

# Locks Rule Book 2017



Racing and cruising in  
Langstone Harbour and the Solent

[www.lockssc.co.uk](http://www.lockssc.co.uk)

January 2017

# 1. Club Rules

## 1.1 *The Club*

- 1.1.1 (Rule 1) The name of the club is “The Locks Sailing Club” and the burgee of the club shall be red and white.
- 1.1.2 (Rule 2) The object for which the club is formed is to promote and facilitate the sport of sailing.
- 1.1.3 (Rule 26) The Club is a non profit making organization. All profit and surpluses will be used to maintain or improve the facilities of the Club. In the event of the winding up or dissolution of the Club, the assets will be applied to approved sporting or charitable purposes.

## 1.2 *Membership*

- 1.2.1 (Rule 3) Membership of the Club shall be open to anyone interested in the sport of sailing on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities, on a non-discriminatory basis.
- 1.2.2 (Rule 4) The club on the recommendation of the Committee may, in general meeting, elect honorary life members. Each honorary life member will be entitled to one vote in their own right.
- 1.2.3 (Rule 5) Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.
- 1.2.4 (Rule 6) Removed, EGM, January 2017
- 1.2.5 (Rule 7) Every member joining the Club implicitly undertakes to comply with these rules. The Committee have full power to terminate the membership of any member should they consider the members conduct injurious to the interests of the Club. Should such a decision be made, the Honorary Secretary will give fourteen days notice to the person concerned stating the reasons for such action and giving a date on which the Committee will be prepared to hear any appeal of the said member.

## 1.3 *Fees*

- 1.3.1 (Rule 8) There shall be an entrance fee and subscription of such sums as may be prescribed from time to time. The amount of fees and subscriptions will be posted on the Club Notice Board. Any change in the amount of fees, subscriptions, levies and any other charge will be proposed by the Treasurer at the Annual General Meeting or any General Meeting called under Rule 20 sub para 5 and put to the vote of the

meeting. Providing a majority of two thirds of the votes of members present and voting are cast in favour of the proposal, the proposal shall be deemed to be carried.

**1.3.2** (Rule 9) An entrance fee shall accompany each nomination form.

**1.3.3** (Rule 10) The Annual subscription is payable on election and on 1st January each year. Classes of membership which attract varying rates of subscription and entrance fee are as follows:

***Member (M)***

- A single person, who may helm or crew in any racing event organized by Locks SC, or in any Open event organized in Langstone Harbour.
- A member may apply for space to keep a dinghy in the compound, for which charges will apply if this is granted.
- A member has one vote at club general meetings.

***Family member (F)***

- A married couple (or partners living together at the same address), including children who are aged under 16 as at 31st August of the preceding year.
- Each family member may helm or crew in any racing event organized by Locks SC, or in any Open event organized in Langstone Harbour.
- A Family member may apply for space to keep a dinghy in the compound, for which charges will apply if this is granted.
- A family membership has 1 vote only per membership at club general meetings.  
Where a Club member and spouse/partner both serve on the Committee as Officer or Committee Member, then each is entitled to one vote at Committee meetings only.

***Crew member (Cr)***

- A single person, not owning a boat, who may only crew in any racing event organized by Locks SC. They may helm in any Open event organized in Langstone Harbour, or in special events organized by Locks SC (e.g. crew's cup).
- A crew member may NOT apply for space to keep a dinghy in the compound.
- A crew member has one vote at club general meetings.

***Cadet member (Ca)***

- A cadet member is a person who is aged under 18 as at 31st August of the preceding year and who is not included in a family membership.
- A cadet member may helm or crew in any racing event organized by Locks SC, or in any Open event organized in Langstone Harbour.
- A cadet member may apply for space to keep a dinghy in the compound, for which charges will apply if this is granted.
- A cadet member does not have a vote at club general meetings.
- A Cadet member over the age of 16 may perform the duties of a Patrol Boat Crew, but may not perform the duties of a Patrol Boat Driver without the relevant qualifications.
- Existing cadets in full time education or apprenticeship may extend their cadet membership to their 22nd birthday. If full time education or apprenticeship ceases prior to their 22nd birthday their cadet membership will cease with effect from the next renewal. The extension of cadet membership will be at the discretion of the Committee. The Committee may request written evidence of the cadet's continuing full time education/apprenticeship

***Honorary member (H)***

- The club on the recommendation of the Committee may, in general meeting, elect honorary life members. This will include a spouse/partner.
- An Honorary member may helm or crew in any racing event organized by Locks SC, or in any Open event organized in Langstone Harbour.

