

RULES
OF
MINIMA YACHT CLUB LIMITED (THE "CLUB")
(Company number 07773971)

ADOPTED: [DATE]

PART 1: INTERPRETATION

1 INTERPRETATION

1.1 These Rules are made pursuant to Article 14.1.

1.2 In these Rules, unless the context requires otherwise:

Articles	means the Articles of Association of the Club from time to time and Article refers to a particular provision in them;
Associate Member	means a member of the Club who is not a Club Member, and who therefore neither has voting rights at general meetings nor any other rights to which members of companies are entitled under the Articles or the Companies Acts, and Associate Membership shall be interpreted accordingly;
Board	means the Board of Directors of Minima Yacht Club Limited;
Boating	means sporting, recreational and other activities carried out in water-borne craft of any description powered by the wind or by human power or mechanical means;
Boat	means a sailing or other dinghy, canoe, kayak, paddleboard, rowing boat, motor boat or other motorised or unmotorised vessel;
Boat Park	means the piece of land within Home Park, Hampton Court Palace adjoining Barge Walk, Kingston Upon Thames KT1 4AB which the Club has been granted a licence to use by Historic Royal Palaces for Members to store their Boats;
Boat Permit Fee	means the fees to store and use a Boat in accordance with Rule 7.1.3;
Boatswain	means the Club Member appointed by the Board to undertake the honorary role of boatswain in accordance with Rule 15.1.4;
CASC	means a community amateur sports club, as that term is defined by s658 Corporation Tax Act 2010;

Class Captain	means a Member of the Club appointed by the Board to the Sailing Committee in accordance with Rule 17.2.2;
Club	means Minima Yacht Club Limited;
Club Facilities	means the Clubhouse, all premises of the Club, the Boat Park, the water controlled by the Club, all landing stages used and by the Club, any Boats or other equipment made available by the Club (whether for a fee or without charge), all changing and washing facilities, all storage facilities and any other facilities made available (whether for a fee or without charge) at the Clubhouse, the Boat Park or on the Club's premises from time to time;
Clubhouse	means the clubhouse situated at 48a High Street Kingston Upon Thames Surrey KT1 1HN;
Club Member	means a company member of the Club, as that term is defined by section 112 of the Companies Act 2006, and Club Membership shall be interpreted accordingly;
Commodore	means the Club Member elected from time to time by the Club Members as an Officer and Director of the Club in accordance with Articles 6.1 and 6.2 to be the commodore of the Club;
Director	means a director of the Club;
Fees	shall have the meaning given in Rule 7.1;
Finance Acts	means the Corporation Tax Act 2010, the Finance Act 2012 and any other relevant legislation relating to CASCs;
Flag Officers	means the Officers of the Club known as the Commodore, Vice-Commodore and Rear- Commodore elected by the Club Members in accordance with Articles 6.1 and 6.2;
Honorary Bar Steward	means the person appointed by the Board to the role of honorary bar steward in accordance with Rule 21.2.2;
Licence	means the Licence to use the Boat Park granted to the Club by Historic Royal Palaces;
Member	means all members of the Club, whether Club Members or Associate Members, and Membership shall be interpreted accordingly;
Membership Secretary	means the Club Member appointed by the Board to undertake the honorary role of membership secretary in accordance with Rule 15.1.3;

Officers	has the meaning given in Article 6.1;
Paddle UK	means British Canoeing, a company limited by guarantee registered in England and Wales with registered company number 01525484 which operates under the trading name of Paddle UK;
Paddlesport Committee	means the committee appointed by the Board in accordance with Rule 16.1.2;
Paddlesport Secretary	means the Club Member appointed by the Board to undertake the honorary role of paddlesport secretary in accordance with Rule 15.1.2;
Rear-Commodore	means the Club Member elected from time to time by the Club Members as a Director and Officer of the Club in accordance with Articles 6.1 and 6.2 to be the rear commodore of the Club;
Royal Yachting Association and RYA	means the Royal Yachting Association, a company limited by guarantee registered in England and Wales with registered company number 00878357;
Rules	means these Rules of the Club made pursuant to Article 14.1 and Rule refers to a particular provision in them;
Sailing Committee	means the committee appointed by the Board in accordance with Rule 16.1.1;
Sailing Secretary	means the Club Member appointed by the Board to undertake the honorary role of sailing secretary in accordance with Rule 15.1.1;
Secretary	means the secretary of the Club elected by the Club Members as an Officer of the Club in accordance with Articles 6.1 and 6.2;
Social Committee	means the committee appointed by the Board in accordance with Rule 16.1.3;
Social Secretary	means the Member appointed by the Board to undertake the honorary role of social secretary in accordance with Rule 15.2;
Treasurer	means the person elected by the Club Members as a Director and Officer of the Club in accordance with Articles 6.1 and 6.2 to undertake the honorary role of treasurer;
Vice-Commodore	means the Club Member elected from time to time by the Club Members as a Director and Officer of the Club in accordance with Articles 6.1 and 6.2 to be the vice commodore of the Club.

- 1.3 These Rules are supplemental to the Articles. Nothing in these Rules is intended to contradict the Articles or the provisions of the Companies Acts and, in the event of any inconsistency between any provision of these Rules and any provision of the Articles, the Articles will prevail.
- 1.4 Unless the context otherwise requires words or expressions contained in this document bear the same meaning as in the Articles.
- 1.5 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of any subordinate legislation from time to time made under it, and any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.

PART 2: MEMBERSHIP

2 MEMBERSHIP

- 2.1 Membership of the Club shall be open to anyone interested in the sport of Boating on application, regardless of sex, age, disability, race, sexual orientation, gender reassignment, pregnancy or maternity, religion or belief. Membership may, however, be limited according to available facilities on a non-discriminatory basis.
- 2.2 Article 11.4 gives the Directors the power to create different classes of Membership, and to decide who will be eligible for admission to them and what their rights and obligations will be. For the avoidance of doubt, Associate Membership conveys neither Club Membership nor any of the rights or privileges of Club Membership under the Articles or the Companies Acts.
- 2.3 There shall be the following classes of Club Membership:
- 2.3.1 Full Members;
 - 2.3.2 Full Household Members (adults only);
 - 2.3.3 Combined Household Members (lead adult only);
- 2.4 There shall be the following classes of Associate Membership:
- 2.4.1 Combined Household Members (all persons other than the lead adult);
 - 2.4.2 Country Members;
 - 2.4.3 Junior Members;
 - 2.4.4 Honorary Members;
 - 2.2.5 Social Members; and
 - 2.2.6 Temporary Members.

