



Channel Sailing Club

Members' Handbook and Club By-Laws

(also known as the Club Rules)

Epsom Sports Club, Woodcote Road, Epsom, Surrey, KT18 7QN.

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Members Handbook:

1 Introduction to Channel Sailing Club

The Club promotes the enjoyment of affordable cruising and racing by bringing together skippers and crews in a wide programme of sailing and social activities. We aim to develop personal and group sailing skills, while enhancing the overall safety and satisfaction of all members.

Our members range from novices, who are curious to find out what sailing is all about, to experienced boat owners, who appreciate the advantages of experienced crew and sailing in company.

We aim to provide experience at sea in an atmosphere that is both safe and enjoyable for all those who enjoy sailing, together with a shore-based social meeting point. Boat owners (the skippers) and non-boat owners (the crews) rely on each other to be able to enjoy the cruising and racing activities that take place throughout the year.

The overall club philosophy is to bring together boat owning skippers with crew members looking for sailing opportunities. Event organisers, in consultation with skippers, endeavour to put together crews to achieve a balance of experience and also opportunities for developing sailing skills. This is underpinned by encouraging all members to have RYA sailing qualifications.

For inexperienced members, the Club affords an excellent opportunity to help build the skills and confidence needed to go on and achieve any of the RYA practical sailing certificates through courses run by one of the many RYA-approved training schools. The Club is an RYA Recognised Training Centre for shorebased courses and we organise a variety of such courses for members.

Our Club was founded by David Evans in 1976 with a group of enthusiasts who had attended navigation courses run by him. The Club was originally called The Pirates Cruising Club because members without a boat could pirate from those who did! Over the years, hundreds of members have gained practical sailing skills and the confidence to either skipper their own boat, to charter or act as competent crew for others.

Our sailing activities are based on the south coast. Members' boats, which range in length from 18 to over 40 feet, are mainly located in and around the Solent.

We organise a number of cruising and racing events each year. Most of them take place over a weekend on the Solent and south coast. Longer cruises are arranged each year to areas such as the coasts of Normandy and Brittany, the Channel Islands and the West Country. Weekend sailing is for shorter rallies and fun events which may include navigation, treasure hunt and experience rallies.

The annual racing programme operates under a handicap system and most club races are one-day events. Some members also take part in non-club events such as the Round The Island Race and offshore racing events including the Fastnet.

On the social side the Club meets weekly on Tuesday evenings throughout the year at its clubhouse at the Epsom Sports Club to enjoy a drink and exchange views and opinions. In addition, there are lectures during the winter on specialised subjects related to the sea and sailing. Other social events include quiz nights, barbecues and dinners.

The Club communicates with its members through the website and via e-mail. These provide immediate access to news and events and much more. We also have our own newsletter, *Wavelength*.

Full membership of the Club is open to those who have completed or are undertaking the RYA Day Skipper Theory course. Associate membership is available to others, with the expectation they will take the course in due time.

The Club maintains a bosun's store of club flags and also clothing incorporating the CSC logo.

We know that it can sometimes be intimidating joining a club as a new member. So new members are encouraged to discuss how to get involved with Club activities usually by coming to the clubhouse on Tuesday evenings and meeting with Committee members. They will be only too pleased to explain about the Club, answer any questions, make introductions to other members and in general be as helpful as possible.

2 Communications

The Club's internet site, www.channelsailingclub.org, is the primary means of communication for members. It gives the sailing, social and training programmes, club and sailing rules, copies of *Wavelength*, gallery of recent photographs, links to sailing related activities and a password protected area with member contact details and other club information.

Our club magazine '*Wavelength*' is another way of disseminating and sharing information amongst the membership. We also send out regular emails with event reminders and a monthly 'e-brief'.

3 Sailing Events

The Club encourages all members to take part in any of the Club's cruising and racing events. In particular it should be stressed that racing is not restricted to just highly experienced crew and that the Club's racing is varied in nature and is designed to be fun. Members wishing to go on any event must submit an application form to the event organiser.

