



Shotley Point Yacht Club

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Email: Commodore@shotleypointyc.org
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www.facebook.com/shotleypointyachtclub



CODE OF PRACTICE

References: This document arguments but does not supersede the following policies-

- Shotley Point Yacht Club Constitution, 2.4, Dec 2020
- Shotley Point Yacht Club Data Protection (GDPR) Policy, 1.0, Jan 2020
- Shotley Point Yacht Club Child Protection Policy, 1.0, Jan 2020
- Shotley Point Yacht Club Information Technology (IT) Policy, 1.0, Dec 2020
- Shotley Point Yacht Club Crew Pool Policy (Draft)
- Shotley Point Yacht Club Environmental Policy, 1.0, Jan 2021

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General

This is a living document and must be regularly scrutinised for its suitability. As such and unlike the Shotley Point Yacht Club, (club) constitution, (that requires the agreement of the Membership to change) this document only requires the agreement of the Committee.

Aim

The aim of this document is to outline how the club does business, so that we might enjoy our cruising in safety and without jeopardising the harmony of an event or the club as a whole.

1 General Conduct

1.1 Expectations- It is not the nature of the club to be prescriptive about the conduct of its Members, however there is a need to allay any misunderstanding about the expected conduct of Members whilst participating in events. The following are expectations and are not exclusive.

1.1.1 Rude or lewd behaviour within inappropriate company is to be avoided.

1.1.2 Inebriation which might impair the safety of the individual or the Membership as a whole and or induce '1.1.1'.

1.1.3 Unseemly or lack of clothing. The club has no dress policy, but we ask that you are mindful of other Members' modesty when outside of your own boat.

1.1.4 Thoughtfulness is the watch word of a happy and well-functioning club. We ask that you are mindful of noise, litter, lights and space. Offer assistance to other Members where appropriate.

1.1.5 Friendliness, we are a club build around a single desire to boat. Engage with other and you will be rewarded both socially and educationally.

1.2 Volunteers who carry out a task on behalf of the club, i.e., all Officers, Committee and Members should have the full assistance of the Committee and backing of the Membership. Volunteers should only be subject to constructive criticism, preferably by email. Volunteers should never be subjected to aggressive criticism or back-stabbing.

1.3 Complaints- Any complaints or enquiries about the club, its members or criminal negligence concerns should be reported in the following way.

1.3.1 **General complaints or inquiries-** should be directed by email to the Committee Member whose remit the issue falls under. If you are uncertain of the Member responsible, direct your issue to the club secretary.

1.3.2 **Complaints about a Member-** should be directed to the Commodore/ Vice Commodore.

1.3.3 **Criminal negligence, damage or abuse-** should be directed to the police, if appropriate a courtesy email or phone call to the Commodore/ Vice Commodore would be appreciated. *Email list at 5*

1.3.4 **Complaints about the Marina-** Should be directed to Shotley Point Marina. The Club has no say in Marina matters and is unable to take up a cause on behalf of the Members. However, the Committee does have a Marina liaison representative, who would appreciate being kept informed of non-compliant matters.

2 Committee Roles and Responsibilities

2.1 It is reasonable to expect Officers and Committee Members to carry out their allotted rolls and any tasks they agree to take on to the best of their ability. The Members must understand that the work of the Committee should never jeopardise family or work commitments. Committee Members should feel free to ask for help at all times.

2.1.1 The Commodore and Vice Commodore shall serve for a period not exceeding three years. All other Committee Members may serve for a maximum of five years in one role.

2.1.2 It is expected that the roles of both Commodore and Vice Commodore be filled by serving Committee Members but, failing nominations, these roles will be open to be filled by the general Membership.

2.1.3 There may only be one Member per Membership subscription elected to serve on the Committee at any one time

2.2.1 A Committee Member, or Officer, may be nominated for a new Officer role. If elected, they may then serve for up to the maximum period for that role. A Committee Member may serve only one period in any role unless punctuated by a retirement period of at least one year from the Committee.

2.2.2 Members who retire from the Committee will be eligible to be nominated for the Committee once again after one year.

2.2.3 Members wishing to resign from the Committee should provide one month's notice to the Hon. Secretary

2.2.4 If limited specialised skills available for a position within the Committee, and no nominations received, the Committee may propose to the AGM that a Committee Member or Officer, if willing to continue, be nominated even though the time limit for that role will be exceeded. Such service will continue to the next AGM (and not follow the normal service period of that role).

2.3.1 If, for any reason, a casual vacancy shall occur, the Committee may co-opt a Member to fill such a vacancy until the next AGM. Nominations (duly proposed and seconded) for election to the Committee shall be received by the Hon. Secretary prior to the vote for that position at AGM. The names of those Members, together with those Members of the retiring Committee offering themselves for re-election, shall be delivered to all Members together with the AGM agenda at least 14 days before the AGM.

2.4.1 If the number of candidates is equal to or fewer than the number of vacancies to be filled then all candidates shall be deemed to be elected if two thirds of those present at the Annual General Meeting, and entitled to vote, are in favour.

2.4.2 If the number of candidates for election is greater than the number of vacancies to be filled, then there shall be a secret ballot.

2.4.3 In the event of the ballot failing to determine the Members of the Committee because of an equality of votes, the candidates shall draw lots.

2.5.1 At a Committee Meeting, a quorum shall consist of a minimum of half of the elected Committee Members/Officers. All members attending, in person or by video equipment are entitled to vote.

2.5.2 Committee Members should book into the meeting via the club website.

2.5.3 All decisions made will then become the collective responsibility of the whole of the Committee to support and implement.