3 ELIGIBILITY FOR MEMBERSHIP

- 3.1 **Full Membership** is open to any individual aged 18 or over who is interested in the sport of Boating. Full Members are Club Members with the right to attend and vote at general meetings in accordance with the Articles and the Companies Acts.

- 3.2 **Full Household Membership** is open to each of the members of a family grouping living together in the same household comprising of one or two adults, together with any number of children within their guardianship under the age of 18, who are interested in the sport of Boating. The family grouping will pay a single family subscription. The adult or adults will be Club Members. The child or children will be Associate Members. Only the adult(s) will be Club Members and, as such, will have and may exercise all the rights and privileges of Club Membership. For the avoidance of doubt, only the adult(s) will have the right to receive notice of, and to attend and vote at, any general meeting.
- 3.3 **Combined Household Membership** is open to each of the members of a family grouping living together in the same household comprising of one or two adults, together with any number of children within their guardianship under the age of 18, who are interested in the sport of Boating. The family grouping will pay a single family subscription. The adult who pays the subscription will be the "lead adult" and will be a Club Member. Each other member of the family grouping will be an Associate Member. Only the lead adult will be a Club Member and, as such, will have and may exercise all the rights and privileges of Club Membership. For the avoidance of doubt, only the lead adult will have the right to receive notice of, and to attend and vote at, any general meeting.
- 3.4 **Country Membership** is open to any individual aged 18 or over who is interested in the sport of Boating and whose principal private residence is at least 25 miles from the Clubhouse. Country Members are Associate Members, and as such have no right to attend or vote at general meetings.
- 3.5 **Junior Membership** is open to any individual under the age of 18 who is interested in the sport of Boating. Junior Members are Associate Members, and as such have no right to attend or vote at general meetings.
- 3.6 **Honorary Membership** may be awarded to individuals as a mark of distinction. The Directors may nominate for election at an AGM such persons as Honorary Members as they think fit. However, no individual may be elected as an Honorary Member if that would make the total number of Honorary Members at the time of election exceed 10% of the total number of Members. The election of Honorary Members shall be put to the vote at the AGM each year and such persons shall be granted Honorary Membership if approved by special resolution of the Club Members at the AGM. Honorary Members are Associate Members, and as such have no right to attend or vote at general meetings.
- 3.7 **Social Membership** is open to any individuals with an interest in the sport of Boating, but who wish to attend the Clubhouse for social purposes only and do not wish to participate in Boating activities. Social Members are Associate Members, and as such have no right to attend or vote at general meetings.
- 3.8 **Temporary Membership** is open to members of another RYA or Paddle UK recognised clubs or organisations. Temporary Members are Associate Members, and as such have no right to attend or vote at general meetings.
- 3.9 For the avoidance of doubt, where the type of Membership available to, or subscription payable by, an individual is related to age it will be determined by the age of the individual on the date of registration of his Membership, or its renewal date.

4 BECOMING A MEMBER

- 4.1 An application for Membership shall be in the form from time to time prescribed by the Directors, and shall include the name and address of the applicant and their email address and telephone number (if available).
- 4.2 Applications for Junior Membership must be accompanied by an application for membership for the Junior's parent, grandparent or guardian. Applications for Junior Membership, Full Household Membership and Combined Household Membership which include one or more children under the age of 18 years must be signed by the Junior's parent, grandparent or guardian who is aged 18 years or above accepting sole responsibility for the child or children.
- 4.3 Any person wishing to become a Temporary Member of the Club shall apply to the Membership Secretary and shall complete such formalities as may be required.
- 4.4 Upon receipt of an application for Membership, the Membership Secretary shall enter such application in a Register of Applicants and there shall be an interval of at least two days before the Directors consider the application for Membership. The admission of all classes of Members is vested in the Directors and shall be a simple majority vote of those of the Directors.
- 4.5 The Directors may refuse applications for Membership only for good cause, such as conduct or character likely to bring the Club or the sport of Boating into disrepute. Appeals against the Directors' decision to reject an application for Membership may be made to the Club Members in general meeting.
- 4.6 The Membership Secretary shall inform each applicant in writing as to whether or not the applicant's application for Membership has been approved and the Membership Secretary shall provide successful applicants with a copy of the Articles and these Rules, and the Membership Secretary shall also request payment of any applicable fees.
- 4.7 Every successful applicant shall, upon becoming a Member, provide the Membership Secretary with an up-to-date address where they reside and, if they have one, an email address and telephone number which shall be recorded in the Register of Members. Any notice sent to either their address of residence or email address shall be deemed to have been duly delivered.
- 4.8 Members shall inform the Membership Secretary immediately if they change their address, email address or telephone number.

5 Transfer of Membership

- 5.1 Junior Members on attaining the age of 18 years shall apply to the Membership Secretary for transfer to Full Membership or another category of membership for people over the age of 18 years.
- 5.2 On transfer of membership between categories no further entrance fee shall be payable.

6 RIGHTS AND PRIVILEGES OF MEMBERSHIP

- 6.1 The rights and privileges of each class of Membership shall be as follows, subject in each case to the provisions of the Articles and these Rules:

- 6.1.1 Full Members, Full Household Members, the lead adult and any child or children of Combined Household Members, Country Members, Junior Members and Honorary Members shall have the full use of all the Club Facilities;
- 6.1.2 Social Members and the non-lead adult of Combined Household Members shall have the use of the Clubhouse only;
- 6.1.3 Temporary Members shall have full use of the Club Facilities, but they:
 - (a) shall have no right to enter Club races or regattas unless specifically authorised by the Sailing Secretary or Paddlesport Secretary or one of the Directors;
 - (b) shall have no right to bring guests to the premises of the Club;
 - (c) shall have no right to take any part in the management of the Club including membership of any committees;
 - (d) are deemed to have notice of and impliedly undertake to comply with the Articles and these Rules; and
 - (e) shall be liable to be expelled from the Clubhouse and/or prohibited from using the Club Facilities if, in the opinion of the Directors, they have not reasonably complied with the conditions set out in the Articles and these Rules in force from time to time.
- 6.2 Applicants for Membership whose applications have not yet been approved shall have no rights or privileges whatsoever in relation to the use of the Club Facilities.