The organiser is often required to make bookings for restaurants and marina berths well in advance, therefore members are requested to submit their application forms at the earliest possible opportunity. In some cases a deposit or payment may be required from members in advance of the event.

In line with the philosophy of the club, skippers are not encouraged to make up their own boat crews except in the case of arranging their 'No. 1'. This then enables the organiser to introduce the remaining available crew to the boats attending on the basis of an equitable spread of skills and experience and with the benefit of everyone getting to know more members. It is also generally expected that skippers will give preference to having Club members as crew on Club events, rather than taking guests.

All crew members are expected to attend the briefing on the Tuesday evening before the event. Crewing arrangements are finally sorted out at this meeting. This is the opportunity for crew members to be introduced to their skippers and for them to be involved in the detailed planning.

The Club operates a policy of crew members making a voluntary contribution to the boat owner or skipper towards the maintenance and upkeep of the boat. This contribution is separate from the specific costs incurred during the event which are shared equally.

The Club encourages members to become event organisers; it is not restricted to just boat owners or skippers. Members should contact an appropriate committee member if they wish to offer their services.

The sailing programme is scheduled over the Spring, Summer and Autumn months and includes week-end rallies, longer cruises and racing events.

The racing programme is popular with all boats competing under a handicap scoring system so that theoretically at least, all have the same chance of winning.

All boat owners are encouraged to fly the club burgee from the spreaders except during races when either the club's racing pennant or the burgee must be flown from the backstay.

4 Social Events

The clubhouse is available for members to meet on Tuesday evenings and unless there is a programmed event requiring an early start, members usually arrive from 20h30.

A variety of special events are put on during the year including talks, food evenings and quiz nights.

We arrange a programme of visiting speakers to give us the benefit of their experience and knowledge. Additional talks are given by Club members in areas of their own special interest or expertise. Not all of the talks are directly related to sailing or training but they are always interesting and well worth attending.

5 Bosunry

Wearing club-identified clothing adds a good spirit of camaraderie when taking part in events. For this reason the Club's Bosun provides a range of clothing for members to purchase. All the clothing can be embroidered with the Club's name and logo, and a specific boat name if required. The Club's Bosun also stocks the club's burgee and racing pennant which should be flown on club events as appropriate.

6 Training

A fundamental aspect of the Club is to actively encourage members to become qualified in both theoretical and practical sailing skills, the main qualifications being those from the RYA. In particular the Club hopes that Associate Members will aspire to become Full members by obtaining the RYA Day Skipper Theory certificate.

As an RYA Training Centre and subject to demand, CSC arranges RYA navigation shorebased courses where possible and also the shorter day courses such as First Aid, VHF Radio, Radar, and Diesel Engine. The Club's Training Officer will provide the relevant information on both external and some internal courses run by suitably qualified Club members.

7 Insurance

Channel Sailing Club endeavours to ensure that its sailing events are conducted in a safe and seaman-like manner. This does not mean that all sailing is conducted in light airs and calm seas and indeed the more experienced Club members quite often venture out into quite challenging conditions. It must be accepted that, at sea, unexpected and unpredictable situations and conditions may occur at any time and without warning, and that accidents do happen. Sailing can be dangerous. Members are urged to make sure that they have adequate insurance to cover their needs as applied to sailing with the Club.

The Club is not bound by its Articles of Association to have insurance. The General Committee though deems it prudent to have suitable insurance to cover the club officers and organisers for any third party claim of negligence during an event.

Members are advised that they should check the wording of their own insurance policies and determine whether or not these classify sailing as a dangerous sport and impose exclusions. You should also check any applicable travel or holiday insurance to ensure that you are covered for loss of personal items. Some personal policies exclude cover for incidents occurring more than 12 miles off-shore.

It is a requirement that all boats involved in Club activities be insured for third-party liability applicable to all persons on board. It is the boat owner's responsibility to ensure this. Boats not skippered by their owner must also be covered.

