



## ALDERNEY SAILING CLUB RULES 2024

1. **The name of the Club is “The Alderney Sailing Club”** and the burgee of the Club shall be a pennant of equal-sized white, blue, white vertical stripes, the centre blue stripe being defaced with a Golden Alderney Lion Rampant, facing the hoist.
2. These rules relate to the Club building at Braye Harbour and adjoining areas used by members of the Club and their guests.
3. **The objectives of the Club are: -**
  - a. To promote and foster the sport of sailing, racing and boating in any type of water craft
  - b. To encourage and promote social activities that benefit the Club objectives in clause 3a
4. **Membership.** The Members of the Club shall consist of:
  - a. Full Members
  - b. Junior Members (up to age 18)
  - c. Honorary Members
    - (i) A candidate over 18 may apply for the appropriate membership and must be proposed and seconded by a paid-up Full member.
    - (ii) Every candidate for membership shall be a person interested in the objects of the Club.
    - (iii) Junior membership may be applied for if the applicant is under 18 years of age on 1<sup>st</sup> January of the current Club year.
    - (iv) Honorary Membership may be offered to a suitable person or persons at the discretion of the General Committee, but this membership can be limited in duration or to the appointment held. The number of Honorary Members should not generally exceed 6 persons. However, in special circumstances the General Committee may exceed this number (such as membership by crews of HM or similar ships).
    - (v) Candidates for membership shall complete an application form which shall include details of their interest in the objects of the

Club and extracts of this shall be displayed on a Notice Board in the Clubhouse for at least two weeks before the General Committee can consider the application. The Committee can accept or reject or defer the application or call for further information at its discretion.

- (vi) Members desirous of retiring from the Club shall notify the Honorary Secretary on or before the beginning of the Club year, whichever is appropriate, otherwise they may be liable for the next year's subscription.
- (vii) Every person on becoming a Member of the Club undertakes to comply with these Rules and any amendments and any refusal, or neglect of them or any conduct which in the opinion of the General Committee is unworthy of a Member, or otherwise injurious to the interests of the Club, shall render the member liable to expulsion provided that, before expelling any Member, the General Committee shall call upon the Member for any explanation and shall give the member the opportunity of defending him or herself or of resigning.
- (viii) Children of full members who are not Junior members, may make use of the Club shore facilities. They must be accompanied by their parent who is solely responsible for their behaviour at all times.

#### **5. Annual Subscription (no entrance fee - deleted)**

- a. On Application for membership the applicant shall remit with his/her form, the appropriate Subscription for the Class of membership. If the applicant is not elected the Subscription will be returned.
- b. Junior members whose parent(s), guardian or carer are full members of the ASC do not pay individual subscription.
- c. Junior members whose parent(s) guardians/carers are not full members will pay an annual subscription
- d. The General Committee shall propose each year at the Annual General Meeting the appropriate subscription for the following year for approval by members.

- e. These subscriptions, if passed, shall come into force at the beginning of the following Club year and continue until changed by another General Meeting.
- f. The General Committee may call a Special General Meeting to change subscriptions if circumstances warrant it. In this case the decisions of the Special General Meeting will supercede those of the previous Annual General Meeting.

## **6. Visitors and Guests**

- (a) Visiting sailors/boaters from another UK or Channel Islands RYA affiliated sailing club, together with visitors from other recognised sailing clubs, will be welcomed to the Alderney Sailing Club. They may freely use the Clubhouse facilities provided by the Club on condition they sign in the Visitor's Book on their first visit and limit each visit to the Club for a maximum of 7 days.
- (b) Details of their name and vessel and affiliated sailing club must be clearly stated in the book. Visitors are asked to observe Club Rules whilst using Club premises.
- (c) A full member may introduce up to 2 guests at a time to the Club and sign them into the Visitor's Book. The member will accompany them for the duration of their visit and will be responsible for their behaviour whilst on the premises.
- (d) No guest may be introduced by a full member for more than 7 days consecutively in a four-week period. No guest may be introduced more than 4 times in any one calendar year.

## **7. Data Protection Policy (Data Protection (Bailiwick of Guernsey) Law 2017)**

- (a) The above policy available on the Club website ([www.alderneysailingclub.com](http://www.alderneysailingclub.com)) explains when and why Alderney Sailing Club ("we") collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
- (b) We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data

from you.