7 MEMBERSHIP SUBSCRIPTIONS AND FEES

- 7.1 The following fees (the **Fees**) shall be payable by Members, as applicable in accordance with this Rule 7:
 - 7.1.1 an entrance fee on joining the Club (unless waived);
 - 7.1.2 an annual subscription fee in respect of their Membership; and
 - 7.1.3 for those Members wishing to use their own Boats on the water controlled by the Club, an annual Boat Permit Fee, which shall entitle a Member to sail or otherwise propel his or her own boat on the water controlled by the Club and a space in the Boat Park.
- 7.2 The Fee rates for each class of Membership shall be decided by the Directors. Any proposed changes shall become operative on the first day of January in the year following.
- 7.3 The current Fee rates shall be displayed on the Club's website.
- 7.4 Fees will be kept at levels that will not pose a significant obstacle to people participating.
- 7.5 The subscription year shall be from 1 January to 31 December inclusive in each year save that in its discretion the directors shall be entitled to vary the subscription year for

a Member or Members to run from the anniversary of the date when the Member was admitted to membership.

- 7.6 Subject to Rules 7.1 all Members shall pay the applicable Fees for their first year of Membership within 14 days of being informed that their application for Membership has been approved. On the first anniversary of their admission as a Member all Members shall pay a pro rata rate up to the following first day of January in the sum specified to them by the Membership Secretary and thereafter on or before the first day of January in each year (save that in its discretion the Directors shall be entitled to permit Members to pay the annual subscriptions and Boat Permit Fees annually in advance on the anniversary date when the Member was admitted to Membership).
- 7.7 Any change in subscriptions and Boat Permit Fees made by the Board will be notified to Members by being included in any notice, newsletter, or similar document posted or emailed to the Member by being addressed to him at his last known address of residence or email address or by posting this information on the Club's website or by displaying it at the Clubhouse, on or before 30 November next following after the decision to make the change. Any change will take effect on the first day of January following such notification.
- 7.8 Members admitted at any time during the year shall pay the full annual subscription and Boat Permit Fees.
- 7.9 The Board may in their discretion allow a Member or Members to pay reduced subscriptions and/or Boat Permit Fees for such period as they see fit if they consider it to be in the best interests of the Club to do so. This concession, if granted, may be withdrawn by the Board at any time.
- 7.10 The Boat Permit Fees shall entitle a member to sail, paddle or navigate his Boat on the water used by the Club, to enter that Boat in Club racing events and to an undesignated space to store his own Boat in the Boat Park (subject to any restrictions over the size of Boat as the Board, Sailing Committee or Paddlesport Committee shall from time to time prescribe). For the avoidance of doubt the Boat Permit Fees do not include the cost of entry to open or special events, for which an additional fee may be payable.
- 7.11 The Board shall have the discretion either generally or as respects any particular Member to allow payment of annual subscriptions and/or Boat Permit Fees by instalments on such terms as they in their discretion decide.
- 7.12 Where a race series is subject to an entry fee (as published in the annual Programme, and/or as directed by the Board or Sailing Committee or Paddlesport Committee), this shall be paid as a single sum at the commencement of that series.

8 TERMINATION OF MEMBERSHIP

- 8.1 If a Member fails to pay any applicable Fees that are due within one calendar month of becoming a Member, their Membership shall be automatically terminated.
- 8.2 A Member wishing to cancel their Membership shall give notice in writing to the Membership Secretary on or before 31 December and shall not then be liable to pay the subscription for the following year. A Member who retires in accordance with this Rule shall not be entitled to have any part of their Fees refunded.

- 8.3 The Directors may terminate, without notice being given, the Membership of any Member whose Fees are more than three months in arrears (in whole or in part), provided that the Directors may, at their sole discretion, re-instate any such Member upon payment of arrears. No Member whose Fees are in arrears (in whole or in part) may enter any Club event or regatta or (if applicable) vote at any general meeting.
- 8.4 In the event that a Member's membership is terminated for any reason, no refund of a subscription or entrance fee or Boat Permit Fee shall be payable unless the Board decides otherwise.
- 8.5 Upon termination of Membership, the Directors may dispose of the former Member's Boat and/or trailer in accordance with Rule 25 and the former Member must return any keys of the Club and any Club or external body's trophy or trophies held.

9 CONDUCT OF MEMBERS & DISCIPLINARY ACTION

- 9.1 Every Member is deemed to have notice of, and undertakes to comply with, the Articles and these Rules.
- 9.2 Any breach of Rule 9.1 or any conduct which, in the opinion of the Directors, is either unworthy of a Member or otherwise injurious to the interests of the Club, shall render a Member liable to disciplinary action by the Directors, which may include suspension for a specified period of time or expulsion. The Club's Disciplinary Procedure is at Appendix 1 to these Rules.
- 9.3 Before taking any disciplinary action against a Member, the Directors shall ask the Member in question to provide a written explanation of their conduct and shall give the Member the opportunity to explain their conduct to the Directors or to voluntarily cancel their Membership.
- 9.4 The Directors (or any person to whom the Directors shall delegate this power) may temporarily suspend or exclude a Member from particular training sessions, racing and/or wider Club activities, if they consider in their sole discretion that such action is in the best interests of the Club.
- 9.5 A Resolution to apply any sanction shall be carried by a simple majority vote by those Directors present and voting on the Resolution.
- 9.6 Upon suspension/expulsion the Member/former Member shall not be entitled to have any part of the annual Membership fee or Boat Permit Fee refunded and must return any keys of the Club and any Club or external body's trophy or trophies held forthwith.
- 9.7 Upon expulsion of a Member, the Directors may dispose of the former Member's Boat and/or trailer in accordance with Rule 25.
- 9.8 A Member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Directors or by the Secretary upon the instructions of the Directors.
- 9.9 A Member shall not cause any communication in whatever form to be exhibited in or on the Clubhouse, the Boat Park or any other Club premises or on the Club's website without permission of the Secretary or a Director.

- 9.10 A Member shall settle any indebtedness for refreshment or otherwise before leaving the Club premises, or in accordance with any Club Rule relating to the settlement of such indebtedness.
- 9.11 Tickets for Club events must be paid for at the time of ordering. Any entitlement to refunds is at the discretion of the Social Secretary and subject to cancelled tickets being resold.
- 9.12 All suggestions shall be entered in the suggestion book and signed by the Member or emailed to the Commodore at commodore@minimayc.co.uk or Secretary at honsec@minimayc.co.uk. Complaints of any nature relating to the management of the Club shall be addressed in writing and emailed to the Secretary. Under no circumstances shall an employee or agent of the Club be personally reprimanded by a Member.
- 9.13 All Members shall abide by the Club's Code of Conduct at Appendix 2 to these Rules.

