



COWES CORINTHIAN YACHTING LTD (The Club)

**Company number 05055553
Registered Office 39 Birmingham Road, Cowes, PO31 7BH**

Trading as

**COWES CORINTHIAN YACHT CLUB
Established in 1952**

“The Rules”

And

Byelaws

CONTENTS

| | | |
|----|--|----|
| 1 | NAME & PURPOSE..... | 3 |
| 2 | OFFICERS | 5 |
| 3 | MEMBERSHIP | 7 |
| 4 | CLUB MANAGEMENT and COMMITTEES..... | 12 |
| 5 | POWERS TO BORROW MONEY | 14 |
| 6 | GENERAL MEETINGS..... | 15 |
| 7 | DISSOLUTION..... | 18 |
| 8 | GRATUITIES..... | 18 |
| 9 | BYELAWS | 19 |
| 10 | OTHER CLUB POLICIES AND PROCEDURES | 20 |
| 11 | REVISION HISTORY..... | 21 |
| 12 | APPROVED BY:..... | 21 |

1 NAME & PURPOSE

1.1 Name

The name of the Club is Cowes Corinthian Yachting Limited, trading as Cowes Corinthian Yacht Club.

1.2 Purpose

The purposes for which the Club is formed are to promote and facilitate the sport of yacht racing, sailing, motor boating other marine activities and to provide social and other facilities, as more fully described in the Memorandum and Articles of Association, for all Members as may be determined from time to time, including the people of Cowes, young people and the disabled community. All surpluses generated from these activities shall be used to maintain or improve the Club's facilities.

1.3 Club Burgee

The Burgee of the Club shall be red with a facsimile of the 17th century ship "Ark". This ship, accompanied by the "Dove", left Cowes on November 22nd, 1633, to establish, in America, the Palatinate of Maryland.

1.4 Status

The Club is a "Not-for-Profit" private company, limited by Guarantee without share capital.

1.5 Members Liability

The liability of the Members is limited.

Every Member of the Company undertakes to contribute such amount as may be required (not exceeding £1) to the Company's assets if it should be wound up while they are a Member or within one year after they cease to be a Member, for payment of the Company's debts and liabilities contracted before they cease to be a Member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

Abbreviations

The following abbreviations are used: -

| Abbreviation | Description |
|-------------------|---|
| Admiral | Honorary Admiral |
| AGM | Annual General Meeting |
| Bosun | Honorary Bosun |
| Byelaws | Club Byelaws |
| CCYL | Cowes Corinthian Yachting Limited |
| Club | Cowes Corinthian Yachting Ltd, trading as Cowes Corinthian Yacht Club |
| EGM | Extraordinary General Meeting |
| GDPR | General Data Protection Regulation |
| Rules | The Rules of CCYL as described in this document |
| RYA | Royal Yachting Association |
| Sailing Secretary | Honorary Sailing Secretary |
| Secretary | Club Secretary |
| Social Secretary | Honorary Social Secretary |
| Treasurer | Honorary Treasurer |

Definitions

The following definitions are used: -

| Designation | Definition |
|-------------------|---|
| Member | An Individual elected by the General Committee described in Section 3 of these Rules |
| General Committee | Board of Directors |
| Voting Member | A Member with membership in excess of one year and 18 years or older |
| Committee Member | A Member elected to the General Committee |
| Clear days | Excludes day of notice and day of event |
| Member/s present | Members present at a General Meeting and shall include those in attendance on an approved electronic platform |

2 OFFICERS

2.1

The Officers of the Club shall consist of a Commodore, a Vice Commodore and two Rear Commodores, the Commodores shall be known as Flag Officers. Other Officers to be elected including a Treasurer, a Bosun, a Sailing Secretary, a Social Secretary, and up to four other Officers without portfolio and such officers as may be appointed at the AGM or, in an emergency by the General Committee.

2.2

The Club shall appoint an Admiral, who is elected for life. The Admiral may resign by giving notice in writing to the General Committee. A resolution to remove them from office may be passed at a General Meeting of the Club by a majority comprising two thirds of the Members present and entitled to vote.