- An Honorary member may apply for space to keep a dinghy in the compound, for which charges will apply if this is granted.
- Each honorary life member will be entitled to one vote in their own right at club general meetings

#### ***Associate member (A)***

- Associate membership shall be open at the discretion of the Committee to those who have been full members for many years and wish to retain their association with the Club.
- Associate membership will also be available to individuals who have had a close association with the Club but have not been full members. This will be at the discretion of the committee and at no time will the Associate membership be more than 30% of the full membership.
- Associate membership may be granted to a single person or to a married couple (or partners living together at the same address), including children who are aged under 16 as at 31st August of the preceding year.
- An associate member may not helm in any racing event organized by Locks SC.
- An associate member may crew for another sailing member for up to 3 races per season.
- An associate member may NOT apply for space to keep a dinghy in the compound, and does not have a vote at club general meetings.

#### ***Absent Member (Ab)***

- Absent membership entitles the member to re-join the Club as a full member at a future date without the requirement for an entrance fee or consideration by the Committee. It does not qualify the member to any other benefits of membership.

(Rule 11) Any member who has not paid the subscription by the 1<sup>st</sup> February may be removed from the list of members by the Committee. No member shall in any year be entitled to any of the rights or privileges of membership until his dues for that year and all arrears (if any) have been paid. The year commences on 1<sup>st</sup> January.

### **1.4 Committee**

- 1.4.1** (Rule 13) There shall be a Committee consisting of the officers and seven other members elected annually at the Annual General Meeting
- 1.4.2** (Rule 12) The Officers of the Club shall consist of the Commodore, Vice Commodore, Rear Commodore, Hon Secretary, Hon Membership Secretary, Hon Treasurer and Hon Sailing Secretary, all to be elected annually at the Annual General Meeting.

### **1.5 Election Of Officers**

- 1.5.1** (Rule 14) Nominations in writing for the office of Commodore, Vice-Commodore, Rear-Commodore, Hon Secretary, Hon Membership Secretary, Hon Treasurer and Hon Sailing Secretary and for membership of the Committee shall be in the hands of the Secretary at least 21 days prior to the Annual General Meeting. The Hon Secretary shall thereupon cause a suitable notice to be placed on the club notice board. Any member entitled to vote may nominate one member only for each office and seven persons only for the Committee, but may nominate the same person for several offices if he so desires. Nominations must have the prior consent of the nominees. The current officers and Committee go forward automatically for re-election if they so desire.
- 1.5.2** (Rule 18) 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 or Honorary Members who are willing to be so appointed. A Trustee shall hold office during his lifetime or until he shall resign, by notice in writing given

to the Committee, or until a resolution removing him 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. 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 death, resignation or removal from office of a Trustee, the Committee shall nominate a new Trustee in his 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 Hon. 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 Trustees Act 1925 and he shall by Deed duly appoint the person or persons so nominated by the Committee. 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 directions (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.

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 in relation to any legal proceedings or which otherwise relate directly or indirectly to the performance of the functions of the Trustee of the Club.