10 GUESTS

- 10.1 Members shall enter the names of all guests in the guest book. Not more than four guests may be introduced in any one day and the same guest may not be introduced more than six times in any calendar year provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.
- 10.2 A member of any club affiliated to the Royal Yachting Association or Paddle UK may be authorised to use the Club Facilities by any Director. Such authorisation shall specify the dates on which that person may use the Club Facilities.
- 10.3 Any person who is a competitor or crew member in any race sponsored by or on behalf of the Club is entitled to the use of the Club Facilities within a period of 24 hours before and after the race in which they are competing.
- 10.4 The Secretary or any other person who has received the authority of two Directors, may expel, temporarily or permanently, any person who has the right to the use of the Club Facilities under this Rule10.

11 LIMITATION OF CLUB LIABILITY

- 11.1 Members use the Club Facilities entirely at their own risk and accept that:
- 11.1.1 the Club will not accept any liability for any damage to or loss of property belonging to Members;
 - 11.1.2 Members are responsible for any injury, damage or loss to the extent caused by their own actions or omissions.
- 11.2 Rule 11.1 shall be exhibited in a prominent place within the Clubhouse:

PART 3: MANAGEMENT

12 CONTRACTS AND INDEMNITY

- 12.1 Unless expressly authorised by the Board no-one other than a Director shall enter into any contract or agreement.
- 12.2 In pursuance of the authority vested in the Sailing, Paddlesport and Social Committees by the Board, members of the Sailing, Paddlesport and Social Committees (or any other committees or sub-committees established by the Board) are entitled to be indemnified by the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature and entered into on behalf of the Club.

13 OFFICERS

- 13.1 Only Club Members shall be eligible to stand for election as Officers, to be appointed in accordance with Article 6.
- 13.2 The Secretary shall:
 - 13.2.1 keep or instruct the Membership Secretary to keep a register of Members' names and addresses, including the class of Membership for each Member;
 - 13.2.2 conduct the correspondence of the Club;
 - 13.2.3 keep custody of all Club documents;
 - 13.2.4 keep full minutes of all Directors' meetings, general meetings (including AGMs), and meetings of any committees established by the Directors from time to time, and all minutes shall be confirmed and signed by the appropriate chairman upon the agreement of the Directors, Club Members, or relevant committee (as appropriate) at the next following Directors' meeting, general meeting, or relevant committee meeting;
 - 13.2.5 administer such insurance policy or policies as may be needed fully to protect the interests of the Club, its Directors, Officers, Committee members, employees, and Members;
 - 13.2.6 maintain contact with the Club's legal advisors from time to time and/or the RYA and Paddle UK to ensure that the Club's affairs are managed in accordance with all applicable laws; and maintain any such certificates or registrations, and complete any such non-financial returns as may be required by law.
- 13.3 The Treasurer shall
 - 13.3.1 cause such books of account to be kept as are necessary to give a true and fair view of the state of finances of the Club, in compliance with all legal requirements applicable to companies;
 - 13.3.2 cause all returns as may be required by law in relation to the accounts of the Club to be rendered at the due time; and

13.3.3 prepare or cause to be prepared an annual report and accounts as at 31 October in each year.

14 DIRECTORS & OFFICERS

- 14.1 The Board shall consist of the Officers (including the Secretary provided the Secretary has also been elected as a Director by the Club Members) and not more than six Club Members elected at the AGM each year as Directors to hold office until the termination of the next following AGM. A retiring Commodore shall serve as an ex officio Director in the year immediately following his retirement.
- 14.2 The Directors may at any time co-opt any individual who is a Club Member to fill a vacancy in their number or (subject to the maximum stated in Rule 14.1) as an additional director, but a co-opted director holds office only until the next AGM.
- 14.3 Candidates for election as Directors and Officers shall be those Club Members whose nominations (duly proposed and seconded in writing by other Club Members) have (with their consent) been received by the Secretary at least seven days before the date of the AGM in each year. Each Club Member may only propose or second one candidate for each post.
- 14.4 If the number of candidates for election as Directors and Officers at any AGM is equal to or less than the number of vacancies to be filled then all candidates shall be elected if a majority of those present in person or by proxy and entitled to vote at the AGM vote in favour of such election.
- 14.5 If the number of candidates for election as Directors and Officers at any AGM is greater than the number of vacancies to be filled then there shall be a ballot. If the ballot fails to determine the Directors to be appointed because of an equality of votes, the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot.

15 HONORARY ROLES

- 15.1 The Board will appoint such of the Flag Officers and/or other Directors and/or other Club Members as it thinks fit to undertake one or more of the following honorary roles within the Club:
- 15.1.1 Sailing Secretary
 - 15.1.2 Paddlesport Secretary
 - 15.1.3 Membership Secretary
 - 15.1.4 Boatswain.
- 15.2 The Board will appoint such of the Flag Officers and/or other Directors and/or Members as it thinks fit to undertake the honorary role of Social Secretary.

16 COMMITTEES

- 16.1 The Board hereby delegates such of its powers as it thinks fit upon such terms as it shall decide to the following three standing committees:
- 16.1.1 the Sailing Committee;

16.1.2 the Paddlesport Committee; and

16.1.3 the Social Committee.

- 16.2 The Board may revoke this delegation in whole or part or alter the terms and conditions thereof and/or establish additional committees or sub committees to delegate its powers to at any time.

17 THE SAILING COMMITTEE

- 17.1 The Board delegates to the Sailing Committee matters pertaining to sailing including racing and sail training and the use, repair, maintenance and replacement of the Club Launches.

- 17.2 The members of the Sailing Committee shall consist of:

17.2.1 the Flag Officers, the Sailing Secretary, the Paddlesport Secretary and the Boatswain;

17.2.2 a Class Captain for each class of Boat sailed at the Club as the Board shall determine from time to time, appointed by the Board for the purpose of representing the interests of that class. Each Class Captain shall hold office for a year, retiring at the termination of the next following annual general meeting when they shall be eligible for re-appointment. Members who both own and race a Boat of the relevant class at the Club are eligible for appointment as Class Captain; and

17.2.3 not more than 2 other Members over the age of 18 years appointed by the Board. They shall hold office for a year, retiring at the termination of the next following annual general meeting when they shall be eligible for re-appointment.

- 17.3 In the event of a vacancy occurring on the Sailing Committee for any reason the Board may in its discretion appoint a Member to fill that vacancy for the remainder of the term.

18 POWERS OF THE SAILING COMMITTEE

- 18.1 The Sailing Committee shall have the power to appoint honorary assistant boatswains, honorary official handicappers, honorary official measurers and honorary sailing coaches from the members of the Sailing Committee.

