to spend money on spares or repairs only as indicated in Section VII. Expenditure greater than this is to be authorised by the Rear Commodore (Windsurfing).

KITESURFING OFFICERS' DUTIES

4.18 **Kitesurfing Secretary.** The Windsurfing Secretary shall:

- a. Manage the Kitesurfing Sub-Committee and deal with correspondence.
- b. Arrange the annual Club Kitesurfing Championships and all other competitions and events on behalf of REME Team Windsurfers.
- c. Organise the annual Kitesurfing weekend.
- d. Be responsible for arranging all Kitesurfing racing and keep a record book of all races.
- e. Ensure, through the Kitesurfing Bosun, the Club's equipment is properly maintained.

4.19 **Kitesurfing Training Principal.** The Windsurfing Training Principal shall:

- a. Be responsible to the Club and to the RYA for maintaining RYA standards in the Kitesurfing Training Establishment, to issue certificates of competence on behalf of the RYA and for maintaining all documentation of students trained within the Club.
- b. Arrange, through the Kitesurfing Training Secretary, Kitesurfing courses and booking of Adventure Training Equipment.

4.20 **Kitesurfing Bosun.** The Kitesurfing Bosun is responsible to the Rear Commodore (Kitesurfing) through the Kitesurfing Secretary for the maintenance and upkeep of the Club equipment including Adventure Training Equipment. He is permitted to spend money on spares or repairs only as indicated in Section VII. Expenditure greater than this is to be authorised by the Rear Commodore (Kitesurfing).

SECTION V - BYLAWS FOR INSURANCE, DAMAGE REPORTING, ADVENTURE TRAINING SAILING QUALIFICATIONS AND RACING

INSURANCE

- 5.1 All Club property is to be fully covered by insurance at all times.
- 5.2 The Treasurer will be responsible for negotiation with the Insurance companies concerned and for payment of premiums.
- 5.3 The Dinghy, Windsurfing, Kitesurfing and Offshore Secretaries are to inform the Treasurer of any changes required to the respective insurance policies. They are to investigate losses and damage and to assist in preparation of claims with the Treasurer. All claims are to be cleared through the Vice Commodore.

DAMAGE REPORTS

- 5.4 Members are to report losses or damage to Club boats to the relevant Bosun within 24 hours or, in the case of offshore charters, at the completion of the cruise. All cases of damage, collision or grounding of the offshore yachts are to be recorded in the vessels log and on the Grounding/Damage Report Form kept in the SOP of each vessel. Cases of serious damage or grounding which might necessitate repairs taking more than a few hours are to be reported to the Bosun, Offshore Secretary or Rear Commodore (Offshore) by telephone, fax or signal at the earliest opportunity. The Damage Report is to be passed to the Offshore Secretary as fast as possible to form the basis of any claim to be made on the vessel's insurance. The Rear Commodore (Offshore) or Offshore Secretary will pass any claim on the insurance of the Club Yachts to the Vice Commodore for clearance. If urgent repair is required in a port away from Gosport, authority must be gained from an officer of the Club in accordance with the SOP's contained in the vessel papers. Members may be required to pay such sums as the Offshore, Dinghy and Windsurfing Sub-Committee direct in respect of any financial loss to the Club not recoverable under the Policy of Insurance. Members' liability under this rule will be limited to 3 times the current offshore yacht Policy of Insurance excess. (Notice of this is to be included in the Charter application/agreement letter).
- 5.5 Charter skippers are strongly advised to take out a form of Personal Liability Insurance to cover accidental damage sustained during the period of their charter, which would not be recoverable under the normal Policy of Insurance.

SAILING QUALIFICATIONS

- 5.6 Standards shall be those approved by the RYA. The relevant Sub-Committee shall decide which standard applies to each of the Club boats and boards and shall also relate this standard to inland, coastal and offshore waters. The Sub-Committee shall notify all members of the standards which they have set and keep members informed of any amendments which they make.
- 5.7 Members shall abide by the rules laid down by the Sub-Committees for the use of Club boats. Members must satisfy the Sub-Committees, or their examiners, of their competence to handle Club boats and windsurfing boards. Where they have not done so they may only use Club boats under the supervision of a qualified member.