3 Meetings

- 3.1 The Committee should aim to hold a minimum of 4 Regular Committee Meeting (Meetings) and 1 Annual General Meeting (AGM) annually.
- 3.2.1 If for any reason, the Committee is unable physically to meet together, telephone or video conferencing methods will be deemed to constitute a meeting and any votes taken by Members participating will be legitimate.
- 3.2.2 The Committee shall manage the affairs of the Club according to the Constitution and shall cause the funds of the Club to be applied solely to the objectives of the Club or for a benevolent or charitable purpose nominated by the AGM.
- 3.2.3 The Committee shall, with the Hon. Treasurer's directions, financially control so as not to reduce the Accumulated Reserve Fund below the annual forecast subscription revenue.
- 3.2.4 The Committee may appoint such sub-Committees as it may deem necessary and may delegate the necessary powers upon them. Sub-Committees shall consist of Members of the Committee or co-opted Members of the Club as the Committee may think fit. Any sub-Committee will be dissolved upon completion of its task or by agreement of the Committee.
- 3.2.5 Any Member delegated by the Committee to act as agent for the Club or its Members, shall only enter into contracts having the minutes approval by the Committee.
- 3.2.6 If a Member of the Committee is transacting business on behalf of the Club, they shall disclose this to the third-party supplier or contractor.
- 3.3.1 No business, except the passing of the accounts and the Election of the Officers, Committee and Reviewer, and any business that the Committee may order, is to be inserted in the notice convening the Meeting. If any member wishes to have an item included on the AGM/EGM agenda they must give the Secretary 21 days' notice to allow time to distribute to all concerned as per 6.1 above.
- 3.3.2 The Committee may, at any time, upon giving 28 days' notice, call a General Meeting of the Club for any
- 3.3.3 The Committee shall similarly call a General Meeting upon a request addressed to the Hon. Secretary by at least 10 Members. The discussion at such Meeting shall be confined to the business stated in the request.
- 3.3.4 25% or 20 Members (the lesser number shall apply) who are entitled to vote and be personally present shall form a quorum at any General Meeting of the Club. General Meetings will normally only proceed when there is a quorum present within 30 minutes following the notified start time, otherwise it will be adjourned to a date to be agreed, if necessary, stating a lower number for the quorum.
- 3.3.5 Voting shall be by a show of hands, except where the election of Members of the Committee is contested, or where specified otherwise in the Constitution, when it shall be by secret ballot. Except where otherwise specified by the committee, a simple majority vote will be required to carry any proposal. In the event of an equality of votes, the Commodore shall only have a casting vote in case of a tie. (As per 4.3 of the Constitution)
- 3.3.6 If for any reason, the General Meeting is unable physically to meet together, telephone or video conferencing methods will be deemed to constitute a meeting and any votes taken by Members participating will be legitimate.
- 3.3.7 On any resolution properly put to a Meeting of the Club relating to the creation, repeal or amendment of any clause of the Constitution of the Club, such clause of the Constitution shall not be created, repealed or amended except by a majority of at least two thirds of those present and entitled to vote.

4 Job Description

4.1 **Commodore-** Lead the Committee in running the Club's affairs and determining future policy. Chair the Club's Committee meetings. Advise the Honorary Secretary of the Subjects for the Committee Meeting Agenda. Deliver the Annual Report to the Members at the AGM. Ensure that the Club's affairs are administered in accordance with current Law, seeking legal advice as necessary.

4.2 **Vice Commodore-** Plan the following season's Club Event Programme. Make provisional bookings at marinas etc. Oversee the current year's Club Event Programme. Recruit Organisers for the year's Events. Oversee and arrange for the distribution of event flyers; ensuring flyers are posted on the website and Members notified when they are available for download. Deputise for the Commodore in their absence.

4.3 **Honorary Secretary-** Conduct the correspondence of the Club. Keep custody of all Club documents and data (excluding Members' records and website). Keep minutes of all meetings of the Club, the Committee and Sub-Committees. Ensure that such minutes are confirmed and signed by the Chairman upon the agreement of the Club, the Committee or Sub-Committee at the next Meeting of the Club, the Committee or Sub-Committee. Organise the Club AGM: Issue the appropriate notices for the AGM within the time scales set in the constitution. Organise the proposals for the election of Officers and Members of the Committee. Take AGM Minutes, recording proposals and voting results. Administer such insurance policy or policies as may be needed to fully protect the interests of the Club and its Members.

4.4 **Honorary Treasurer-** Maintain such books of account as are necessary to give a true and fair view of the state of the finances of the Club and when necessary, seek the advice of the Club's Reviewer (Independent Examiner). Receive all incoming monies payable to the Club and issue monies or settle accounts as required. Be the prime contact with the appointed Bank. Prepare, in advance of each year, a proposed annual budget showing monthly cash flow. Report on the state of the Club's finances to the Members of the Committee at Committee meetings, showing actual cash flow compared to target. Present the Annual Report with statement of Accounts to all Club Members at the AGM to include a projection of the Annual Balance Sheet to the year end. Prepare an Annual Balance Sheet as at 31st December in each year and arrange the Balance Sheet (and accounts as necessary) to be audited at least once annually and arrange for these to be distributed to Club Members

4.5 **Members Secretary-** Process all new Membership Subscription applications and draw to the attention of new Members the Constitution. (*See: Shotley Point Yacht Club Constitution 2.5 Dec 2022*) Maintain a database of Members and Membership Subscriptions. Advise Commodore of new Subscriptions. Periodically issue a cut down version of the Membership list to all Members. Periodically issue a full version of the Membership list to all Committee Members. Issue Membership Subscription renewal notices before the commencement of each calendar year and process the renewals. Report on the state of the Club's Membership to the Members of the Committee at Committee meetings.

