



The Chippenham Sailing and Canoeing Club

Club Rules

1st March 2021

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Adoption of the Club Rules by Office Bearers

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Position: Commodore

Signature:



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Signed on original

Date: 1 March 2021

Adopted by Office Bearer 2:

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Date: 1 March 2021

**This document represents the Club Rules of the
Chippenham Sailing and Canoeing Club (CSCC)**

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1 Name and Object

1.1 Name

1.1.1 The name of the Club shall be The Chippenham Sailing and Canoeing Club (CSCC).

1.2 Object

1.2.1 The object of the Club is to promote and facilitate the amateur sports of sailing and paddle sport in the Chippenham area, and community participation in the same.

1.2.2 The Club shall be affiliated to the Royal Yachting Association (RYA) and to British Canoeing (BC).

2 Membership

2.1 General

2.1.1 Membership of the Club shall be open to anyone interested in sailing or paddle sport on application regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may be temporarily refused for safety reasons or if demand exceeds available facilities. Every member, on joining the Club, impliedly undertakes to comply with Club rules.

2.1.2 There shall be five classes of membership: Young person/Concession, ordinary (one person), 2-person family, family (3 person plus). Group (organisations pre-agreed with the committee). Members of each of these classes shall be eligible for a volunteer rate if they satisfy conditions set out by the Committee.

2.1.3 A Young Person shall be a person up to their nineteenth birthday. A Student concession shall be a person aged 19 or over, still in full time education and not living at home. Student concession applications and renewals must be accompanied by proof of status. Family membership shall include adult partners and any children living at either partner's address. Group membership is offered at the discretion of the Committee and on terms to be agreed between the Group and the Committee. Group membership will ordinarily be available where small numbers from a particular organization attend under the supervision of a qualified member of the organization.

2.1.4 For the purpose of these rules, any member aged 16 and over shall be classed as a Full Member.

2.2 Honorary Members

2.2.1 Honorary Members may be elected from time to time by the General Committee. Honorary members will be subject to the Rules of the Club, with the exception of those relating to Subscriptions.

2.2.2 In order to help promote the club in the community and assist its development the committee may invite suitable persons of standing in the community to be honorary patrons of the club for a period of 5 years.

2.3 Annual Subscriptions

2.3.1 Subscriptions, Fees etcetera will be set at Annual General Meetings and will be in force thereafter. Young persons and student concessions shall be entitled to a reduction in Annual Membership subscriptions compared to the standard Ordinary Membership.

2.3.2 Subscriptions shall be due on 1st April, after which membership will be deemed to have ceased, and re-application will have to be made.

2.3.3 Members elected after 30th September in any year, who shall have paid their subscriptions, shall be required to pay 50% of the full subscription, when renewal becomes due in April of the

following year. Members elected after 1st January shall not be required to pay a membership fee for the remainder of the current membership year.

- 2.3.4 The General Committee shall have discretion to award temporary or short term membership. Any member who elects to convert temporary or short term membership to ordinary membership may be granted a discount determined by the Committee.
- 2.3.5 The rates for Group memberships will be determined by the General Committee on a case by case basis.

3 Officers

3.1 The Officers of the Club

- 3.1.1 The officers of the club are as follows:
- Commodore
 - Hon. Secretary
 - Sailing Vice Commodore
 - Hon. Sailing Secretary (post held in abeyance)
 - Canoeing Vice Commodore
 - Hon. Canoeing Secretary
 - Hon. Treasurer
 - Hon. Membership Secretary
 - Club Welfare Officer 1
 - Club Welfare Officer 2
 - Health And Safety Officer
- 3.1.2 They shall be elected annually.
- 3.1.3 No member shall hold more than two Officer posts.

4 General Committee

4.1 Purpose and staffing

- 4.1.1 The management of the affairs and finances of the Club shall be vested in the General Committee, subject to the control of General Meetings.
- 4.1.2 The general committee shall consist of all the officers, annually elected members and co-opted members (see 4.2.2 below). A quorum shall be six. Student / junior members shall be eligible for election as committee members only.

4.2 Powers and governance

- 4.2.1 The General Committee shall be empowered to take such action as they deem necessary under Rules 9.1.2 and 9.1.3.
- 4.2.2 The General Committee shall have power to fill vacancies occurring in its body, including any officers of the Club, during its year of office, and to co-opt not more than two members of the Club to serve on the General Committee. The names of all General Committee Members will be displayed on the Club notice board and on the website.