- 18.2 The Sailing Committee may meet together either in person or by electronic means for the dispatch of business, adjourn and regulate their meetings as they think fit.

- 18.3 The Vice-Commodore shall chair all meetings of the Sailing Committee or may delegate this role to another Flag Officer or the Sailing Secretary. In the absence of both a Flag Officer and the Sailing Secretary at a particular meeting the chair will be elected by those present.

- 18.4 Voting shall be by show of hands. In the case of equality of votes the Chair shall have a second and casting vote.

- 18.5 Five members present, or, for the purposes of electronic meetings present by electronic means, shall form a quorum.

- 18.6 The Sailing Secretary shall prepare or procure the preparation of minutes of all committee meetings and shall provide the Secretary with a copy of the minutes forthwith upon approval by the Sailing Committee.

19 THE PADDLESPORT COMMITTEE

- 19.1 The Board delegates to the Paddlesport Committee matters pertaining to paddlesport including kayaking, canoeing and paddleboarding.
- 19.2 The members of the Paddlesport Committee shall consist of
- 19.2.1 the Flag Officers, the Paddlesport Secretary and the Sailing Secretary; and
- 19.2.2 not more than seven other Members over the age of 18 years appointed by the Board. Each such member of the Paddlesport Committee shall hold office for a year, retiring at the commencement of the next following annual general meeting when they shall be eligible for re-appointment.
- 19.3 In the event of a vacancy occurring on the Paddlesport Committee for any reason the Board may in its discretion appoint a Member to fill that vacancy for the remainder of the term.

20 POWERS OF THE PADDLESPORT COMMITTEE

- 20.1 The Paddlesport Committee may meet together either in person or by electronic means for the dispatch of business, adjourn and regulate their meetings as they think fit.
- 20.2 The Commodore shall chair all meetings of the Paddlesport Committee or may delegate this role to another Flag Officer or the Paddlesport Secretary. In the absence of both a Flag Officer and the Paddlesport Secretary at a particular meeting the chair will be elected by those present.
- 20.3 Voting shall be by show of hands. In the case of equality of votes the Chair shall have a second and casting vote.
- 20.4 Five members present, or, for the purposes of electronic meetings present by electronic means, shall form a quorum.
- 20.5 The Paddlesport Secretary shall prepare or procure the preparation of minutes of all committee meetings and shall provide the Secretary with a copy of the minutes forthwith upon approval by the Paddlesport Committee.

21 THE SOCIAL COMMITTEE

- 21.1 The Board delegates to the Social Committee matters relating to the maintenance, furnishing, catering facilities, social functions and general operation of the Clubhouse.
- 21.2 The members of the Social Committee shall consist of:
- 21.2.1 the Flag Officers and the Social Secretary;
- 21.2.2 an Honorary Bar Steward who shall be appointed by the Board; and

- 21.2.3 not more than seven other Members over the age of 18 years appointed by the Board. They shall hold office for a year, retiring at the termination of the next following annual general meeting when they shall be eligible for re-appointment.
- 21.3 If the Board consider it desirable at any time it may appoint additional Members to the Social Committee and for the purposes of filling vacancies for the remainder of the term.

22 POWERS OF THE SOCIAL COMMITTEE

- 22.1 The Social Committee may meet together either in person or by electronic means for the dispatch of business, adjourn and regulate their meetings as they think fit.
- 22.2 The Rear-Commodore will be the chair of the Social Committee and shall chair all meetings of the committee or may delegate this role to another Flag Officer or the Social Secretary. In the absence of both a Flag Officer and the Social Secretary at a particular meeting the chair will be elected by those present.
- 22.3 Voting shall be by show of hands. In the case of equality of votes the Chair shall have a second and casting vote.
- 22.4 Five members present, or, for the purposes of electronic meetings present by electronic means, shall form a quorum.
- 22.5 The Social Secretary shall prepare or procure the preparation of minutes of all committee meetings and shall provide the Secretary with a copy of the minutes forthwith upon approval by the Social Committee.

PART 4: BOATS

23 BOAT PARK

- 23.1 Members availing themselves of Boat Park storage by paying the Boat Permit Fees specified are obliged to comply with these Rules as a condition of use of the Boat Park. The Boat Park is only to be used for the storage of Boats, boat trailers and launching trolleys and for no other purpose.
- 23.2 No Member guest or visitor may take a motor vehicle to the Boat Park except for the purpose of delivering or removing a Boat, trailer, boat fittings, sails and boat covers or equipment to be used in carrying out minor running repairs or minor maintenance of a Boat.
- 23.3 Boats, boat trailers and launching trolleys may not be left on Barge Walk outside the Boat Park save during the course of a Club race and any Boats and other such items must not be left in such a way as to obstruct access along Barge Walk for other users of Barge Walk.
- 23.4 All Members keeping a Boat in the Clubhouse or Boat Park and/or sailing, racing or paddling a Boat not owned by the Club must take out and maintain at all times insurance against all the usual third party risks, including the risks associated with sailing, racing or paddling a Boat in such sum as the Board shall from time to time determine.
- 23.5 Only Boats of a type and up to a size as prescribed by the Board, Sailing Committee or Paddlesport Committee from time to time may be berthed in the Boat Park other than by specific written permission from the Directors and all must be located in the designated

space allocated to them by the Board, Sailing Secretary or Paddlesport Secretary as appropriate.

- 23.6 Allocation of a designated space upon payment of the Boat Permit Fees does not entitle a Member to any proprietary or other right over that space. The Board reserves the right to move any Members' Boat or other property to any other part of the Boat Park without notice and without being liable for any loss or damage to the Boat or other property howsoever caused. This is in addition to the Club's rights under Rule 25.
- 23.7 Members using the Boat Park are responsible for the upkeep and tidiness of the areas allotted to them.
- 23.8 Members are required to comply with the terms of the Club's Licence including (but not limited to) the following provisions:
- 23.8.1 not to carry out any work on Boats in the Boat Park except minor running repairs or minor maintenance and to undertake any such works as quietly as possible;
 - 23.8.2 not to do anything in the Boat Park which may cause a nuisance, annoyance, disturbance or inconvenience to any user, owner or occupier of any land adjoining or neighbouring the Boat Park including the playing of loud music or radio;
 - 23.8.3 not to bring into the Boat Park any oil, grease, deleterious, objectionable, dangerous, poisonous or explosive material or discharge any such material into the drains and sewers;
 - 23.8.4 not to bring any fireworks into the Boat Park or discharge any fireworks from or into the Boat Park;
 - 23.8.5 not to light any fire or barbeque in the Boat Park;
 - 23.8.6 to use reasonable endeavours to ensure, so far as practicable, that all Boat halyards are secured so as at all times to remain silent;
 - 23.8.7 to ensure that any Boat stored with its mast in an upright position is properly secured against the wind and weather;
 - 23.8.8 to keep the Boat Park in a clean and tidy condition and free from rubbish, waste and litter; and
 - 23.8.9 not to make the security code, which facilitates entry past the access barrier at the entrance to Barge Walk, known to anyone who is not a Member.