4.6 **Publicity Manager-** Gather and edit articles and photos from the Members for approximately four editions of the 'The Crow's Nest' in each year. Arrange publishing and distribution to the Members. Generate promotional leaflets and their distribution. Be responsible for maintaining the Club Notice Boards within and outside the Club Room. Procurement of prizes as agreed by the Committee for Club events and raffles. Procurement of other Club requirements when appropriate and agreed by the Committee. Manage the event photos as submitted by the Members, media liaison and issuing of press releases.

4.7 **IT Manager-** Be responsible for upkeep, security and GDPR of IT matters in line with the Shotley Point Yacht Club IT policy. (*See; Shotley Point Yacht Club IT Policy 2020*)

4.8 **Recruitment Officer-** Encourage new Members from Shotley Marina and other marina sites and moorings. Promote SPYC by targeting new Members with a pro-active approach. Represent SPYC at appropriate events to attract Members. Liaise with the Members Secretary.

4.9 **Liaison Officer-** Liaise with the management of Shotley Marina and bring to their notice any problems or issues raised by the Members. Negotiate a discount and book berths for 'off site' Members

wishing to attend Shotley based events. Liaison with other clubs with a view to generating cooperation and competition.

4.10 **Power Boat Representative-** Represent the interests of all Club Members owning a motor-powered vessel. Work with the Vice Commodore to provide events suitable for power craft in the annual programme. Liaise with power craft Members to encourage and motivate them to join Club Events.

4.11 **Committee Members without portfolio-** Assist with the programme wherever possible. Represent the Club at events as required.

4.12 **Quartermaster-** Regalia Sales. Manage the procurement of clothing and other Club regalia for the Members. Report on sales and stock holding to the Committee on a regular basis. Hold the keys to equipment and issue equipment to Members on request.

5 Email Addresses

5.1.1 The following is a list of Club email addresses

5.1.2 commodore@shotleypointyc.org

5.1.3 vicecommodore@shotleypointyc.org

5.1.4 secretary@shotleypointyc.org

5.1.5 treasurer@shotleypointyc.org

5.1.6 membership@shotleypointyc.org

5.1.7 crowsnest@shotleypointyc.org

5.1.8 crewpool@shotleypointyc.org

5.1.9 newmember@shotleypointyc.org

5.1.10 qm@shotleypointyc.org

6 Membership

6.1 **Ordinary Membership** May be a boat owner or non-boat owner. Each boat shall be entitled to receive a Club burgee. (at a cost) Adult Members must be over 18 years of age. Each Adult Member has one vote. This Membership type also includes the children and grandchildren of the family who are under 18 years of age at the commencement of the year. They may invite on-board guests to Club events with the limitation of three events a year per individual guest. Children, grandchildren and on-board guests do not have a vote.

6.2 **Honorary Membership** This category of Membership is usually awarded in recognition of long and dedicated service to the Club and shall be for life. The total of such Honorary Memberships shall not at any time exceed five per cent of the total number of Memberships nor shall the number of Honorary Memberships exceed at any one time six in number. One Honorary Membership may encompass two persons who are covered by Boat Owning (Full) Membership.

6.3 **New Members** will join via one of two paths: Firstly, through meeting a member at one of our events. Secondly, finding our website during an online search. In both cases they should be directed to fill in the online application form as this confirms acceptance of our GDPR policy. *(See; Shotley Point Yacht Club GDPR Policy 2020)*

6.3.1 The online membership application form requires the following information: Title (e.g. Mr), first name, last name, phone number (preferably mobile), postal address, email address. Any application made in writing should include the same information. Notices sent to either address shall be deemed to have been duly delivered. Every Member shall provide the Membership Secretary with an up-to-date postal address and if available an e-mail address. Notices sent to either address shall be deemed to have been duly delivered.

All new Members shall be liable to pay their first annual Subscription, including, if appropriate, the joining fee on the date of application, prior to the 1st September. New Members joining after September 1st will get the current year free but pay full for the following year. At the discretion of the committee discounts may be applied. All existing Members shall be liable to pay their annual Subscription by the first day of January each year.

6.3.2 **Duties of the Membership Secretary** New Members' email addresses will be added to the website newsletter list by the Membership Secretary. New Members will need to register on the website, and create their own password to enable their log-in to the website. The Membership Secretary will approve the registration. Where a membership is made up of two persons, they both may receive newsletters and create a log-in if they wish. The Membership Secretary will request that the new Member reads the Constitution on the website. The Membership Secretary will issue a new Member with an ID and password to the Club website and request that the new Member read the Constitution on the website. Members are required not to divulge their website credentials to anyone else.

6.3.3 **Duties of the New Members Liaison** are, on receipt of the email from the Membership Secretary, to make every effort to meet and greet the new member. They are to assist in logging on to the website, building a profile as well as outlining club functionality. Boat owning members should be issued with Club Pennant and the new members pact handed to all.

6.3.4 **Familiarisation** is a key factor and should be achieved at the earliest opportunity. Boat owners should be encouraged to join the first available cruise with their own crew or experienced Crew Pool Members. If lack of experience requires, they should be married up with another boat-owning Member to sail in concert. Non-boat owning Members should be introduced to the Crew Pool scheme as soon as possible and encouraged to get qualifications which will make them more desirable as a crew Member. *(See; Shotley Point Yacht Club Crew Pool Policy 2021)*

7 Club Funds & Funding

7.1 **Funds.** The Club should strike a balance between using the Club's money for the good and benefit of the Members, and ensuring that a sufficient reserve is maintained.

7.1.1 **Reserve-** It is the aim of the Club to maintain at least one year's income in reserve

7.1.2 **Charitable Donations** must be used in their intended way. If stated and if necessary, donations should be ringfenced to prevent accidental or fraudulent use.