- 4.2.3 Committee Meetings shall be held as required, subject to a minimum of six meetings per year. They shall be convened by the Secretary.
- 4.2.4 If any member of the General Committee is absent from three consecutive meetings without adequate explanation in writing to the Secretary, it may be deemed that that member wishes to resign from the General Committee.
- 4.2.5 A member shall not hold office in the Club within one year of becoming a member.
- 4.2.6 At each AGM the three longest serving committee members shall be required to resign. They will not be eligible for re-election for one year, except in exceptional circumstances with the approval of the members at an AGM.
- 4.2.7 No member may serve on the committee if they have any financial debts due to the club.

5 General Meetings

5.1 General

- 5.1.1 The club year shall end on 31st March, and an Annual General Meeting (AGM) shall be held before 30th June, when the Officers and General Committee for the ensuing year shall be elected, and a financial statement shall be submitted. The AGM will receive reports from the Officers of the club, approve the minutes of the previous AGM, agree fees for the following year and consider proposals from members
- 5.1.2 The Secretary shall, at least 6 weeks prior to the meeting, deliver to each member notice of the meeting and shall invite nominations for Officers and Committees and proposals to change these rules to be received no later than 4 weeks prior to the date of the AGM.
- 5.1.3 The Secretary shall, at least 14 days prior to the meeting, deliver to each member notice of the business to be brought forward at the meeting including proposals for club posts and amendments to these rules.
- 5.1.4 Subject to rule 5.1.5, no proposal shall be eligible to be considered by the General Meeting unless it has a proposer and a seconder.
- 5.1.5 Retiring Officers and Committee Members shall be nominated automatically unless they indicate otherwise, except when their permitted tenure of office expires under rule 4.2.6.
- 5.1.6 An Extraordinary General Meeting (EGM) may be called at any time by the General Committee. The Secretary must call an EGM on receipt of a request signed by not less than twelve Full Members, stating the object of the meeting.
- 5.1.7 At least fourteen days' notice of an EGM shall be given by the Secretary to all Full Members, and only matters included in the notice convening the meeting shall be discussed.
- 5.1.8 The Commodore, or a Vice Commodore nominated by the Commodore, will chair General Meetings.
- 5.1.9 The Hon. Secretary will record the minutes of General Meetings and make available the minutes within 11 months (in the case of an AGM) or 30 days (in the case of an EGM).
- 5.1.10 In the event that there are insufficient advance nominations for committee posts, nominations may be taken at the AGM.

5.2 Voting at General Meetings

- 5.2.1 Quorum for General Meetings shall be 10% of previous years adult members. All questions at General Meetings shall be decided by resolutions of a simple majority except as provided in these Rules. All Full Members shall be entitled to attend and to vote. In the event of an equality of votes, the Chairman shall have a second or casting vote.

6 Alteration of Club Rules

6.1 General

- 6.1.1 The Club Rules may be altered by a resolution of not less than a two-thirds majority of the Full Members present and voting, passed at a General Meeting, providing such proposed alteration shall be stated fully in the convening notice.

7 Conduct

7.1 General

- 7.1.1 Members must at all times obey the lawful orders of the Officer of the Day. The Sailing and Paddlesport Policies, Codes of Conduct and Agreed Procedures (collectively known as Instructions), as agreed and issued by the General Committee, shall be binding on all members. These Instructions shall be issued as Appendices to these Club Rules.
- 7.1.2 CSCC is fully committed to safeguarding the well-being of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the Club.
- 7.1.3 We believe that taking part in Paddle sport and Sailing should be a positive and enjoyable part of children's and adults' lives and to achieve this we have the following aims:
- 7.1.4 Club coaches should follow BC and RYA Codes of Ethics.
- 7.1.5 All Club coaches, helpers and officials working with young people should read and adhere to the BC and RYA Child Protection and Harassment Policies. The Club will follow the guidance of the policies in the event of any concerns or allegations.
- 7.1.6 The Club will ensure that anyone working with young people undertakes a screening procedure.
- 7.1.7 All Club members are made aware of the Club Codes of Conduct.

8 Child Protection and Vulnerable Adult Policy

8.1 General

- 8.1.1 The General Committee shall develop & maintain a child & vulnerable adults protection policy that will comply with statute law. The policy shall be permanently displayed in the club house & each member or new member will be given a copy with the latest set of rules.
- 8.1.2 The Club Welfare Officer's (CWO) role is to deal with any issues concerning Child and vulnerable adult Protection and Harassment. The CWO will be notified to all members. Anyone with concerns with respect to Child and vulnerable adult Abuse or Harassment should, in the first instance, contact the CWO or the Club Commodore or the National Governing Body (NGB) Child Protection/Harassment Officer.