(c) The General Committee reserves the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website regularly for any amendments (but amendments will not be made retrospectively).

(d) We will always comply with the Data Protection (Bailiwick of Guernsey) Law 2017 when dealing with your personal data. For the purposes of Data Protection the Club Secretary is our Data Controller.

## 8. Officers and Committee

- a. The Officers of the Club shall be: -
  - i. Commodore
  - ii. Vice-Commodore
  - iii. Rear-Commodore
  - iv. Honorary Secretary
  - v. Honorary Treasurer

These Officers shall be elected at the Annual General Meeting to hold office until the conclusion of the next Annual General Meeting and will be full members of the General Committee. The retiring Officers shall be eligible for re-election, except that the Commodore who shall not serve for more than three years in succession. A person who has been Commodore may not hold any position on the General Committee for one year after having given up the post of Commodore.

- b. No candidate for election to any office shall be considered unless the name of such candidate and of the proposer and seconder shall notify the Honorary Secretary in writing at least seven days before the date of the Annual General Meeting. Notices on the Club notice board will be deemed appropriate notification.
- c. The General Committee shall consist of the Officers of the Club and any 7 elected Members from the Meeting, of which 5 shall be:-
  - i. Secretary (Sailing & Motor) x 2

ii. Secretary (Bar)

iii. Secretary (Membership)

iv. Secretary (House)

Any person wishing to stand for the General Committee must notify the Secretary seven days before the AGM. A person might, if suitable, hold more than one post. All Officers and General Committee members will follow their respective Terms of Reference (TORs). Committee please see Annex A to these rules for TORs.

- d. If the number of candidates duly proposed exceeds the number of vacancies to be filled at an election, then the election shall be by ballot.
- e. If a vacancy occurs, the General Committee may co-opt a Member to fill the vacancy. The person so co-opted shall have the full rights of a General Committee Member.
- f. The General Committee shall manage the affairs of the Club according to the Rules and apply the funds of the Club to the furtherance of the objects of the Club and to the benefit of its members.
- g. The General Committee may form such sub-committees as may be necessary for the running of the Club and its activities, but these committees shall be subject to the General Committee, especially in matters requiring finance.
- h. It shall be the responsibility of the Honorary Treasurer to keep a complete and accurate account of the Club's finances.
- i. The Club Bar Licence may be held under the law by the Commodore, the Honorary Secretary or an alternative such as a Club employee. Alcoholic drinks may be served from the Club Bar only to full members and visiting members of Yacht Clubs during periods authorised by the Committee within the permitted hours allowed by Ordinance of the States of Alderney. Alcoholic drinks may not be served to persons under the age of 18 years or for consumption by persons under the age of 18 years.
- j. Except during the periods authorised under para 7(i) above, the

Club Bar shall remain closed. The Club premises except for the bar, may be used by members, their guests and visitors at times approved by the Committee.

- k. The General Committee shall be empowered to negotiate with the Club's bankers an overdraft facility.
- l. The General Committee shall be empowered to borrow from time to time for a purpose specifically agreed at the Annual General Meeting or at a Special General Meeting a sum not exceeding a sum agreed at an Annual General Meeting or a Special General Meeting by means of a bank overdraft or loan or private advance or loan.
- m. Either the Commodore, Vice-Commodore or Rear-Commodore, plus either the Treasurer or the Secretary of the Club – two signatories acting together – are authorised to execute documents on behalf of the Club. They shall be indemnified out of Club property as directed by the General Committee.

## **9. Property**

- a. All property brought onto Club premises shall be at the entire risk of the owner. No private property or equipment may be left in the Clubhouse overnight without the permission of the Committee.

## **10. Audit**

- a. At an Annual General Meeting, members shall appoint a professional accountant, whose duty it shall be to examine the Club accounts for the year ending 31 December. They will prepare a financial statement to the end of the financial year and issue a limited assurance report in accordance with professional accountancy standards. In the event that there is an unwillingness to act, the General Committee shall appoint a substitute.

- b. The annual financial statement for the preceding year ending 31 December will be presented to the Members at the Annual General Meeting.