7.1.3 **Annual Subscriptions** should be paid annually on the 1st January; however, action will not be taken against a member who has not paid, until the 1st March.

7.2 **Signatories-** All Club accounts must have two signatories; they should be the Treasurer and the Commodore if possible.

7.3 **Audits-** A Club reviewer (Independent Examiner) should be voted in annually at the Club AGM. They should conduct an annual examination of the Club's books.

8 Secretarial

8.1 **Communications-** The Honourable Secretary shall conduct the correspondence of the Club.

8.1.1 **Incoming Communications-** The Secretary should be the recipient of any emails addressed to secretary@shotleypointyc.org as well as enquiries entered via the SPYC website in the “Contact us” form. In addition, they should collect and handle any incoming printed mail arriving at the SPYC office at regular intervals. Notifications from the RYA are sent to the Secretary for dissemination.

8.1.2 **Outgoing Communications-** In addition to handling above enquiries, the Secretary may be requested to assist with preparation and distribution of promotional material as well as preparation and circulation of newsletters via the website. If required, special bulletins may be prepared and posted for display in the SPYC office. The public noticeboard at the marina needs to be managed, with outdated material removed and new notices displayed.

8.2 **Meetings-** The Secretary shall keep minutes of all meetings of the Club, to be confirmed and signed by the meeting Chairman upon agreement of the text by participants.

8.2.1 **Minutes-** SPYC Committee meetings: The Secretary shall ensure that the number and timing of Committee meetings takes place throughout the year in accordance with stipulations in the Constitution, and together with the Commodore will draw up the agenda for such meetings. The Secretary will ensure that timely notification of meetings is given and related documentation circulated. Minutes taken during meetings will be approved by the Committee and signed off by the Commodore.

8.2.2 **Agendas-** AGM: The agenda for the AGM will be drawn up together with the Commodore. The Secretary will ensure that timely notification of the AGM is given and related documentation circulated. Minutes taken during meetings will be approved by the Committee and signed off by the Commodore.

8.2.3 If requested, the Secretary will circulate the agenda and take minutes for any Sub-Committee meetings that may be held.

8.3 Storage of Data (outside of IT policy)

8.3.1 The Honorary Secretary shall keep custody of all Club documents and data, with the exception of Membership and financial data. Such documents will include printed copies of agenda and minutes of Committee meetings and AGM.

8.3.2 All data, printed and digital, will be kept in a secure environment in accordance with the Data Protection Policy. (See: *Shotley Point Yacht Club Data Protection Policy 1.0 2020 & IT Policy 1.0 2020*)

9 Training

9.1 **Disclaimer-** It is important to understand that the Club has no intention or capability to carry out formal training. The term training refers to imparting knowledge to a group of Members with less knowledge or the coming together of a group to problem solve with no formal expertise.

9.2 **Winter Workshops** are training days. Normally based at a suitable location which might be land or water based. They are designed to allow participants to get an insight or reminder of the ColRegs, practise chartwork or anything else which might be deemed suitable sailing/boating information to impart or practice.

10 Club Sailing Days

10.1.1 **What Are Club Cruising Days?** Club Cruising Days provide an opportunity for ALL members to get out on the water for social day sails and cruising in company. It is envisaged there will be a target destination or route: eg into the backwaters and anchor for lunch or raft up; out to Roughs Tower and back etc. There could also be mini-navigation challenges, planning and cruising a route without the chartplotter, and practical exercises to back-up the theory of Winter Workshops. (NB not the same as Skipper Skills.)

10.1.2 Club Cruising Days are separate from scheduled trips and cruises and have evolved from the Crew Pool Days. These have been successful in enabling members to get to know each other, as well as providing time on the water and to develop skills, particularly for those less experienced.

10.2 **What is the Purpose?** Alongside the programme of scheduled events, to involve as many members as possible in Club sailing, develop competence and experience.

To provide cruising opportunities for non-boat owning members of the Crew Pool Scheme, and for novice members to further their interest in boating.

10.3 **How will it work?** Open to all members – boat owners and non-boat owners. Volunteer skippers will take out non-boat owning members of the Crew Pool Scheme. People will have the opportunity to cruise in different boats.

NB There is no obligation for boat-owning members to take anyone other than their regular crew. The key point is to get as many members as possible out on the water together, in whatever configuration of skippers and crew.

10.4 **What is a Volunteer Skipper?** We have a list of people who volunteer to take out non-boat owning members of the Crew Pool. Scheme, and give of their time, experience – and their boats. We are always more than happy to hear from other boat owning skippers who would like to volunteer.

10.4.1 Crew who join the boats are guests of the owner skipper. While there is no formal training provided, the skippers are always happy to provide mentoring and coaching to less experienced crew members.

Note: Some non-boat owning members are very experienced and well qualified, often as previous boat owners themselves. New owner skippers often find they can learn from these members.

10.5 **Why Join In?** Cruising together is fun, especially if there's some form of common purpose and no pressing deadline to arrive at a destination. Even after a regular day sail, especially with people new to sailing, talking about it in the bar afterwards is one of the highlights!

10.5.1 These days provide an opportunity to meet people, learn about their skills and abilities, and often lead to offers of places on longer cruises of club events.

10.6 **How Do I Get Involved?** There are a number of Cruising Days scheduled each year, and all take place during weekends.

10.6.1 A newsletter will be sent out ahead of each day with contact details.

10.6.1 Alternatively, contact any member of the committee.

11 Trophies and Competitions

11.1 **The Phil Renno Trophy-** awarded for character building events. This award donated by Janet Renno on behalf of her late husband is to be awarded by the Flag Officers of the Club to the person whom they consider to have triumphed against adversity or achieved 'a character building' feat, within the parameters of sailing.