8 Club Management

The Club is run and managed by the General Committee under the terms of the Articles of Association and the Club By-Laws. The General Committee consists of the Flag Officers (Commodore, Vice Commodore and up to three Rear Commodores), other Officers (Hon Treasurer and Company Secretary) and up to nine ordinary members. Duties are divided among the committee with individual responsibilities being for example; sailing, training, membership, communications and publicity, social events and bosunry. Committee members are elected by eligible Club members at the AGM.

The General Committee has the authority to create specialist sub-committees which then report back. The Committee also has the authority to make, alter or repeal the Club By-Laws as it deems expedient. The AGM at which the elections take place is held in January. Special General Meetings can be called at any time following the required notice of 21 days.

9 Awards

At the Annual General Meeting various trophies and prizes may be awarded. They are in two sections:

- Trophies given for the Club's racing events
- Awards for personal performance and contribution to the Club.

Details of the various trophies and awards can be found on the Club's website. Members are actively encouraged to make nominations for the awards by contacting an appropriate committee member.

10 Further Club Information

The Club is legally constituted as company limited by guarantee and is managed according to the company's Memorandum of Association and its Articles of Association.

More detailed information about various aspects of the Club is available from the Members section on the Club's website at www.channelsailingclub.org. Various documents can be found there some under password protected pages. The password is available from the webmaster.

Items for all club members:

- Contact details of Club Members – regularly updated
- Membership and event application forms
- Racing Sailing Instructions – the club's sailing instructions which are updated annually
- Various guideline documents to help new members and for event organisers
- The Articles of Association, the Memorandum of Association and AGM information
- Selection of other useful information including presentations

Items specifically for organisers of club sailing events (using separate password):

- Simple guidelines and a comprehensive Organiser's Guide for all types of sailing events
- Forms used in organising sailing events
- Full details of Members and boats from membership form information

Club By-Laws:

1 Club Membership

1.1 It is a condition of membership for all classes of membership that every member accepts and complies with the Club By-Laws and Articles of Association.

1.2 The complete classes of Club membership available are listed in the Articles of Association. The classes in use currently are:

a) Full membership is open to persons who are undertaking or who have completed the RYA Day Skipper Theory course or have demonstrated equivalent knowledge and experience.

b) Honorary life membership is reserved for former members who have rendered outstanding service to the Club over a prolonged period.

c) Associate Membership is offered to a person who supports the objects of the Club but who is not eligible for full membership.

e) Temporary membership exists to ensure that everyone participating on a Club event is automatically bound by the Club's by-laws. The authority to grant temporary membership for the duration of a Club sailing event is delegated by the General Committee to the skipper of the boat in question, who is required by these by-laws to ensure that prospective temporary member has read, understood and agreed to the Club's by-laws. Temporary membership is the only class of membership open to those under 18 years old.

1.3 The membership year starts on the 1st October and ends on the 30th September the following year. Membership fees are due by the 1st October. Members not paid up by November 30th lose all Club rights and privileges until payment is made.

1.4 Members joining after the 1st July will receive membership through to the 30th September of the following year.

1.5 Only Full and Honorary Life members may vote at club meetings and hold office in the Club

1.6 A joint subscription offering a discount is available to cover two or more members (full or associate) living at the same address.

1.7 Membership is applied for by completing the Club's application form, which is available from the membership secretary and the web site.

2 Bookings for Sailing Events

Please read this carefully, and understand both the letter and spirit of the agreement. These by-laws apply equally to cruising and racing events.

2.1 All Club members, including temporary members, are required to submit an application form for each sailing event in which they wish to participate.

2.2 The Club endeavours to ensure that all members go on the events they apply for, however, applications received less than 10 days before the event may be unsuccessful because of the specific organisational details.

2.3 No person shall be included as crew on any boat participating in a Channel Sailing Club event unless he or she is a current member of the Club, or has been given temporary membership.

2.4 Crew members are expected to pay the skipper before leaving the boat any voluntary contribution appropriate to the event towards the expenses incurred by the owner for the wear, tear and maintenance of the boat.