Flag Officers (with the exception of the Admiral) will take office at the AGM of their appointment and retire at the subsequent AGM.

2.3

Flag Officers will be eligible for re-election but shall not hold the same office for a period exceeding three consecutive terms of office. Failure to receive nominations to replace a stand-down Flag Officer will be deemed an emergency. In that case the named Flag Officer will be eligible for re-election for a fourth term and if necessary two further terms up to a maximum of six terms. This concession requires a two thirds majority of votes cast by Voting Members present at a General Meeting for approval on a year by year basis.

2.4 Secretaries

The General Committee shall appoint the Club Secretary and any other salaried employees.

The General Committee shall also appoint The Company Secretary
Who shall: -

- (a) Cause all returns as may be required by law to be filed at Companies Houses.
- (b) Exercise due diligence to ensure that all activities undertaken by the Club comply with legal, ethical and regulatory requirements.

2.5 Treasurer

The Treasurer shall.

- (a) Cause such books of account to be kept as are necessary to give a true and fair view of the state of the finances of the Club.
- (b) Cause all returns as may be required by law in relation to such accounts to be rendered at the due time.
- (c) Prepare an Annual Balance Sheet as at 31st December in each year and cause such Balance Sheet (and supporting accounts as necessary) to be reviewed at least once annually and shall thereafter cause the same to be distributed to Members at least fourteen clear days before the date of the AGM.
- (d) Present the Annual Balance Sheet and supporting accounts to Members at the AGM, accompanied by a report from the Financial Reviewer (Auditor).

2.6 Financial Reviewer (Auditor)

The Financial Reviewer (Auditor) shall be appointed at the AGM in each year and shall be an appropriately experienced/qualified Member of the Club, other than a General Committee Member, or an external auditor. The Reviewer (Auditor) shall review the accounts of the Club when called upon to do so and shall give such certificate of assurance as to the accuracy of the said accounts as shall be required by law or by the General Committee.

CCYL is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

2.7 Trustees

Existing Trustees of Cowes Corinthian Yacht Club shall be indemnified against any claim and remain in office until their responsibilities are discharged.

2.8 Indemnity Insurance

The General Committee shall direct the Secretary each year to put in place such Indemnity Insurance and other such insurances for the protection of Club Officials and Employees as shall be deemed necessary and appropriate and compliant with current legislation.

3 MEMBERSHIP

Membership commences once the successful candidate has made full payment of the relevant fees and subscriptions and has formally acknowledged their liability under Section 1.5. A new Member of the Club only becomes a Voting Member (at an AGM or EGM) after one full year of Membership.

3.1 Members & Junior Members

A candidate for Membership, except as provided by Section 3.2, shall be fifteen years of age or over. A candidate for Membership shall send to the Secretary a form setting out their name and address and any other particulars the General Committee shall require and containing the signatures of two Voting Members in support as proposer and seconder. A list of candidate names and other relevant information from their application form, including the name of their proposer and seconder, shall be prominently displayed on the Club notice board and/or otherwise communicated to Members at least seven days before the election takes place. The election of candidates to Membership shall take place at the next scheduled meeting of the General Committee, and if required, this shall be by ballot. Applications may be rejected by the majority vote of the General Committee.

3.2 Cadet Members

A Member who is the parent or guardian or grandparent of a child between the ages of eight and fourteen may propose such a child for Membership of a section of the Club to be known as the Cadet Section. The parent, guardian or grandparent must sign a declaration that the child will be in the charge of a responsible adult whilst on the Club premises, and that the responsible adult accepts full responsibility for the child at all times and that the Club, its Officers, and Members bear no liability whatsoever for accident, injury, loss or damage, howsoever caused.

3.3 Members Undertakings

- (a) Every Member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with these Rules and all Byelaws.
- (b) Every Member shall furnish the Secretary with up-to-date postal and email addresses which shall be recorded in the Register of Members in compliance with the Club's GDPR Policy, and any notice sent to either address shall be deemed to have been duly delivered.