## 11. General Meetings

- a. An Annual General Meeting shall be held before the end of April at a location in Alderney to be fixed by the Commodore. The Honorary Secretary shall, at least 14 clear days before the date of such a meeting, or 14 days before a Special General Meeting, post on the club notice board a notice thereof and of the business to be brought forward. Notice of the meeting will also be put on the club website and emailed to members on the latest available mailing list, a member not receiving notice by email will not invalidate the notice given on the Club Notice Board.
- b. A quorum for an AGM shall be 24 voting Members, inclusive of the General Committee. After two meetings without a quorum, it shall be deemed unnecessary to have a quorum.
- c. Business to be discussed at an Annual General Meeting shall be as notified in the Agenda. This shall include the Passing of Accounts, Election of Officers, Committee and Auditor, and any other matters that the General Committee may order. Members wishing to raise matters at Annual General Meeting must notify the Honorary Secretary at least 14 days prior to the meeting, so that these may be included on the Agenda. Notifications must be in writing.
- d. The General Committee may, on giving 14 days' notice, call a Special General Meeting for a specific purpose, the nature of which shall be stated in the convening notice and discussion confined to that subject. The General Committee shall call a Special General Meeting at the written request of twelve members who shall state the purpose of the meeting together with the draft resolution for discussion.
- e. At any General Meeting of the Club each Full member shall have one vote. Junior Members shall be entitled to attend and

may speak but shall have no vote. In case of need, the Chairman of the Meeting shall have a second casting vote.

## **12. New Rules and Amendments and Alterations**

- a. All such proposed alterations or additions or any amendments to the Rules which may be proposed and seconded shall be put to the vote of a General meeting and, provided that on a show of hands or, if demanded, a ballot, a simple majority of the votes of the Members present and voting shall be cast in favour of any proposed alterations, additions or amendments then the same shall be deemed carried.
- b. No amendment to a proposition or proposal put at any General meeting shall be put to the vote if such amendment or resolution departs materially from or broadens too much in the opinion of the Chairman, the original amendment, alteration or proposal set out in the notice convening the meeting.

## **13. Sailing Rules**

The Sailing Rules shall be the Rules of the International Yacht Racing Union modified by the Royal Yachting Association prescriptions unless otherwise ordered by the General Committee/Sailing Committee and such special regulations as may be from time to time framed by the General Committee/Sailing Committee.

**14. The Club year shall be from January 1<sup>st</sup> in each year to the following December 31.**

Rules reviewed and updated by:

Dr Sally Simmons  
Mr Neil Harvey  
Mr Donald Hughes  
Mr Boyd Kelly



The following annexes (A&B) are not to be included in the updated 2024 version of the ASC Rules.

Annex A refers to TORs for the Club Officers

Annex B refers to an explanatory note \* under para 4 membership.

## **Annex A: to Alderney Sailing Club Rules 2024**

### **Alderney Sailing Club Officer's Terms of Reference (TORs)**

#### **Club Officers**

##### **Commodore**

The Commodore sets the overall annual committee agenda, helps the committee prioritise its goals and then keeps the committee on track by working within that overall agenda. Chair committee meetings and direct their activities. Responsibilities and duties:

- Schedule & manage committee meetings
  - If unavailable arrange alternate chair
- Put together agendas for meetings in conjunction with the Honorary Secretary
- Responsible for the overall running of the Club
- Manage the annual general meeting
- Manage any Special General Meetings
- Promote and develop increased club membership
- Represent the club at Official functions
- Act as a facilitator for club activities
- Direction and strategy
- Represent ASC or arrange representation at other Yacht Club days or social events.
- Ensure compliance with all regulatory authorities

## **Vice Commodore**

The Vice Commodore:

- Is responsible for all House matters.
- Create a Social calendar for the members in conjunction with the Sailing Secretary (At the discretion of the Vice Commodore, a Social Sub-committee may be formed in order to share the responsibilities, planning & attendance. These volunteers are to help the Vice Commodore and are not considered members of the Alderney Sailing Club General Committee.) The Social calendar is to be publicised, posted on the Alderney Sailing Club website, as well as displayed in a prominent place in the Club.
- Ensure kitchen registration food and hygiene certificate complies with local regulations.
- Attend regular Committee meetings when possible, as planned by the General Committee.
- Educate new kitchen workers/volunteers on correct kitchen operating procedure, cleanliness, and operation of kitchen appliances
- Support the Commodore whenever required and possible.