24 CLUB LAUNCHES

- 24.1 The launch service is principally to be used for ferrying Members to and from the Boat Park and to provide rescue cover during Club races and other events. The maximum complement for the launch, including the helm, shall not exceed eleven persons in the launch known as Minima XI and six in the launch known as Minima XII or such other number as the Sailing Secretary shall decide and publish in the operating instructions for the launches from time to time .

- 24.2 Members are expected to conduct themselves and to ensure that their guests and visitors also conduct themselves appropriately while in the launches. For all issues on the water the helm of the launches has sole responsibility and authority.

25 ABANDONED BOATS AND/OR TRAILERS

- 25.1 If at any time, any fees payable to the Club by any Member or former Member (whether by way of arrears of subscription or facilities fees, Boat Park fees or otherwise) shall be one month or more in arrears and/or a Boat and/or trailer the property of a Member or former Member remains upon the Club premises one month or more after the Club has given the Member or former Member notice to remove the vessel then the Member or former Member shall remove the Boat and/or trailer from the Club immediately. If the Member or former Member fails to remove the Boat and/or trailer then the Directors may:
- 25.1.1 Move the Boat and/or trailer to any part of the Club premises without being liable for any loss or damage to the vessel howsoever caused;
- 25.1.2 Give three months' notice in writing by registered post to the Member or former Member at his last known address or by email to his last known email address as shown in the Club Register and thereafter sell the boat and/or trailer and deduct any monies due to the Club from the net proceeds of sale before accounting for the balance (if any) to the Member or former Member;
- 25.1.3 Alternatively, if the boat and/or trailer is unsaleable, after giving notice in writing as aforesaid, dispose of the Boat and/or trailer in any manner the Directors may think fit and deem the cost of doing and any arrears as aforesaid to be a debt owing to the Club by the Member or former Member;
- 25.1.4 The Club reserves the right to charge storage for the Boat and/or trailer until such time as the owner collects the Boat and/or trailer or until notice has been served under Rule 25.1.2 above;

PROVIDED ALWAYS THAT proper evidence is available to show that all reasonable steps have been taken to trace a Member or former Member and that, when and if the Boat and/or trailer is sold, if the Club is unable to account to the Member or former Member for the balance of the proceeds of sale pursuant to Rule 26.1.2 above then the balance of the proceeds of sale shall be placed upon bank deposit account and retained against the eventuality of a claim by the owner (whether he be the said Member or former Member or otherwise) for a period of six years. The Club shall have no liability to account to the Member or former Member for the interest accrued (if any) on such deposit.

- 25.2 In addition to Rule 25.1 the Club shall at all times have a lien over Members' or former Members' Boats and/or trailers belonging to Members or former Members parked in the Boat Park or other Club's premises or other property in respect of all monies due to the Club, whether in respect of arrears of Fees or otherwise and shall be entitled to retain possession of the Boat and/or trailer and/or any other property until such time as all monies due to the Club have been paid in full.

PART 5: MISCELLANEOUS

26 SALE OF INTOXICATING LIQUOR

- 26.1 The Clubhouse shall be open to Members at such times as the Directors shall direct.
- 26.2 The purchase for the Club of excisable goods and the supply of the same upon Club premises shall be exclusively and solely under the control of the Directors, or of a special committee appointed by the Directors.
- 26.3 Intoxicating liquor may only be sold for consumption in the Clubhouse to persons over the age of eighteen who are entitled to the use of the Clubhouse in accordance with the Articles and these Rules. No Junior Member may purchase or attempt to purchase intoxicating liquor within the Clubhouse.
- 26.4 The Directors shall cause the bar in the Clubhouse to be opened (subject to terms of the Club's club premises certificate) at convenient times (and such times shall be prominently exhibited in the Clubhouse) for the sale of excisable goods to persons stated in Rule 26.3, PROVIDED THAT any guests' names and the name of their introducer shall have been entered in the guest book upon entry to the Clubhouse.
- 26.5 No person shall take a commission, percentage or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the supply of such goods shall (after deduction of the costs of providing such goods for the benefit of the Club) be applied to the provision of additional amenities or the purchase of property to be held in trust for the benefit of the Club.
- 26.6 Proper accounts of all purchases and receipts shall be kept and presented at the AGM in each year and such information as the Treasurer may require shall be furnished to enable any statutory return or statement and the payment of excise or other duty or tax to be made.
- 26.7 The permitted hours for the supply of intoxicating liquor shall be as permitted by the Club's club premises certificate.
- 26.8 The bar in the Clubhouse will be open at the hours permitted by the Club's club premises certificate or at such other hours as may be decided by the Directors, subject to any restrictions imposed from time to time by the Licensing Authority.
- 26.9 The Honorary Bar Steward, or other authorised person, is responsible to the Board for the adherence to the permitted hours of opening. Any person who attempts to interfere with such adherence may be subject to disciplinary action under the Articles and these Rules.

27 BURGEE

- 27.1 The Club Burgee shall be based on the International Code Flag "M" with a red "M" in the centre of the cross.

28 COMMITMENTS

- 28.1 All Club Members and others who may be specified by the Board are required to undertake a sailing or racing or paddling duty or an office duty or a social duty or to assist with Clubhouse or Boat Park maintenance at least once a year.
- 28.2 A Club Member who is unable to undertake the allotted duty must find a competent Member to take his place and to advise the Sailing Secretary, Paddlesport Secretary or a Director accordingly. A Club Member failing to undertake any allocated duty and to find a competent substitute may be subject to such sanction as the Board see fit including disciplinary action under the Articles and these Rules.

29 CLUB TROPHIES

- 29.1 Club trophies are administered by the Sailing Secretary.
- 29.2 Each trophy is awarded to the winner for one year. The holder is responsible for the safekeeping of the trophy during that year and, in the case of Junior Members, is the responsibility of the parent or guardian of the Junior Member concerned. The holder shall, at his cost, have his name, the Boat's name and the year of award engraved on the trophy, as required by the Club.
- 29.3 No trophy may be taken outside the United Kingdom.
- 29.4 It is the holder's responsibility to ensure that the trophy is returned to the Clubhouse suitably cleaned and by a date designated by the Club.