11.2 **The Commodore's Cup-** awarded for the most sea miles sailed by a Member on Club meetings. An accumulated mileage of only Club diarised events, this does not include the SPYC Challenge miles. Entrants must provide accurate logbook entries. Logbook entries can be from more than one boat.

11.3 **The Eberhard Cup-** is in the gift of the Commodore. It is strongly recommended that the Commodore should award this Cup to the individual who hosts the most cruising events in a season. By doing so it is hoped to encourage more individuals to come forward as hosts.

11.4 **The SPYC Challenge-** A point to point challenge with destinations set on an annual basis. The aim is to push Members to sail further afield.

11.5 **Navigation Challenge-** The objective of the challenge is to sail a given course in whichever direction you see fit within a given time. Points will be deducted for finishing before or after the time allowed and using a motor (if not a motorboat) Competitors will be given a time frame within which they can choose a time to make the run. The timings should be based on either the time it takes to do the course at 5 knots or by a handicap system.

11.6 **Photographic Competition-** Run by the Publicity Manager, the best photograph of the year taken whilst on a Shotley Point Yacht Club Event. Entrants must supply, their name, location and date of capture with photo. All images must be with the Publicity Manager by October 31 of the year of capture.

12. Loan Equipment

12.1 **Lifejackets-** The Club has purchased a number of Children's lifejackets for the use of members. These will be inspected for serviceability periodically by the QM, who will also sign the loan sheets at this time. Lifejackets that are found to be damaged will be removed and if the damage is found to be through improper use, the Club will make every effort to reclaim cost from the perpetrator. Natural wear and tear will be seen to as and when necessary.

12.2 **Tools-** The Club has purchased a number of tools for the use of members. These will be inspected for serviceability periodically by the QM, who will also sign the loan sheets at this time. The QM will also arrange PAT test for necessary items when needed. Tools that are found to be damaged will be removed and if the damage is found to be through improper use, the Club will make every effort to reclaim cost from the perpetrator. Natural wear and tear will be seen to as and when necessary. Consumable items such as buffer pads hacksaw blades are expected to be replaced by the user.

12.3 **Rules for Loan of equipment- Tools.** All individuals must fill out the Loan Sheet even if they use the tools in the Clubroom.

12.3.1 All used/worn disposable items e.g., Hack Saw blades, drill bits, buffer pads should be reported beside the item on the Loan Sheet and replaced by the member at their earliest opportunity.

12.3.2 Any damaged item (Tools or Lifejackets) not fit for purpose should be reported beside the item on the Loan Sheet and not used.

12.3.3 **Lifejackets** should be checked for serviceability by the signing member before use.

12.3.4 **Lifejacket** manufacturers instructions on use **must** be read before use PTO

12.3.5 If submerged **lifejackets** should be returned after rinsing in fresh water and drying.

12.3.6 The **lifejackets** are for members who have children sailing with them as an exception, they are not for families to sign out every time they sail. In that case skippers/parents/guardians should purchase their own equipment.

12.4 Misuse of any loan equipment may lead to a request by the Club for the cost of replacement.

12.5 The Lifejackets and tools will be inspected on a regular basis by the Clubs Quartermaster.

13. Left Blank

So, you're the EVENT ORGANISER (EO) well done!
 Vice Commodore (VCom), IT Manager (IT)

Annex A to Code of Practice 2021

Before the 6-week point	6 Weeks Before	4 Weeks Before	2 Weeks Before	1 Week Before	Event	After Event
<p>Planning- Ask an experienced organiser (maybe the EO of last year's event, you can steal all of their planning and paperwork, including the flyer for a start. If the event is outside of the UK, consider, passports, health insurance, Customs paperwork/procedures, Q flags etc.</p>	<p>Has the VCom already booked the location? If not, book it.</p> <p>Book restaurants and/or events if required. (Don't forget to ask for discount, you never know?)</p>	<p>Download attendance sheet, IT will help with this.</p>	<p>Download attendance sheet. IT will help with this.</p>	<p>If a block booking requires a single payment remember to get the cheque or BACS details and get the money from the members before you leave the location.</p>	<p>Take attendees list</p> <p>Booking confirmations. Keep all receipts for block booking</p>	<p>Destroy any paper copies of members lists in line with GDPR</p> <p>Hand in receipts for expenses to ensure you are fully reimbursed.</p>
				<p>Confirm Number with marina, restaurants and other events as necessary.</p>	<p>Take constructive criticism lightly, you might make a note for next year? Things go wrong. More often than not criticism will be from someone who has never been a host</p>	<p>Keep All non-GDPR info for the individual who takes this event on next year. Total numbers, good/bad restaurant etc.</p> <p>Close WhatsApp group.</p>

This is not a trial and should not be something to worry about, if in doubt ask the Committee for help!



BLACKWATER 'CRUISE AND DINE'

Friday 22nd to Monday 25th May 2016

Phill and Sheila Barnes invite you to join them for a relaxed Bank Holiday weekend on the Blackwater. Join us for the four days Friday to Monday or come and go as you like for any part of the weekend.

Friday 22nd from mid-afternoon – Anchor off Osea Island and take out your dinghies for a spot of wildlife watching and photography. The best photos will be published on SPYC website.

Saturday 23rd – Drinks and Nibbles on Charlotte Rose at 17:30. We have again booked the Green Man for 19:00 and they have reserved the family room for us. Informal “order on the night” so no need to book your food ahead.

Quiz and Grand Prize Giving – There will, of course, be the usual Charlotte Rose quiz to keep you occupied between meals and sailing, and prizes will be awarded to the winner and to anyone else who deserves a prize at the sole discretion and misjudgement of the Organisers.