9 Disciplinary procedures and appeals

9.1 General

- 9.1.1 All complaints regarding the behaviour of members (other than those relating to child or vulnerable adult welfare which are dealt with according to procedures in section 8) should be presented and submitted in writing to the Secretary.
- 9.1.2 A membership and disciplinary sub-committee of the General Committee, comprising not less than 3 members and not less than one Officer of the club, will meet to hear complaints within 30 days of a complaint being lodged. The disciplinary sub-committee has the power to take appropriate disciplinary action.

- 9.1.3 The membership and disciplinary sub-committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sports into disrepute, or for non-payment of fees.
- 9.1.4 The outcome of a membership application or disciplinary hearing should be notified in writing respectively to the applicant or to the person who lodged the complaint and the member against whom the complaint was made within 1 month of the hearing.
- 9.1.5 Appeal against a membership and disciplinary sub-committee decision may be made to a separate appeals panel comprising not less than 3 Officers of the club that will not contain any members dealing with the original hearing. The appeals panel should consider the appeal within 28 days of the Secretary receiving the appeal.

10 Health and Safety

10.1 General

- 10.1.1 The Club will adopt and annually review a Health and Safety Policy.
- 10.1.2 The Club will obtain written medical details of paddlers and sailors which will be made known to coaches where deemed appropriate and/or necessary.
- 10.1.3 The Club will only use BC or RYA qualified/updated coaches. Unqualified coaches can only work alongside a qualified coach. The Club will encourage and support helpers to gain qualifications and assist coaches to stay up-dated.

11 Finance

11.1 Club Funds

- 11.1.1 Claims for expenditure up to £100 may be authorized at the discretion of the Treasurer and must be reported to the next General Committee meeting.
- 11.1.2 The Commodore, Secretary and Treasurer acting jointly in an emergency, may authorize expenditure in excess of £100 which must be reported at the next General Committee Meeting.
- 11.1.3 Subject to 11.1.1 and 11.1.2, no Club funds shall be expended, nor shall any financial commitments be undertaken on behalf of the Club, without the prior sanction of the General Committee. No Member shall artificially fragment claims in order to bypass these rules.
- 11.1.4 All surplus income or profits shall be re-invested in the Club.
- 11.1.5 All club monies will be banked in an account held in the name of the Club. No surpluses or assets will be distributed to members or to third parties.
- 11.1.6 The Club Treasurer will be responsible for the finances of the club

11.2 Cheques

- 11.2.1 The Bankers shall be those nominated by the General Committee and all cheques must bear the signatures of two signatories of an Officer or General Committee Member nominated by the General Committee for the current year.

12 Access

12.1 General

- 12.1.1 Keys to the main gate may be obtained from the Hon. Membership Secretary. The keys shall remain the property of the Club and are to be returned on cessation of membership or non payment of fee. No keys or access codes will be issued to any member under the age of 18 years, nor shall any member provide keys or access codes to any member under the age of 18 years.

- 12.1.2 The General Committee shall have power to permit groups from schools and other similar bodies, to enjoy sailing or paddle sport facilities from the Club premises on such terms as the General Committee think fit, but the members of such groups shall not be deemed to be members of the Club.
- 12.1.3 No persons being a guest and participating actively in sailing or paddle sport, may do so more than four times in one season. Members shall be responsible for their guests and shall see they sign the Visitors Book outside the Club House.
- 12.1.4 Dogs are welcomed at the Club, provided that they are kept on a lead and are kept under close control. Persons bringing dogs onto Club premises are expected to remove solid waste and to keep their dogs out of the Club house.

13 Conditions for using facilities and equipment

13.1 General

- 13.1.1 Members of the club, their guests and visitors, may use the club premises, and any other facilities of the club, entirely at their own risk and impliedly accept that:
- 13.1.2 The club will not accept any liability for any damage to or loss of property belonging to members, their guests or visitors to the club.
- 13.1.3 The club will not accept any liability for personal injury arising out of the use of the club premises, and any other facilities of the club, or out of participation in any race organised by the club, whether sustained by members, their guests or visitors or caused by the said members, guests or visitors, whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of the officers, committee or servants of the club.
- 13.1.4 Before inviting any guests or visitors onto the premises or to participate in events organised by the club, members will draw their attention to this rule.
- 13.1.5 Any members who are under the age of 18 years shall only be allowed to use the Club when at all times they are accompanied in their activities by an adult member of the Club who has accepted responsibility for them during their visit or visits.
- 13.1.6 A member or visitor using the Club facilities, or taking part in any race or event organised by the Club, shall indemnify the Club and the General Committee thereof, against all claims in respect of injury, loss or damage to property, or any third party, and shall make good such loss, damage or injury, for which he or she may be liable; in all respect of which the decision of the General Committee shall be final.
- 13.1.7 No person shall use a member's boat, canoe, or equipment or part thereof, without the express permission of the owner.
- 13.1.8 No person shall use the name or the facilities of the Club for any business whatsoever.
- 13.1.9 No boat or canoe shall be used on the club waters if, in the opinion of the user, the Officer of the Day or a Committee member, it is considered unsuitable or unsafe.
- 13.1.10 Every member racing a boat, other than a canoe, at the Club, shall be insured against Third Party liabilities, and will be required to make an annual declaration to the Sailing Secretary that they have third party liability insurance.