5.8 The Club has been listed as a 'Sail Training Establishment' by the ASA and as such is recognised by the RYA. The Club is able to award RYA/DOT sailing qualifications.

ADVENTUROUS TRAINING

5.9 Where members charter or hire Club equipment for the purpose of military training, including adventurous training, they are to ensure that they comply with the regulations contained in Army General and Administrative Instructions (AGAI) Chapters 11, 18 and 112. AGAIs take precedence over the Club rules and Bylaws for all adventurous training activities.

OFFSHORE RACING POLICY

5.10 The Club may enter yachts in offshore races. These races, selected by the Committee, will normally include the ASA Offshore Regatta, Princess Elizabeth Cup and the Services Offshore Race. The Club will pay the entry fees and may waive charter fees at the Committee's discretion. When an offshore yacht is entered under the REME SC Burgee, the skipper and crew will be selected by the Rear Commodore (Offshore).

5.11 Club yachts are not normally insured for racing. Any individual Club member intending to race Club yachts is first to obtain specific written permission from the Rear Commodore (Offshore) to use a Club yacht for racing. The individual is then to liaise with the Treasurer to arrange suitable race cover. The members concerned are responsible for paying the additional premium required.

5.12 Individual Club members racing Club yachts are advised to check the current insurance cover with the Treasurer before sailing, and take action under para 5.5 above, if appropriate.

SECTION VI - BYLAWS FOR CLUB OFFSHORE YACHTS

GENERAL

6.1 The Club has yachts available for private charter by members and units for adventurous training exercises.

MANAGEMENT

6.2 Club Offshore yachts shall be managed by the Offshore Sub-Committee.

6.3 The Offshore Secretary shall be appointed to manage the Club offshore yachts, and an Offshore Booking Secretary may also be appointed. The Sub-Committee is to review the insurance of the offshore boats and equipment in conjunction with the Treasurer. All claims against the insurance are to be cleared through the Vice Commodore (See also Section V.)

OFFSHORE SECRETARY

6.4 The Offshore Secretary shall be responsible for putting into effect the instructions of the Offshore Sub-Committee. He is authorised to conduct all ordinary business but may not incur expenditure of more than £150 on any one item or repair without the permission of the Rear Commodore (Offshore). He is authorised to agree repairs to the Club Yachts after agreement has been reached with the insurance agents/brokers and the Vice Commodore (see Section V) as to the means and enabler of the said repairs.

OFFSHORE BOOKING

6.5 The Offshore Booking Secretary is to manage the sailing programme as laid down by the Committee. He is to ensure that the yachts sail to the maximum capacity within the sailing programme and the dictates of the Club rules. He is to maintain the closest liaison with the Offshore Secretary, keep him informed on all booking details and be prepared to amend charters when maintenance factors so demand. He is to ensure that charter fees are submitted to the Treasurer without delay. He is to ensure that charters are only made to those who are eligible under the Club rules and that the Carter Agreement is fully conformed to. Exceptions will only be permitted with the agreement of the Rear Commodore (Offshore).

CRUISING LIMITS

6.6 Limits are laid down for the maximum cruising range for yachts and crews. Minimum manning requirements for crews are also laid down. It is the responsibility of skippers to ensure that these requirements are met and that their crews are sufficient in number and experience to meet any conditions likely to be encountered in their race or cruise. A skipper is not to plan a passage in waters for which he is not qualified nor to undertake a voyage with less than the minimum number of crew on board.

6.7 Cruising areas and minimum manning standards for Corps yachts are laid down at Annex A. Exceptions can only be made by reference to the Rear Commodore (Offshore).