3.4 Membership Categories

The following categories of Membership are available:

| | |
|--------------------------------|---|
| Single Adult age 67 plus | Joint Adult age 67 plus |
| Single Adult age 60 - 66 | Joint Adult age 60 - 66 |
| Single Adult age 26 – 59 | Joint Adult age 26-59 |
| Single Adult age 19 – 25 | Joint Adult age 19 – 25 |
| Junior age 15 – 18 | Cadet age 8 – 14 |
| Family | Temporary Member |
| Resident outside the UK single | Resident outside the UK Joint/Family |
| Life Member | Honorary Member |

- (a) Family Membership includes children and grandchildren of Members up to the age of 18.
- (b) Honorary Membership is available at the General Committee's discretion in recognition of outstanding service to the Club. An Honorary Member shall have all the privileges and rights of a Member but pay no subscriptions. Any Member of the Club may propose a Member for Honorary Membership stating the reasons. The proposal shall be considered at the next General Committee Meeting.
- (c) Temporary Membership will be available at the discretion of the Secretary under delegated authority of the General Committee under such conditions as the General Committee may from time to time apply and subject to compliance with the conditions imposed by the Club's Licence issued under the Licensing Act 2003. Such Temporary Members shall have no right to vote at any General Meeting of the Club.
- (d) The Club will not entertain an application for Membership from any individual who is known to be on the current Register of Sex Offenders or subject to an extant Sexual Harm Prevention Order and if it becomes known that any Member's name is already on or is added to the register or that he or she is or becomes subject to such an Order then this shall be deemed to be gross misconduct and his or her membership shall be automatically terminated and they shall not be entitled to a refund of any part of their subscription.

3.5 Annual Subscription and Entry Fee

The Annual Subscription for each Membership category and Entry Fee will be reviewed annually and submitted by the General Committee or by Voting Members in accordance with the procedures detailed in Section 6.1 and approved at the AGM for implementation for the ensuing subscription year 1st October to 30th September.

3.6 Reduced fees for Disabled Sailors

The annual rate of subscription payable in respect of all single Membership categories will be reduced by 50% for individuals qualified to represent the club at disabled sailing events and in the case of joint and family Memberships by 25% for each individual over eighteen qualified to represent the Club at disabled events.

3.7 Arrears

The General Committee may cancel, without notice being given, the Membership of any Member whose annual subscription or any other outstanding amounts are more than three months in arrears. The General Committee may, at its discretion, re-instate such member upon payment of arrears following its consideration of a written explanation from the member. Any member whose annual payment is in arrears may not enter any Club Members event or regatta or vote at any meeting.

3.8 Access to the Club

The Club premises shall be open to Members and their guests at such times as the General Committee shall direct.

3.9 Closure of the Club for external or ticketed social functions

Upon an application of the Social Committee, the General Committee shall have power to close the Club to Members for a maximum of six times a year. The Secretary shall ensure that the said function complies with conditions of the Club Licence or shall apply for a special Licence if required. Members shall be notified in advance of each event.

3.10 Open Days- 'Non-Member events'

Persons other than Members and their guests may be admitted to the Club premises to attend open days or specific non-Member events which have been organised with the prior approval of the General Committee or of a Sub-Committee.

3.11 Members' Guests

Adult and Junior Members of the Club may introduce guests provided that: -

- (a) The introducing Member shall be responsible for ensuring that the character of their guests is such as to be acceptable to the other Members, and that their guests sign the register on entering the Club; such entry to be countersigned by the member concerned.
- (b) No person who has been rejected by ballot or had their name struck off the Register of Members for any cause shall be introduced as a guest.
- (c) The same guest shall not be introduced for more than one week during a year, or not more than on four separate occasions.

3.12 Visiting Yachtsmen

Members of a club affiliated to the RYA, or an overseas equivalent organisation may, use the facilities of the Club on not more than four consecutive days/occasions and shall sign the register on entering the Club.