30 COMPLAINTS

- 30.1 Complaints of any nature relating to the management of the Club's facilities or the conduct of fellow Members or non-members, if not capable of amicable resolution, should be addressed in writing to the Secretary by email to honsec@minimayc.co.uk. Under no circumstances shall an employee or agent of the Club be personally reprimanded by a Member.

31 PRIVATE USE OF CLUB FACILITIES

- 31.1 The Clubhouse and its facilities may be hired for private use by Members at the discretion of the Board as long as this use remains compliant with the Club's club premises certificate and the terms of the Club's lease of the Clubhouse.
- 31.2 The responsibilities of those hiring the Clubhouse and the conditions applying to such use shall be specified by the Board from time to time and displayed in the Clubhouse or published on the Club website. Written acceptance of those terms and conditions and payment of any required hire charge and/or deposit shall be provided before the Board accepts any commitment to hire.

32 AMENDMENTS TO THE RULES

- 32.1 These Rules may be amended by the Directors from time to time, provided that no amendments shall be made that would jeopardise the Club's status as a CASC.

33 ACKNOWLEDGEMENT

- 33.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the Members with each other and the Club.

APPENDIX 1

Disciplinary Procedure

1 Introduction

- 1.1 The Club's disciplinary procedure applies to all Members of the Club and aims to ensure that all Members are treated fairly and consistently in regard to their conduct. The procedure may be reviewed and amended by the Directors from time to time to meet any change in requirements.

2 Principles

- 2.1 No disciplinary action will be taken until an investigation has been undertaken by a person/persons, appointed by the Directors, who will not be involved in any subsequent disciplinary decision.
- 2.2 Disciplinary matters will be concluded without undue delay.
- 2.3 Disciplinary matters will be treated confidentially and only those directly involved in the procedure will be informed.
- 2.4 Disciplinary matters will normally be heard by a committee appointed the Board, with a right of appeal to a further committee appointed by the Board whose members have not been involved in the original hearing.
- 2.5 A Member who is the subject of disciplinary action will be advised in writing of the nature of the complaint against him, will be allowed sufficient time to prepare for a disciplinary hearing, and will be given the opportunity to state his case.
- 2.6 The Member will have the right to be accompanied by a fellow Member, or by another representative (but not a legal representative) at the discretion of the committee hearing the matter.
- 2.7 The Member will have the right to appeal against any sanction or penalty imposed, and for that appeal to be heard by a panel not involved in the original disciplinary hearing.
- 2.8 A proper record will be kept of any disciplinary decision, taking into account the need for confidentiality.
- 2.9 A complainant will be informed when the matter is concluded, but does not have the right to be informed of the nature of any sanction or penalty imposed.

3 Misconduct

- 3.1 Examples of misconduct offences include but are not limited to the following:
- 3.1.1 Failure to comply with the Club's Articles, Rules, regulations, policies or codes of conduct, including health and safety and safeguarding policies;
- 3.1.2 Harming or placing at risk of harm a child or young person aged under 18 or a vulnerable person;
- 3.1.3 Assault on or deliberate injury to a Member, guest or employee;
- 3.1.4 Bullying, harassment or victimisation;

- 3.1.5 Discrimination on the grounds of race, sex, sexual orientation, gender reassignment, disability, age, pregnancy or maternity, religion or belief;
- 3.1.6 Foul, abusive or discriminatory language or behaviour;
- 3.1.7 Theft, fraud, dishonesty or misappropriation;
- 3.1.8 Falsification of Club records;
- 3.1.9 Deliberate damage or misuse of Club property;
- 3.1.10 Conduct, whether within or outside the Club Facilities which might bring the Club into disrepute by association;
- 3.1.11 Serious or repeated failure to follow reasonable requests or instructions from an Officer or Director of the Club.
- 3.1.12 Abuse, misuse or neglect of Club property or Club Facilities;
- 3.1.13 Bribery;
- 3.1.14 Misuse of the Club's internet, email groups, WhatsApp groups or social networks connected with the Club to access or distribute material of a pornographic, offensive, obscene or inappropriate nature;
- 3.1.15 Drunkenness or being under the influence of illegal drugs while volunteering at or representing the Club;
- 3.1.16 Possession, custody or control of illegal drugs on the Club Facilities;
- 3.1.17 negligence which causes loss, damage or injury;
- 3.1.18 Conviction of a criminal offence that is relevant to the Member's membership of the Club and renders them unsuitable to be a Member;
- 3.1.19 Failure to pay membership subscriptions, Boat Permit Fees or other monies owed to the Club within a reasonable time.

4 Procedure

Receipt of complaint

- 4.1 A complaint is received by the Club and passed to the Commodore and acknowledged.
- 4.2 The Commodore informs the Board that a complaint has been received and appoints a Director or the Secretary or a Committee member to investigate it. If the presence at the Club of the Member who is the subject of the complaint may put others at risk, his membership and/or attendance may be temporarily suspended pending the investigation and the outcome of any subsequent disciplinary hearing.

5 Investigation.

- 5.1 The matter is investigated; this may include speaking to the complainant and gathering statements from any witnesses. In the case of failure to make a payment, it may involve checking the club's financial records.
- 5.2 If, during the course of the investigation, it appears that the Member may have committed a criminal offence, this may be reported to the Police and the internal disciplinary procedure will be put on hold until any Police investigation and subsequent prosecution has been concluded.

6 Hearing

- 6.1 If appropriate the Commodore appoints a panel of 3 Directors and/or Committee members to make up a Disciplinary Committee, (the Director or Secretary or Committee member who conducted the investigation may be asked to present the case on behalf of the Club), excluding any Member who is related to either the complainant or the Member who is the subject of the complaint, and any Member who has been involved in a previous disciplinary action involving the same Member.
- 6.2 The date, time and venue for the disciplinary hearing are decided, allowing sufficient time for the Member to prepare his case. The Member is informed in writing of the nature of the complaint, is asked to attend the disciplinary hearing, informed of his right to be accompanied and provided with copies of this procedure, any relevant documents and witness statements.
- 6.3 If the Member is unable, for good reason, to attend on the appointed date, the Disciplinary Committee should endeavour to agree a suitable alternative date.
- 6.4 If the Member is unable to agree a mutually acceptable date within a reasonable period, the hearing may take place in his absence.
- 6.5 The disciplinary hearing takes place.
- 6.6 No witnesses or statements should be introduced at the hearing without prior notice and copies of all written evidence must be produced for consideration prior to the hearing, to be available in advance to the parties.
- 6.7 The Disciplinary Committee may adjourn the hearing to allow further evidence to be referred to if the Disciplinary Committee considers it fair to do so.