6.8 For adventurous training purposes the requirements of AGAs on adventurous sail training must be fulfilled, but for private charters of Club craft the Offshore Committee may issue local qualifications to competent yachtsmen, e.g. OFSKIP(T).

SAILING PROGRAMME

6.9 The sailing programme will be announced at the AGM.

BOOKING SYSTEM

6.10 Charters are normally limited to one week although exceptionally, a 2 week period may be granted. Bookings are to be made on the application form supplied and a deposit of the charter fee is payable at the time of booking in accordance with the Charter Agreement. This deposit is only returnable, by application through the Rear Commodore (Offshore), when it can be shown that the cancellation is due to events beyond the control of the charterer, i.e. operational or other service reasons. The remainder of the charter fee is to be paid in accordance with the Charter Agreement. All personnel on board must be members of the Club and it is the responsibility of the charterer to declare the status of his crew and pay the appropriate fees, as required, at the time of booking. At the start of each season the application forms will be held and all opened together on the first day of February. Later on in the season a telephone enquiry and provisional booking by phone is recommended before submitting the proforma.

CHARGES

6.11 The General Committee will lay down charter rates for the Club offshore yachts. In addition entry fees for all races, except those in which the crew represents the Club or Corps in Army, Inter-Service or RORC races shall be paid by the crew.

6.12 Messing charges including drinks are the private concern of each crew.

6.13 Fuel used on each charter is the responsibility of the crew. Bottled gas and oil are included within the charter fee.

6.14 Items of essential maintenance are to be paid for in cash and the receipt given to the Offshore Bosun at the time of handover. The Offshore Bosun is to pass the receipts to the Offshore Secretary who will authorise a refund if approved. Skippers shall not incur expenditure on fancy or non-essential items.

RULES FOR CHARTER

6.15 The rules for chartering Club offshore yachts are covered in the "Agreement for Bareboat Charter" which is to be signed by each charterer.

SECTION VII - BYLAWS FOR DINGHY SAILING AND WINDSURFING
(Currently Under Review Until New Home Base Established At SCSC)

GENERAL

7.1 **Applicability.**

7.2 **Related Instructions.**

7.3 **Relationship with SCSC.**

MANAGEMENT OF DINGHIES AND BOARDS

7.4

USE OF REME SC DINGHIES

7.5

USE OF REME SC BOARDS AND PRIVATELY OWNED BOARDS

7.6

SAILING AREA

7.7

7.8 .

SAILING CONDITIONS

7.9

7.10

7.11

7.12 **Competence of Dinghy Helmsmen.**

- a. **Novice.**
- b. **RYA Adult Level 1 and 2 Certificate.**
- c. **RYA Adult Level 3 Certificate.**
- d. **RYA Adult L3 + Advanced Modules.**

7.13 **Competence of Windsurfers:**

- a. **Novice.**
- b. **RYA/IWA Level 1 Award**

- c. **All Higher Grades.**

RACING

7.14

SAFETY RULES

7.15

SOCIAL RULES

7.16

- a. **Damage to Property.**
- b. **Liability.**
- c. **Animals.**
- d. **Car Parking.**
- e. **Proof of Identify.**

USE AND CARE OF DINGHIES

7.17

7.18

7.19

USE AND CARE OF BOARDS

7.20

7.21

7.22

7.23

7.24

7.25

7.26

7.27

7.28

GENERAL INFORMATION

7.29 **Emergency Telephone Calls.**

7.31 Windspeed.

**OFFSHORE SAILING GUIDE TO MANNING STANDARDS AND CRUISING AREAS
FOR REME SAILING CLUB YACHTS**

Yacht	Cruising Area (Note 2)	Minimum Qualification of Skipper (Note 3)	Minimum Qualification of Mate	Minimum Qualification of Crew	Minimum Number in Crew	Maximum Number in Crew
Club yacht up to 34 ft	Offshore Passage	YM Offshore	Day Skipper	Comp Crew x 1	4	6
	Coastal Passage	RYA Coastal Skipper	Day Skipper	Comp Crew x 1	3	6
	Day Sailing (Note 1)	Day Skipper	Comp Crew	Comp Crew x 1	3	6

Note 1: Day Skippers are allowed in an area bounded by Chichester Harbour to the East, Poole Harbour to the West and North of a line between the Needles and Handfast Point.