## **1.6 Committee Duties**

- 1.6.1** (Rule 15) The Committee shall manage the affairs of the Club according to the rules and shall apply the funds of the Club to the objectives of the Club. Not more than £2,500 should be spent on any one project without the consent of members at a monthly meeting. The Committee shall make such bye-laws as they think fit as to the management of the Club. The Chair shall be taken by the Commodore or Senior Flag Officer present, or at the discretion of the Commodore, any other Committee member. Five members of the Committee shall form a quorum. The Committee shall be empowered to deal with any matters not covered by these rules. In pursuance of the authority vested in the Committee under the Rules, members of the Committee shall be indemnified by the members of the Club against any liabilities incurred by them or by any one of them on behalf of the club, provided only that such Committee members have acted in good faith. The limit of an individual club member's indemnity of any liability shall be a sum equal to one year's subscription of the current rate then in force unless the Committee has been authorised to exceed such limit by a General Meeting of the Club.
- 1.6.2** (Rule 16) The Hon Treasurer shall be responsible for all monies belonging to the Club and shall keep proper accounts relating thereto. The monies shall be deposited in an account in the Club's name, which will be decided by the Committee. Monies shall only be withdrawn on the joint signature of the Hon Treasurer and either the Hon Secretary or Commodore. The Hon Treasurer shall produce a certified statement of accounts at the Annual General Meeting.
- 1.6.3** (Rule 17) Wine Committee to be appointed annually by the Committee. Two members who together with the Commodore, the Hon Treasurer and the Hon Secretary shall form a Wine Committee which will be responsible for the purchase for the Club and supply by the Club of intoxicating liquor

### **BAR HOURS**

11.00am – 11.00pm Monday to Saturday, inclusive

12 noon – 10-30pm Sundays, Good Friday and Christmas Day

Or such other hours as the Licensing Justices may decree or by application grant.  
The actual hours opened will be at the discretion of the Committee but be within the hours permitted above

## **1.7 Meetings**

- 1.7.1** (Rule 20) An Annual General Meeting shall be held in Portsmouth on the 1<sup>st</sup> Monday in October, or such day in October as may be fixed by the Commodore. The Hon. Secretary shall at least 14 days before the date of such meeting send to each member notice thereof and the business to be brought forward.

A General Meeting will be held in January, April and July. A notice and agenda of each meeting will be sent to each member. In the event of there being no carried forward or notified business the Committee may decide to cancel a General Meeting. Only one General Meeting each year will be cancelled.

The Committee may, on giving 14 days notice call a General Meeting of the Club for any specific business. The Committee shall also call a general meeting on the written request of twelve members.

Cadet members and Junior members may attend but not vote at a General Meeting.

No resolution shall be deemed to be carried at any AGM or General Meeting unless 10% of members, entitled to vote on 1 February in the effective year, are present.

- 1.7.2** (Rule 19) At the Annual General Meeting each year a Professional Auditor or two Honorary Auditors or a Professional Accountant will be appointed.

- 1.7.3** (Rule 21) A meeting of the Club members may be held each month except during October.

- 1.7.4** (Rule 22) No alteration of rules shall be made except at an Annual General Meeting, or following a change in the law, an Extraordinary Meeting called for the purpose of updating the rules in order to comply with the law.(Rule 20 sub para 5) Notice in writing must be given to the Hon. Secretary at least 21 days prior to the meeting. The Hon. Secretary shall thereupon cause a suitable notice to be placed on the Club Notice Board.

All such proposed alterations and additions shall be put to the vote of the meeting and provided that on a show of hands, or if demanded on a poll a majority of two thirds of the votes of those members present and voting shall be cast in favour of any proposed alteration or addition, then the same shall be deemed to be carried.

The Clerk to the Justices to be informed by the Hon. Secretary within 28 days of the alteration.

## **1.8 Cruisers**

- 1.8.1** (Rule 24) All Club Members owning a cruiser on a club or private mooring shall be a fee-paying member of the 'tender pool'. Only these fee-paying members may take and use a tender from the pool. All tenders must be moved, launched and beached with utmost care. The tender pool logbook in the clubhouse must be completed before and after each voyage. When left on a mooring, tenders must be securely fixed to that mooring. All pool members shall provide their own rowlocks and oars. All pool members shall attend the maintenance sessions necessary to keep the tenders up to the required standard. Maintenance to be funded by the Club.