7 Decision

- 7.1 The Disciplinary Committee decides whether misconduct has taken place, and if so decides on an appropriate and proportionate sanction or penalty.
- 7.2 After the Disciplinary Committee has reached a decision, the subject of the complaint will be notified in writing of such decision and informed of any penalties within 7 days of the decision being reached, penalties will be effective from the date of the decision. If relevant, the Member should be informed of his right of appeal and the timescales involved.
- 7.3 A record is made of the disciplinary decision.

8 Appeal

8.1 If the Member appeals, the matter is referred to a further panel of Directors and/or Committee members who were not involved in the original hearing. The appeal hearing may uphold the original decision, reverse it, or reduce the penalty but may not increase it.

8.2 The appeal decision is final.

9 Conclusion

9.1 The complainant is informed that the matter has been concluded.

10 Appeals:

10.1 An appeal may be made on the following grounds:

10.1.1 The Club has failed to follow a fair process; and/or

10.1.2 The Member feels that the sanction is disproportionate to the offence.

10.2 If an appeal is to be made then written notice of appeal by way of 1st class recorded delivery to the Secretary at the Clubhouse or by email to honsec@minimayc.co.uk must be given by the Member, within 28 days of being notified of the decision. No appeal will be valid or considered after that period has elapsed. The Member must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons for this.

10.3 An appeal hearing will be convened as soon as practicable and will consist of an Appeal Committee of 3 Directors and/or Committee members who did not take part in the first hearing and who will elect their own Chairperson (who will have the casting vote).

10.4 New evidence cannot be presented at the appeal hearing. The Appeal Committee shall have power to uphold the original decision, reverse it, or reduce the penalty but may not increase it. The decision of the Appeal Committee is final and binding on the parties.

APPENDIX 2

Code of Conduct

1. The Club expects all Members and their guests to show respect and understanding to each other, treat everyone equally and conduct themselves in a way that reflects the principles of the Club.
2. Abusive, aggressive or discriminatory language or behaviour, or a lack of respect for other people and their property, will not be tolerated. Misconduct should be reported to the Board or the Secretary and may lead to disciplinary action in accordance with the Club's Disciplinary Procedure in Appendix 1 of these Rules.
3. The Club implements the RYA Racing Charter and Members involved in sailboat racing will be expected to participate in compliance with it.
4. All Members are expected to:
 - 4.1.1. Abide by the Club's Articles and Rules and all Policies and Procedures made pursuant to the Rules;
 - 4.1.2 Follow the Club's operating and safeguarding procedures;
 - 4.1.3 Treat Members and visitors with respect and understanding, irrespective of any protected characteristics;
 - 4.1.4 Avoid the use of language or actions that others may find offensive, whether on club premises, at a club event, or when using the Club's social media channels;
 - 4.1.5 Not engage in conduct that might amount to sexual harassment;
 - 4.1.6 Encourage all Members to play as full a role in the Club as they wish to and support them in developing their skills and experience;
 - 4.1.7 Recognise the contribution of coaches, instructors, officials and volunteers;
 - 4.1.8 Prioritise the safety and wellbeing of participants;
 - 4.1.9 Promote courtesy to other water users;
 - 4.1.10 Use established procedures where there is a genuine concern or dispute;
 - 4.1.11 Take care of property belonging to the Club or Members;
 - 4.1.12 Be ready to volunteer or help when an opportunity arises;
5. All Members can expect to:
 - 5.1.1 Feel welcome and valued;
 - 5.1.2 Be respected and treated fairly;
 - 5.1.3 Be listened to and kept informed;
 - 5.1.4 Be involved and contribute towards decisions within the Club.

6. A Member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same, and any damage or loss caused by his or her guests or visitors, if called upon to do so by the Board or by the Secretary upon the instructions of the Board.
7. Smoking or vaping is not permitted in or on any part of the Clubhouse including the external balcony on the first floor.
8. Any games played on Club premises shall be recognised games and played for non-pecuniary stakes or prizes.
9. No petrol, diesel, flammable liquids or gas cylinders may be brought into the Clubhouse. Barbecues may not be lit in or on any part of the Clubhouse including the external balcony on the first floor without the prior permission of a Director.
10. Litter of any kind may not be left on Club property, including the Clubhouse and Boat Park or any other Club premises unless in designated rubbish receptacles.
11. Bicycles and skateboards may not be ridden in or on any part of the Clubhouse, including the external balcony on the first floor.
12. Members using the public rooms in the Clubhouse must be appropriately dressed at all times. Swimwear, wet sailing and paddling gear or similar attire is not acceptable.
13. No Boat gear of any sort may be brought into the Clubhouse without the prior approval of the Sailing Secretary or Paddlesport Secretary. Other than clothing and personal equipment which may be left in a changing room in accordance with any rules that may be set by the Board from time to time, personal belongings, including bags, must not be left over night in the Clubhouse and must not cause any obstruction or danger to access into the Clubhouse. A Member shall be liable for any loss or damage caused as a result of any item brought into the Clubhouse by them in breach of this rule.
14. No Member or visitor may remove any newspaper, book, magazine or other Club property from the Club premises without the express permission of a Director.
15. Young children including Junior Members under the age of 16 years must be accompanied by a parent, guardian or responsible adult and must be supervised by them at all times except when they are participating in an organised Club Event. Parents, guardians or responsible adults are required to ensure that the behaviour of young children does not disrupt the enjoyment of other Members and guests. Guidelines for suitable behaviour may be displayed in the Clubhouse or on the Club's website and it is the responsibility of parents, guardians or responsible adults to ensure that these are followed.
16. At the discretion of the Board, dogs which are not banned under the Dangerous Dogs Act 1991 or any other relevant legislation relating to dogs or other animals may be permitted in the Clubhouse and any other Club premises (excluding the kitchen, toilets, showers and changing rooms). Any such dogs shall be kept on a lead and under the control of the Member in charge of the dog at all times. Any complaints from a Member or Members concerning a dog's behaviour shall be addressed to a Director or the Secretary or any member of a Committee who may require the dog to be removed from the Clubhouse or

other Club premises forthwith. A guest is not permitted to bring a dog or other animal into the Clubhouse or any other Club premises.