Note 2: The normal cruising limits of all yachts is between Brest and Dover/Calais. Cruises outside these areas must be cleared by the Rear Commodore (Offshore). In addition insurance cover is to be arranged through the Treasurer.

Note 3: In general terms a Day Skipper should return to port before dark, A Coastal Skipper should be able to reach port within 6 hours.

SAFETY INSTRUCTIONS FOR DINGHY SAILORS (**Under Review**)

1. **Applicability.** These instructions are to be complied with at all times by all persons using the facilities at SCSC under the auspices of the REME Sailing Club.
2. **Ability to Swim.** Anyone sailing must be able to swim 50 metres in light clothing, including shirt or sweater, trousers and PT shoes, without any assistance, whilst out of depth. Nonswimmers are not permitted to sail at SCSC under REME Sailing Club auspices.
3. **Capsize Drill.** This is part of the RYA Level 1 Syllabus. When dinghies are used for purposes other than helmsman training, for example external leadership training, then capsize drill is to be taught and practised before sailing starts. Capsize drills should not be carried out if the water or air temperature is below 13°Celsius (55°Fahrenheit), unless all concerned are wearing wet or dry diving suits. The Instructor should be in the water with the students.
4. **Life Jackets.** All crew are to wear life jackets or personal buoyancy aids at all times whilst afloat, and appropriate foul weather clothing if required by the conditions.
5. **Competence of Helmsmen.** The instructions laid down in paragraphs 7.12 and 7.14 of the Bylaws Section VII will apply at all times.
6. **Boat Manning.** The normal crew for Laser 2000 dinghies is 2. Three persons may be carried in Laser Stratos during instructional periods. The normal crew is one adult for the Pico and Laser 1.
7. **Safety Equipment.** All dinghies must carry:
 - a. A pair of oars or a paddle.
 - b. A bailer.
8. **Safety Boat.** A safety boat provided by either the REME Sailing Club or the SCSC is to be available and ready for immediate use whenever sailing takes place. The REME Sailing Club Safety boat is to be properly crewed and deployed for all REME Sailing Club sponsored races and training courses. Instructions for the use and crewing of the safety boat are at Annex D.
9. **Dinghy Buoyancy.** Testing of dinghy buoyancy is to be done annually before the boats are used on the water. Positive buoyancy must conform with Class Rules.
10. **Notification of Sailing Plans.** Individual sailors are to make their intentions known to a responsible person (either a REME Sailing Club Instructor or the Principle of SCSC) on shore, before embarking. See also paragraph 7.10b of Section VII.

SAFETY INSTRUCTIONS FOR WINDSURFERS (Under Review)

1. **Applicability.** These instructions are to be complied with at all times by all persons using the facilities at SCSC under the auspices of the REME Sailing Club.
2. **Ability to Swim.** Anyone sailing must be able to swim 50 metres in light clothing, including shirt or sweater, trousers and PT shoes, without any assistance, whilst out of depth. Non-swimmers are not permitted to sail at SCSC under the auspices of the REME Sailing Club.
3. **Buoyancy Aids.** Buoyancy aids of an approved pattern must be worn by all windsurfers when on the water.
4. **Wet Suits.** Wet Suits, which shall include a form of footwear, shall be worn at the discretion of the OOD, SCSC, or a RYA Windsurfing Instructor and at all times between 1st November and 31st March each year.
5. **Weather Conditions.** In the event of any doubt over sailing conditions the OOD, Warden SCSC, the Windsurfing Training Principal, Windsurfing organiser or a Windsurfing Instructor shall be consulted before a windsurfing board is launched.
6. **Observance of Safety Instructions.** All windsurfers will observe these instructions and the windsurfing safety code as laid down in RYA pamphlet G23/84 or its successor.
7. **Competence of Sailors.** The instructions laid down in paragraph 7.13 of Section VII of the Bylaws will apply at all times.
8. **Notification of Sailing Plans.** Individual sailors are to make their intentions known to the person in charge of sailing either the OOD, SCSC or Windsurfing Instructor.
9. **Safety Boat.** A safety boat provided by either REME Sailing Club or the SCSC is to be available and ready for immediate use whenever sailing takes place. The REME Sailing Club safety boat is to be properly crewed and deployed for all REME Sailing Club sponsored races and training courses. Instructions for the use and crewing of the safety boat are at Annex D.