Sunday 24th – Option of staying at Bradwell or sailing to Brightlingsea and back

Monday 25th – Sail back to Shotley,

We have tried to arrange sunshine and a pleasant F3-4 on the beam at all times (for those sailing) and nice flat seas for the motor cruisers, but whatever the weather we hope you will join us for a fun weekend.

Annex C to Code of Practice 2021

Shotley Point Yacht Club EXPENSES FORM

Your details		Treasurer's Details	
Name		Name	Richard White
Email		Email	treasurer@shotleypyc.co.uk
Phone		Phone	01799 543239
Address		Address	QUENDON WHITE HOUSE CAMBRIDGE ROAD, QUENDON, SAFFRON WALDEN, ESSEX.
Post Code		Post Code	CB11 3XJ

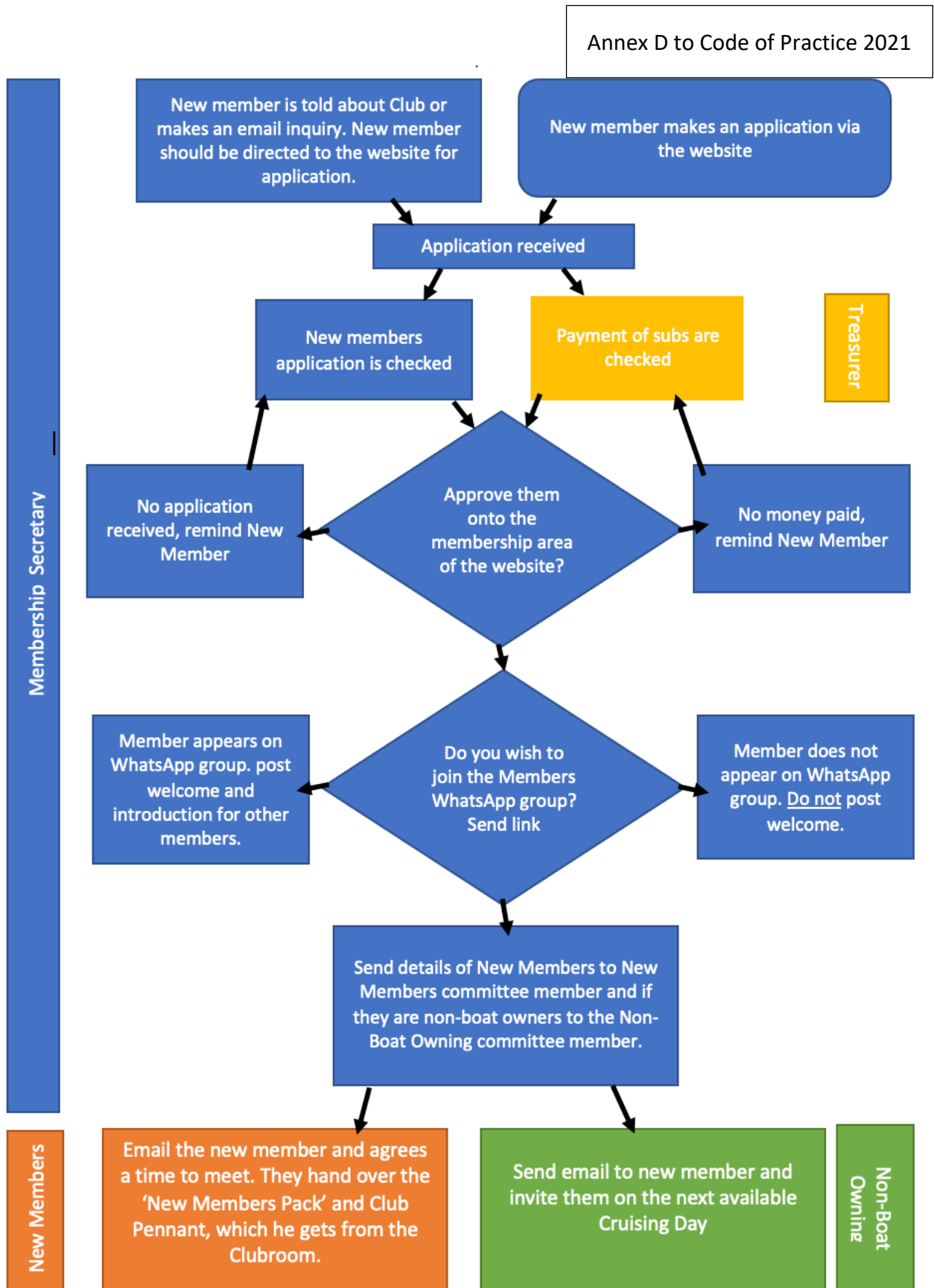
No	REIMBURSEMENT DETAILS	AMOUNT
e.g.	Hosting Allowance 25 Members @ £2:00	£50:00
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

EXPENSE REMITTANCE – BANK TRANSFER INFORMATION

NAME & ADDRESS OF BANK	BANK SORT CODE	BANK ACCOUNT NUMBER	NAME OF BANK ACCOUNT
First direct	40-47-87	61344498	
Sign		Date	

IMPORTANT: please include all receipts when claiming your expenses

Annex D to Code of Practice 2021



(GB) LIFEJACKET 100N

LIFEJACKETS / BUOYANCY AIDS ONLY REDUCE THE RISK OF DROWNING THEY DO NOT GUARANTEE RESCUE

Application / Use

Suitable for non-swimmers and swimmers in inshore and coastal waters in moderate conditions. Normally turns unconscious person onto back position. This can be worn under a safety harness. For size range please see chart and neck label.

NB

In strong conditions or for offshore use, a 150N or 275N inflatable lifejacket is recommended.