## **1.9 Conduct of Members**

- 1.9.1** (Rule 23) In the interests of safety and the comfort of other Club Members smoking is prohibited in the Clubhouse.

- 1.9.2** (Rule 25) Visitors must be signed for in the Visitors Book by the Member introducing them. No visitor can be introduced as a guest on more than 6 occasions in any 12 month period unless they have a completed application for membership pending.

## 2 Bye Laws

### 2.1 Conduct of Members

- 2.1.1 (Bye Law 1) The compound and clubhouse must never be left unlocked. The last to leave is responsible for ensuring that both Compound and Clubhouse are fully secure; this may necessitate taking the keys to sea.
- 2.1.2 (Bye Law 2) No private gear of any description may be left in the Club except in the changing room lockers for which the proper charge has been paid.
- 2.1.3 (Bye Law 3) The club will not be responsible for any loss of or damage to member's property. Valuables should not be left in the changing rooms.
- 2.1.4 (Bye Law 4) Wet clothes are not allowed in the Club room
- 2.1.5 (Bye Law 7) Permission from an Officer or Committee member must be obtained before a Junior or Cadet may use a Club Boat.
- 2.1.6 (Bye Law 19) The parent or guardian of a Junior or Cadet member must sign on the back of the application for viz:
- My son/daughter.....has my permission to join Locks Sailing Club. I accept full responsibility and no claim will be made against the Club  
Signature.....Date.....
- 2.1.7 (Bye Law 20) The kitchen is provided for the use of all members but it is expected that all users will keep the kitchen in a clean and tidy condition. The Committee reserves the right to lock the kitchen from time to time at their discretion.
- 2.1.8 (Bye Law 28) Access to the roof of the Club House is only permitted with the approval of the Officer of the Day (OOD) or permission of a member of the Committee.
- 2.1.9 (Bye Law 25) Adults are responsible for the behavior of children under their care whilst on Club premises and they will be held responsible for reimbursement for any damage caused.
- 2.1.10 (Bye Law 26) Vehicles must not be parked in the Club driveway except for loading and must not enter the Compound without permission of a Flag Officer.
- 2.1.11 (Bye Law 21) Any Bona-fide member of a kindred Sailing Club arriving by invitation, may become a temporary member for 48 hours by signing the Visitor's Book.
- 2.1.12 (Bye Law 22) No person under 18 years may be served with or consume alcoholic liquor in the Club.
- 2.1.13 (Bye Law 23) No electric leads are to be connected to sockets inside the building.

### 2.2 Liabilities

- 2.2.1 (Bye Law 16) Members are responsible for any damage which may be caused to Club or private Property by manoeuvring their craft into, out of or while in the boat compound. They are responsible for any injury they may cause to Club members or the General Public. The Locks Sailing Club accepts no responsibility. Members must be adequately insured against these risks.

## **2.3 Racing**

- 2.3.1** (Bye Law 5) Races shall be sailed under I.S.A.F Racing Rules. Handicapping shall be carried out by a member of the Club elected at the Annual General meeting.
- 2.3.2** (Bye Law 6) No person other than a sailing member shall take the helm in any Club event or crew in more than three Club events in any one season. Any boat concerned in a breach of this rule shall be disqualified. Members shall sign for their guests in the Visitor's Book.
- 2.3.3** (Bye Law 27) Any member who takes part in club racing, or has been granted a space in the compound to keep a sailing dinghy, will be automatically required to assist in the running of races by performing race duties. This will be either by acting as officer of the day (OOD), or by operating the patrol boat as driver or assistant.

The number of duties required of each such member will be determined by the sailing secretary at the beginning of the sailing season, and will be communicated to all members when the sailing calendar is published.

It is the member's responsibility to select their duties using the website tool. Any member who has not selected their full complement of duties by one month after the publication of the calendar will have duty dates selected for them, to bring them up to the full requirement. It will then be the member's responsibility to arrange for duty swaps if the dates are not acceptable.