SAFETY INSTRUCTIONS FOR THE SAFETY BOAT (**Under Review**)

1. The REME Sailing Club safety boat is a Rigiflex (Jaffa) powered by a 25hp outboard. A minimum crew of 2 are required to operate the safety boat, one of whom is to be a strong swimmer and preferably should have received instruction in life saving.
2. **Helmsmen.** The following persons are authorised to helm the safety boat.
 - a. Holders of the RYA Level 2 Power Boat Certificate and Safety Boat Operator's Certificate.
 - b. Individuals nominated by the Powerboat Principal/Secretary and approved by the Rear Commodore (Dinghies) or Rear Commodore (Windsurfing).
3. **Equipment to be Carried in the Safety Boat:**
 - a. An anchor and warp suitable for use in 3 times the maximum depth of water.
 - b. A boat hook.
 - c. A bailer.
 - d. Oars/paddle.
 - e. A life-buoy with 20 metres of 12mm rope attached.
 - f. First aid kit. Blankets may be held on shore.
 - g. A clearly visible buoy, line and sinker to mark obstacles.
 - h. Spare life jackets.
4. **Boat Serviceability.** The safety boat is to be inspected by a competent person annually and certified fit for use by REME Sailing Club.
5. **Engine Serviceability.** The engine is to be checked annually by a competent person and certified fit for use by REME Sailing Club.
6. **Responsibility for Maintenance.** The Powerboat Principal/Secretary is responsible for ensuring that the safety boat is certificated and inspected annually.
7. **Deployment.** The safety boat is to be available for immediate use whenever sailing takes place, unless cover is provided by SCSC, and deployed whenever racing, or training courses are in progress. This means that the boat must be in the water and the engine checked to be working. The safety boat crew are to be in a position to see all boats on the water, and under the control of the Officer of the day.

8. **Distress Signals.** The safety boat is to deploy whenever a distress signal is seen or heard. Circumstances will vary but might include:

- a. Waving of an object by the crew of the boat in distress.
- b. Banging on the hull.
- c. Capsize of a dinghy.
- d. Waving from the elbow with fist clenched for windsurfers.

The REME Sailing Club safety boat, if crewed, is to assist other users of the lake when conditions require or when requested by other users, Instructors, or SCSC.

SAFETY INSTRUCTIONS FOR KITESURFING

1. **To Follow.** Until published all REME Kitesurfers will conform to the ASA's Safety Instructions for Kitesurfing.

INSTRUCTIONS FOR THE TREASURER OF THE REME SAILING CLUB

References:

- A. Service Funds Regulations - AC 60450.
- B. REME Sports Association Rules.

1. The Treasurer is responsible to the Commodore for the smooth running of the Club account and the supporting books and documents.

2. He is to maintain the account in accordance with Reference A and is to ensure that the CO of his or her parent unit is aware of the presence of the account.