Donning Instructions

Put on lifejacket as a waistcoat. Make sure that ties, zippers and buckles are tightened and fastened securely. Always wear the lifejacket as the outer most layer, never wear the lifejacket under any garment or foul weather clothing. A whistle is attached to attract attention.

Instructions before use

It is important to buy the correct sized lifejacket. You should try the lifejacket in the water to ascertain its performance. Teach a child to float in this lifejacket. Do not use as a cushion, train yourself to use this device. Full performance may not be achieved using waterproof clothing or in other circumstances.

WARNING do not use diapers which provide buoyancy when using this lifejacket. Check annually that the lifejacket is undamaged, and that the buoyancy qualities are not impaired. After use the lifejacket should be rinsed in fresh water and dried in a well-ventilated space away from flames or radiators. The lifejacket can withstand extreme temperatures from -30 - + 60 but should not be stored in direct sunlight. This lifejacket reduces the risk of drowning but does not guarantee rescue. If you are in any doubt about the condition or functionality of your lifejacket stop using immediately and contact manufacturer or approved agent.

Guarantee

This product is manufactured from the best quality materials available. It is guaranteed for 3 years against material and manufacturing fault. This guarantee covers all private leisure use where the garment has not been misused or abused and these instructions have been followed. The guarantee covers exchange for quality issues or repair of garment.

Annex F to Code of Practice 2021

First Name		Surname	
Boat Name		Berth (& Marina if not Shotley)	
Signed out on (Date)		Signed in on (Date)	
	Equipment (comment on condition before or after if necessary)		Tick if used
1	Electricians Fish Tape (for chasing mousing lines)		
2	Buffer		
3	Chisels		
4	Drill Bits Set		
5	Files Metal		
6	Measure Tape 5m		
7	Measure Tape 30m		
8	Multi Meter (Waiting purchase)		
9	Oil Change Pump and Tank		
10	Oil Filter Remover Rubber Clamp		
11	Tap and Die set for cutting threads		
12	Saw Tenon		
13	Saw Wood		
14	Saw Hack		
15	Screw remover		
16	Screw Tap & Dye set (Waiting purchase)		
17	Square		
18	Stay Tension Gauge		
19			
20			
	Lifejacket sizes to age are only a guide, please ensure the Jacket fits correctly		
A	Lifejacket 10-20kg Guide Age 1-6		
B	Lifejacket 10-20kg Guide Age 1-6		
C	Lifejacket 20-30Kg Guide Age 6-9		
D	Lifejacket 20-30Kg Guide Age 6-9		
E	Lifejacket 20-30Kg Guide Age 6-9		
F	Lifejacket 30-40Kg Guide Age 9-12		
G	Lifejacket 30-40Kg Guide Age 9-12		
H	Lifejacket 30-40Kg Guide Age 9-12		
I			
J			
	We ask that you replace any disposable items (e.g., Hack Saw blades, Drill bits, buffer pads etc) as you use them. Please comment in any faulty equipment beside the item.		
	Please write down anything that you think would be useful to other members		
1			
2			
3			
4			
I believe that I have returned all equipment and listed all defaults	Please Sign	Quartermaster to sign after check	

Committee Meetings Guidance

Annex G to Code of Practice 2021

- 1.1 **Guidance** offered here is not obligatory and should be considered alongside the Constitution. The Chairman is at complete liberty to be guided according to their analysis of the situation, especially where difficult contentious matters are to be decided. The person chairing a meeting has an obligation to the Membership as a whole to deliver sound, well-judged and lawful Committee decisions within the rules and financial capabilities of the Club.
- 1.2 **The Role of the Chairman** should be to listen to all opinions and when they believe all views have been expressed to summarise and, if needed, call a vote. They are to ensure that every Member who wants to say something has the chance and that, loud, aggressive, or passionate individuals do not carry the opinion. They are to maintain order and be time-bound in their running of the meeting.
- 1.3 **In the Event of a Draw** during a vote the Chairman has the deciding vote.
- 1.4 **Basic Principles of Committee Decisions Making-** There are several basic tests to apply to Committee decision making, the list below is not exclusive.
- 1.4.1 Does a decision need to be made now?
- 1.4.2 How important is the decision? On a scale of, e.g. 1-10.
- 1.5 Routine or administrative decisions needed for the day-to-day operation of the Club should not normally give rise to any issues. If one does then the Committee must make a decision in order for the ongoing running of the Club to continue uninterrupted.
- 1.6 Does the Committee have enough information to make a reasoned and well-judged decision?
- 1.7 Is the matter contentious or potentially divisive – if so, it needs to be handled with exceptional caution and care. Any Committee Member may express the need for extreme care at which point the Chairman must decide how large the majority needs to be to carry the proposal and inform the Committee of the fact e.g. “This matter needs to be resolved by unanimous vote or it passes to an EGM”. The Chairman has the right to refer a matter to an EGM at any point if their analysis indicates that this process would best serve the Club’s needs.
- 1.8 Are individual Committee Members ready to make a decision? If not, why not? What else is needed to make a good decision? Have the Committee been given enough time to absorb information and consider it, so as to be able to make a sound decision?
- 1.9 Have enough options or alternatives been considered and or researched? Here the Chairman needs to be pro-active in seeking information and guiding the Committee to seek more.
- 1.10 How much damage might a poor decision cause? Referral to an EGM might be indicated. Is the decision easy or hard to reverse? Referral to an EGM might be indicated.
- 1.11 Does a wrong or bad decision have financial implications? If so, can the Club afford a mistake or the loss? Referral to an EGM might be indicated.
- 1.12 How strong is the opposition to this proposal on a scale of 1-10?
- 1.13 Are there any potential unintended consequences or identified risks?
- 1.14 Can the whole Committee support a decision even if they are not in favour? This is a particularly tricky point as it requires a degree of judgment on the part of the Chairman.
- 1.15 In the event of a total impasse the Chair should consider deferring any decision until such time as a more considered and reasoned decision might be expected.
- 1.16 Failing all else and where a decision must be made it would be expected that the Chairman would make a decision that protects the Club but at the same time meets all legal obligations. Failing this the Chairman will notify all Members of the situation and call for an EGM.
- 1.17 These guidelines are intended only to assist the Chairman in the process of leading the Committee or working groups to a good decision and are intended to make life for all Committee Members easier.
- 1.18 Volunteer Committee Members should not and must not be subjected to unreasonable pressure or adverse comment in the pursuance of their tasks. The Commodore, Vice Commodore and or Chairman will take steps to protect individual Committee Members from all forms of abuse.
- 1.19 Wherever possible Committee Members should be given prior notice of any agenda item which might give rise to a prolonged or vigorous debate.