Should a duty obligation not be carried out as indicated on the calendar, i.e. failure to act as OOD, or failure to perform a patrol boat duty, then the person not performing this duty will be called to the next committee meeting to explain in person why the duty was not performed. The committee will then, taking account of all the circumstances, decide on a suitable sanction, for example:

- disallowing compound use for the remainder of the year;
- denial of entry to club racing for the remainder of the year;
- any other sanction deemed appropriate under the circumstances by the committee.

- 2.3.4** (Bye Law 24) All craft racing under Locks Sailing Club Burgee must carry adequate personal buoyancy for every crew member. Wet suits do not constitute personal buoyancy.

## **2.4 Compound Use**

- 2.4.1** (Bye Law 11) All monohull sailing dinghies, tenders and trolleys will be considered for compound space at the discretion of the Committee.
- 2.4.2** (Bye Law 8) The Committee will appoint a Compound Bosun responsible for the management of and the position of Boats in the Compound and may reposition a boat at any time. No boat may be placed in the Compound without prior permission of the Compound Bosun. Boats found in the Compound without prior permission will be removed without notice. The member to whom the space is allocated is responsible for the tidiness of that space.
- 2.4.3** (Bye Law 9) Allocation of compound space will be made immediately after the 1<sup>st</sup> February each year to those fully paid up members whose applications have been received prior to the 1<sup>st</sup> February. Compound fees for dinghies will be paid annually on 1st January each year. The Committee reserve the right to allocate space and remove boats for which space has not been allocated for that year. Prior to removal 14 days notice will be sent to the Owner's last known address. Spaces not taken up by 1st June can be re-allocated at the discretion of the Committee. The committee has the right to remove boats/trailers deemed to be 'unauthorised' or 'abandoned' in accordance with the current RYA 'Guidance Note on Abandoned Boats and Trailers'. A copy of this is held by the Bosun, and is also available on the RYA website ([www.rya.org](http://www.rya.org)).
- 2.4.4** (Bye Law 10) Compound charges are based on area (length x beam), in square metres. Charges will be set by the Committee annually and will be posted on the Notice Board. A club member without an allocated



space may, subject to the Bosun's permission, be allowed temporary storage space in the compound on a weekly basis, at a rate agreed by the Committee (currently £10 per week {2009})

- 2.4.5** (Bye Law 12) Road trailers and launching trolleys must be kept under the boat of the Owner and in the space allocated to the Owner.
- 2.4.6** (Bye Law 18) As soon as practicable after the end of the calendar year, all spars, gear, sails and clothing which are not the property of the Club and which appear to be unclaimed, shall be catalogued and a list exhibited on the club Notice Board for 4 weeks. All items not claimed at the end of four weeks shall become Club property for disposal or use as is thought expedient. All property belonging to members, which is stored in authorised storage places on club premises, shall be properly labelled with the Member's name and address.
- 2.4.7** (Bye Law 14) All craft kept in the Compound and property on club premises must have their name and the name of the owner clearly visible at all times
- 2.4.8** (Bye Law 13) Sailboards will be allowed to be kept on Club premises providing they belong to a member who has been allocated a Compound space for a dinghy and the member has the written permission of the Bosun. Sailboards may be stored within the allocated space and the sailboard must bear the name of the owner.

## **2.5 Cruisers**

- 2.5.1** (Bye Law 17) Moorings allocated by the Langstone Harbour Board will be paid for and administered by the Locks Sailing club. The moorings will always revert to the Club, if vacated, if in dispute or if the fees are not paid.
- 2.5.2** (Bye Law 15) No vessels exceeding 25 feet overall or 2.5 tons will be admitted to the compound and all craft must have an adequate trolley with pneumatic tyres.  
All boats and trolleys permitted into the compound at the discretion of the Committee.  
Storage space for cruiser winter lay-up will be limited to all of the West boundary of the compound only. If more members apply for space than can be accommodated, preference will be given to members allocated a space the previous season. Vessels may be changed provided any new vessel fits into the allocated space.
- 2.5.3** (Bye Law 29) Moorings will only be allocated to full Members. This excludes Cadet/Junior/Associate/Absent members.