3. **Checks of Cash, Bank Balances, Property, Stocks and Accounts.** In general the requirements of Reference A are to be complied with. The following additional points are to be noted:

a. **Surprise Checks (paragraph 0316).** The parent unit of the Treasurer is to include the Club account in its surprise checks (see also Reference B paragraph 52).

b. **Property Checks.** Checks of the Club's property, as detailed in the Property Ledger, are to be carried out prior to the annual audit of the account. These are to be arranged by the Treasurer through the relevant Rear Commodore and certificates are to be prepared, signed and passed to the president of the Audit Board prior to the Audit.

4. **PVs and RVs.** Fully documented vouchers are to be maintained by the Treasurer.

5. **Major Exercises.** Accounting for major exercises is to be done through a special purpose fund column in the AB 397 and not the general income and expenditure for a particular yacht.

6. **Authorisation of Payments.** The Treasurer is authorised to settle all bills for expenditure received by him from suppliers to the Club where the purchase has been authorised by another official in the Club. In addition he is to settle invoices for mooring and insurance. Writes-off (other than those occurring as a result of normal accounting action) are to be authorised by the appropriate Rear Commodore.

a. **Offshore Bosun.** The Offshore Bosun can authorise expenditure up to £150 to cover incidental expenses incurred by skippers (e.g. gas, minor losses etc) or through the day to day maintenance of the boats. The Bosun is to inform the Treasurer of the bills he has authorised for skippers to claim and also inform

the Offshore Secretary. Expenditure greater than £150 is to be referred to the Rear Commodore (Offshore) for authorisation.

b. **Dinghy and Windsurfing Bosuns.** Bosuns are authorised to conduct all ordinary business incurring expenses up to £100. (See also Rule 7.4.) Expenditure greater than £100 is to be referred to the appropriate Rear Commodore for authorisation.

7. **Capital Property.** The value of Capital Property, of major purchases, entered in the property column of the AB 397 is to reflect the actual amount which the Club contributes towards its cost and not the full amount paid from all sources.

8. **Insurance.** The Treasurer is to review annually, in conjunction with the sub-committees, the requirements for insurance for the Club's property and is to submit a final report to the Vice Commodore at 31 October each year.

9. **Audit.** The account is to be audited at 31 October each year. The Commodore is responsible for the appointment of the auditors. They will normally be Club members. The following points are to be noted:

a. The Treasurer is to arrange for Property checks and certificates as indicated at paragraph 3b above.

b. The Treasurer is responsible for ensuring the AB397 and supporting documentation is correctly presented for audit.

c. A copy of the completed AF N1514 is to be passed to:

(1) Secretary REME Sports Association (see Rule 52 and Annex C of Reference B).

(2) Secretary of the Club for presentation at the AGM.

10. **Refit Expenditure.** Planned expenditure on refits is to be agreed by the Vice Commodore prior to work beginning.

11. **Major Equipment Purchases.** Payments for major capital expenditure on equipment (e.g. new boats, dinghies, sails etc) will be made by the Treasurer after approval by the Vice Commodore as agreed with the Corps Treasurer where necessary.

SAMPLE DECLARATION
(Rule 1.31 refers)

Dated: 1995
Name of ship: *Seahorse of REME IV*
Type of ship: *Sailing cruiser*
Overall length: *10.28m*
Registration No: *SSR63719*
Ship type: *Halberg Rassy 34*

I *Matthew Charles Stephens* of [Address] hereby confirm and acknowledge that the sailing cruiser "*Seahorse of REME IV*" registered in my name (hereinafter "the vessel") is the property of the REME Sailing Club (hereinafter "the Club") and that I have no beneficial interest in the vessel nor any entitlement to any income or other benefit deriving from the operation of the vessel. Further, I undertake that I will forthwith upon receipt of a request from the Club sign such documents and take such other steps as may be requested of me to transfer the ownership of the vessel or otherwise deal with the vessel.

SIGNED AND DELIVERED as a deed)
by *Matthew Charles Stephens*)
in the presence of:)

**ORGANISATION OF THE REME SAILING CLUB
(Currently Under Review)**