2.5 The skipper and crew members agree to pay an equal share of the day-to-day running expenses incurred during the event. This includes fuel, drink, food, harbour dues and any other reasonable expense.

2.6 Members are expected to contribute to any deposit or other event costs which are incurred and

notified by the organiser. If a member subsequently withdraws from the event they will still be due for any incurred costs unless notified otherwise by the organiser.

2.7 Minor damage or loss to the boat or equipment, or to any other member's personal effects is normally made good by the person causing it; unless the skipper and crew concerned agree that the loss was entirely unpreventable and come to some other settlement. If necessary, the General Committee will act as arbiter and settle any outstanding dispute. Major loss or damage should be reported to the organiser.

2.8 Members must accept that they sail at their own risk and that neither the Club, nor its officers, event organisers, owners, skippers, nor any other Club member can accept any responsibility for personal accidents which may cause death, injury, damage, or loss of their property or person, howsoever caused. All members should read section 7 of the Handbook regarding the need for Insurance.

2.9 All boats involved in Club events must carry suitable third party insurance protection for all persons on board. The minimum amount of cover should be the current marine industry standard.

2.10 The conditions and statements on the membership application form for both crew and skippers form an integral part of the by-laws of this section.

2.11 The skipper of a boat participating in a Club event is required to grant temporary membership to any non-member who wishes to join the boat. This is done by ensuring that the prospective temporary member has read, understood and agreed to the Club's by-laws.

3 Conduct of Members

3.1 The conduct of Club members aboard will be in accordance with the normally accepted rules of discipline at sea. The skipper's authority is absolute, unless delegated.

3.2 All members agree to accept any reasonable commands, requests, or orders made by the skipper or event organiser during the event, and to conduct themselves properly at all times.

3.3 In the event of any disagreement on the conduct of events or in the conduct of affairs on board any specific boat which cannot be resolved by the skipper, the matter will be referred to the organiser whose decision will be final. The organiser may consult with any committee members present in arriving at a decision.

3.4 Excesses such as drink, noise, boisterous behaviour or any act liable to cause inconvenience to others or bring the name of the Club into disrepute will cease immediately when requested by the skipper of the boat, the event organiser or any committee member.

3.5 Every effort must be made by all members to maintain the good reputation of the Club by:

- a) showing proper courtesy to other boats and their crews,
- b) rendering assistance whenever possible beyond that required by the collision regulations,
- c) observing rules and customs of clubhouses, harbours and moorings visited and
- d) ensuring that all mooring fees are paid.

3.6 The relevant by-laws above will also cover shore-based functions where the reputation of the Club may be at risk or where there are financial implications due to the behaviour of members. Members will respect any decision of a committee member or organiser at such functions.

3.7 Members are responsible for the behaviour of their guests at all times.

4 Racing

4.1 Club racing events are run in accordance with the ISA Racing Rules of Sailing together with the CSC Sailing Instructions. The CSC Sailing Instructions are published on the website.

4.2 Temporary members who are 18 years and over may not take part in more than two races in a series.

5 Under-18-Year-Old Members

For the purpose of these by-laws we refer to under-18-year-old members as minors. The by-laws have been introduced in recognition of the fact that club members may wish to bring offspring or grandchildren with them on club events. While on board, a parent or guardian must be present in view of the Child Protection Laws.

5.1 Minors can only be Temporary Members for a particular event.

5.2 While on board during a club sailing event, minors must be accompanied at all times by a parent or guardian, who must also be a member of the Club. No exceptions to this rule are permitted.

5.3 A separate event application form must be submitted for every minor attending a sailing event. The form must name both the minor and the parent or guardian.

5.4 Minors will be carried aboard on a club sailing event only with the consent of the skipper.

5.5 While on board and under the authority of the skipper, the parent or guardian will be responsible for supervision and well being of the minor(s).

5.6 While ashore, the parent or guardian will solely be responsible for the supervision and well being of the minor(s).