## **Rear Commodore**

The Rear Commodore:

- Is responsible for all sailing and motor boating activities.
- Advance and promote all forms of boating and on water activities in consultation with any sub-committee to which the Committee may delegate the functions of a race. committee in terms of the Racing Rules of Sailing or rescue boat support and assist any such sub-committee in race management including race and safety briefings.
- Develop and improve sailing, racing, race management and safety skills within the Club.
- Manage the maintenance of all club equipment associated with on water activities.
- Prepare and issue an annual on water event program and officer duty roster.

## **Honorary Secretary**

The Secretary:

- is responsible for the Administration of the Club.
- Communications
  - Provide minimum fourteen days' notice to members prior to a General Meeting.
  - Table the minutes from the previous General Meeting for approval.
- Maintain a Membership database (if no membership secretary appointed) within the Data Protection (Bailiwick of Guernsey) Law 2017.
- Keep Minutes of proceedings of the Committee and of General and Special General Meeting of the club.
- Keep and maintain such other records of the Club and carry out such other duties as the Committee from time to time shall direct.
- Make available for inspection by Club members the books, registers and documents of the club as may be reasonable.
- Receive, distribute, and reply where required, all correspondence.
- Maintain historical records.

### **Honorary Treasurer**

The Treasurer should:

- Post cash entries to relevant accounts.
- Record payments and receipts.
- Be sure that correct financial reconciliations are completed after each Social function, and that the monies are deposited into the Club bank account at the earliest convenience. Receipts of these takings must be kept and submitted to the club Treasurer at the conclusion of the sailing season in time for the annual audit.
- Cashflow projections.
- Ensure Financial reports available at AGM and explain their content.
- Prepare Treasurer's report of financial position at each committee meeting.
- Maintain and show evidence of receipts and payments.
- Assist accountants with preparation of annual financial report. Explain transactions, post depreciation and adjustment journals.
- Invoice fees and fuel invoices to members.
- Ensure bills paid on time (via cheques or online).
- Lodge receipts promptly to bank account.

## **General Committee**

### **Sailing Secretary:**

**Reports directly to the Rear Commodore.**

**Produces the Annual sailing programme for club sailing activities**

**Attends club committee meetings**

**Arranges trophies for races**

**Acts as a point of contact for other sailing clubs**

**In conjunction with the House Secretary organises and manages the storage of boats both inside the boat shed and on the hard.**

**Ensures the club's boats are maintained and where necessary equipment repaired or replaced.**

**Liases with the Club's sailing school principal.**

### **Motor Secretary:**

**Reports directly to the Rear Commodore**

**Produces Calander of motor boat events**

**Attends club committee meetings**

### **Membership Secretary:**

**Receives membership subscriptions and issues membership cards to members**

**Liases with Honorary Treasurer to ensure accounts match membership records**

**Maintains accurate record of membership on Club's administration system**

**Registers themselves with Guernsey Data Protection Authority as data controller**

### **Bar Secretary:**

**Reports directly to the Vice Commodore**

**Liases with the Bar Manager regarding the running of the bar**

**Ensure sufficient stock levels are maintained**

**Ensure health and safety standards are maintained.**

**In conjunction with the Honorary Treasurer and Bar Manager ensures**

bar receipts and bar payments are properly accounted for.  
In conjunction with the Bar Manager ensures sufficient staff available

#### **House Secretary:**

**Reports directly to the Vice Commodore**  
Ensures the interior and exterior structure of the club house (including galley, and toilets) boat shed and grounds are properly maintained to comply with Health and Safety Standards and for the enjoyment of members and guests.  
Attends committee club meetings.

#### **Welfare Officer:**

**Reports directly to the Commodore**  
Is responsible for acting as a voice for safeguarding within their club, working with the committee to ensure best practice is followed and to coordinate actions within the club, should a safeguarding concern or referral be made.

#### **Social Media Secretary:**

**Reports directly to the Commodore but liaises with other committee members regarding sailing and social events.**  
Responsible for maintaining a positive public image of the club on social media channels and local press.  
Posting of activity based posts promoting club activities, sailing, motor and land based activities on a regular basis and liaising with members of the public through social media channels.

## **Annex B to Alderney Sailing Club Rules 2024**

### **Para 4 Membership refers:**

#### **\*Explanatory note for the Committee only**

The former categories Overseas and Life Membership have been withdrawn. Current serving Life Members will remain honoured by this membership category and will not have this privilege withdrawn until they

either cancel their membership or are deceased. Overseas members will now become full members.

**END**

20 AUG 2024