1. Advice and Guidance for Hosts

- 1.1 **Planning-** It can be a bit daunting the first time you accept the roll of host. Be assured you will be given every possible help when and where you need it, all you have to do is ask an experienced organiser (maybe the host of last year's event, you can steal all of their planning and paperwork for a start) or ask one of the Committee. These notes and suggestions will also help you to get to grips with the task at hand. *(Attached at Annexe A is a Planning Sheet)*
- 1.2 **Bookings-** The Vice Commodore makes the initial tentative booking shortly after the upcoming year's programme is placed before the AGM. He then confirms the booking in the week leading up to the event.
- 1.3 **Advertising-** The Vice Commodore will email you a draft flyer, add to this any additional information you think relevant and email it back to him at least 4 weeks before the event (the earlier the better) for circulation to the Membership. Do not include any personal details such as your address or home phone number as these can be abused by criminals. *(Attached at Annexe B is an exemplar flyer)*
- 1.4 **WhatsApp-** A group can be set up (speak to the IT manager for advice if you are unsure how to set up a page) for an event. This will help you to communicate any information en bloc with the participants. Please remember- to include the Media Manager in the list and to close the group after the event.
- 1.5 **Single Payments-** Be aware that a block booking might require the host to collect the marina/harbour fees en bloc and pay in one go. If this is the case, you could mention it in the flyer to prevent Members paying as individuals.
- 1.6 **Payment for pre-arranged meals** may be made by SPYC issuing a cheque or BACS (requested by the host from the Treasurer). *(Attached at Annexe C is an Expenses and Receipts Form)*
- 1.7 **Retention of information-** You should retain all copies of bookings and reservations, including names and telephone numbers, so that in the unlikely event that you are unable to participate yourself at the last moment, these can be passed over to a Substitute. (If you are unsure how best to do this ask for a copy of the Spreadsheet planner used by most Organisers.)
- 1.8 **Drinks and Nibbles-** Normally the host will provide, either on-board or ashore, an informal reception (Drinks and Nibbles). *(See; para 2.2)*
- 1.9 **Disclaimer-** All sailing events must include the following (in small but legible print): *"Reference to Section 5.2 of the SPYC Constitution. It is a fundamental principle of maritime law that the skipper is responsible for the safety of his vessel and its crew. It is the responsibility of the skipper of each craft to decide whether or not to start or continue with a passage or an event, in the light of his or her competence, the ability of the crew and the suitability of the craft for the conditions likely to be encountered."*
- 1.10 **Cancellation of Event-** If for any reason outside your control an event has to be cancelled it will be your responsibility to inform, as far as possible, all participants. You may provide an alternative programme if it is appropriate.
- 1.11 **Cancellation of a Participant-** Bookings may be sold to a late coming participant in which case a refund is possible. If a cancellation is made at short notice; you should make every effort to inform marinas and especially restaurants as soon as you are aware of the reduced numbers. Refunds may not always be possible but where appropriate should be made promptly via the treasurer.
- 1.12 **Re-Advertising-** If numbers are low then use the website to remind the Members of the event – the Vice Commodore or IT Manager can be contacted to help and add a reminder.
- 1.13 **Club Flag-** As a host, you should arrange to collect, or have collected on your behalf, the (large) SPYC flag from the Shotley Marina tower, which you should fly on your boat when berthed. Please return it to the Tower after the Event.
- 1.14 **Hosting and Allowances-** Drinks and Nibbles (D&N) has been a key feature of SPYC cruising events for many years and is intended to encourage Members to get meet and get to know one another in a relaxed and informal atmosphere.
- 1.15 **Hosts** will often "Host" the D&N aboard their own boat or on shore. The choice of fare is at the discretion of the host and they can ask Members attending to bring something to supplement the menu if appropriate. The cost is supported by SPYC with an allowance per head. Please bear in mind the Club policy on single-use plastic *(See; Shotley Point Yacht Club Environmental policy?)*
- 1.16 **Cost** hosts are asked to keep to a cost to the agreed cost per head. (Speak to the treasurer for up-to-date details.) There are occasions where this might rise to a maximum cost per head, if numbers are

small or the event is being held in another country where prices are higher. This should only happen after consultation with the Treasurer.

1.17 **Cancellations** after any purchases will be redeemable by the host. Should the host feel the need to purchase more due to late attendees this will also be redeemable.

1.18 **Unconsumed** purchased food or drink is not expected to be returned unless an event has been cancelled, in which case the host should return all non-perishable items for future use.

In Summary- Should you have any problems please contact either the Vice Commodore or the Commodore who will advise you on what help can be provided or actions should be taken. You will find that many of the Members will be willing to help so do not be afraid to ask. Remember, this might be your event but don't forget to relax and enjoy it yourself. The Club will always honour the good will of the host unless dishonesty is believed to be happening.