14 Storage

14.1 General

- 14.1.1 Members' Boats may be stored at the Club at the Committee's discretion, subject to space being available. Where Club storage facilities are full, members will be put on a waiting list. A Dinghy Parking Fee will be payable to the CSCC. The Sailing Secretary will allocate space and administer a Sailing waiting list. Covered and Open Canoe Storage Fees will be payable to the

CSCC. The Membership Secretary will allocate space and administer the storage waiting list. Storage will be limited to boats in a river worthy condition and suitable for use on the river at the Club premises. Sailing boats should not be longer than 15 feet. Boats will be charged at the rate appropriate for dinghies. The total length charged will include any part of the trailer projecting beyond the bow or stern.

- 14.1.2 A Trailer Parking Fee will be payable to the CSCC, except where a boat is stored on the trailer and a fee has already been paid for that space.
- 14.1.3 Members storing any kind of craft or trailer at the Club are required to display on their craft or trailer a numbered identification sticker which will be provided by the Membership Secretary. This rule does not apply to launching trolleys under craft for which an identification sticker has been provided. Craft or trailers not displaying such identification are liable to be removed from the compound at the Committee's discretion.
- 14.1.4 All occupiers of parking bays are required to keep their bay tidy (e.g. trim vegetation). Failure to do this may result in the loss of the right to the parking bay without compensation.

15 Abandoned Boats, Canoes and Equipment

15.1 General

- 15.1.1 In the following rule, reference to a vessel shall refer to any boat, canoe or equipment.
- 15.1.2 If at any time, any fees payable to the club by any member or former member shall be three months or more in arrears and a vessel, the property of the member or former member, remains upon the club premises, the Committee may:
- move the vessel to any part of the club premises without being liable for any loss or damage to the vessel howsoever caused;
 - give one month's notice in writing to the member or former member at the last known address as shown in the Club Register and thereafter sell the vessel and deduct any monies due to the club (whether by way of arrears of subscription or annual payments, boat park fees or otherwise) from the net proceeds of sale before accounting for the balance (if any) to the member or former member; or
 - in the event of the vessel being unsellable and after giving notice in writing as aforesaid:
 - dispose of the vessel in any manner the Committee may think fit;
 - deem the cost of doing so, and any arrears as aforesaid, to be a debt owing to the club by the member or former member;
 - provided that proper evidence is available to show that all reasonable steps have been taken to trace a member or former member; and
 - when and if the vessel is sold, the proceeds of sale (less any indebtedness by the member or former member to the club) shall be placed upon bank deposit account and retained against eventuality of a claim by the owner (whether that be the said member or former member or otherwise) for a period of six years.

16 Trustees

16.1 General

- 16.1.1 There shall be at least three Trustees of the club who shall be appointed from time to time as necessary by the Committee of the club from among Full, Family, Couples or Honorary Members who are willing to be so appointed. A Trustee shall hold office during their lifetime or until they shall resign, by notice in writing given to the Committee, or until a resolution removing them from office shall be passed at a meeting of the Committee by a majority comprising two-thirds of the members present and entitled to vote.

- 16.1.2 All property of the club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as is necessary and practicable, on trust for the use and benefit of the club. On the death, resignation, or removal from office of a Trustee, the Committee shall nominate a new Trustee in their place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all club property into the names of the Trustees as constituted after such nomination. For the purpose of giving effect to any such nomination, the Honorary Secretary, for the time being, is hereby nominated as the person to appoint new Trustees of the club within the meaning of Section 36 of the Trustee Act 1925 and they shall by deed duly appoint the person or persons so nominated by the Committee.
- 16.1.3 The Trustees shall, in all respects, act in regard to any property of the club held by them, in accordance with the directions of the Committee, and shall have power to sell, lease, mortgage or pledge any club property so held for the purpose of raising or borrowing money for the benefit of the club in compliance with the Committee's direction (which shall be duly recorded in the minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.
- 16.1.4 The Trustees shall be effectually indemnified by the Committee out of the assets of the club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or in relation to any property of the club vested in them, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the club.

17 Dissolution of the Club

17.1 General

- 17.1.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a two thirds majority vote of the membership.
- 17.1.2 Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or shared equally between the sport's governing bodies for use by them for community related sports.