3.13 Visiting Competitors

Any person who is a competitor in any event sponsored or organised by, or on behalf of the Club, and any person who is a crew or team Member of such competitors for the purpose of the event, may use the Club premises for 24 hours before, during and after the event in which they are participating and/or may be given temporary Membership.

3.14 Damage to Club Property

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 an Officer of the Club or the Secretary.

3.15 Notices

A Member shall not cause any communication, in whatever form, to be exhibited on Club notice boards or posted on the Club website without the permission of the Secretary.

3.16 Conduct of Members

Any breach of Section 3.3 or any conduct that, in the opinion of the General Committee, 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 General Committee, which may include suspension for a specified period of time or expulsion.

- (a) Before taking such disciplinary action against a Member, the General Committee shall call upon such Member for a written explanation of the Member's conduct and shall give the Member full opportunity of making explanation to the General Committee, or of resigning.
- (b) A Resolution to apply any sanction shall be carried by a simple majority vote by those Members of the General Committee present and voting on the Resolution.
- (c) Upon suspension/expulsion the Member/former Member shall not be entitled to have any part of the annual Membership fee refunded and must return any Club trophy or trophies held forthwith.
- (d) Upon expulsion of a Member, the General Committee may exercise the Club's rights over a member's boat(s) and/or trailer or equipment in accordance with Section 9.7.

3.17 Suggestions and Complaints

An incident book is kept by the Bar staff to make a contemporaneous record of any accident or event on the Club premises. Complaints or comments by Members or guests can be made in writing to the Secretary. Favourable comments and suggestions for improvement are welcomed. The Secretary will submit all comments to the next General Committee meeting for consideration.

3.18 Limitation of Club Liability

All references to the Club in this Rule shall mean each and every individual Member of the Club from time to time. Members are bound by the following Rule which shall be exhibited in a prominent place within the Club premises and on the website.

Members of the Club may use the Club premises, and any other facilities of the Club, including its apron, cranes, boats and pontoons, entirely at their own risk and expressly accept that: -

- (a) The Club will not accept any liability for any damage to or loss of property belonging to Members, their guests or other visitors to the Club.

- (b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, or any other facilities of the Club including its boats, apron, cranes and pontoons or out of participation in any races or other activities organised by the Club either sustained by Member(s), their guests or other visitors, or caused by any Member(s), their guests or other 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 them, or of the Officials or Employees of the Club.

4 CLUB MANAGEMENT and COMMITTEES

4.1 General Committee

The General Committee shall manage the affairs of the Club according to these Rules and all current legislation and shall cause the funds of the Club to be applied solely to the purposes of the Club. In addition: -

- (a) Any situation occurring not provided for by these Rules or following Byelaws shall be referred to the General Committee, whose decision shall be final.
- (b) The General Committee shall consist of the Officers as defined in Section 2. A total of five persons eligible to vote to form a quorum.
- (c) The Secretary shall attend the General Committee Meetings to take minutes but shall not be eligible to vote. Minutes shall be made available to Members.
- (d) The meeting shall be chaired by the senior annually elected Flag Officer present.
- (e) General Committee Members without portfolio shall be elected annually, will be eligible for re-election for no more than 6 terms unless they take on a portfolio whereupon they will be governed by the terms for the election and resignation of Officers.

The elected Members of the General Committee shall be appointed Directors of CCYL for the duration of their term in office, subject to company law.

4.2 Eligibility

A Member shall be eligible for nomination to the General Committee provided that they have been a Member for at least one full year immediately prior to their nomination.

4.3 Nomination of Officers

The name of each candidate seeking election to serve on the General Committee, together with the names of their proposer and seconder, both being Voting Members, must be put in writing and received by the Secretary no later than twenty eight clear days before the AGM. Any Member seeking election must declare any interest that could potentially conflict with the running of the Clubs activities or its development and will be expected to confirm in writing that they will not vote on any matter in which they have a conflict of interest and understand that if they do so their vote may not be counted.

4.4 Sub-Committees

The General Committee shall convene the following four Sub-Committees: -

Finance Committee, House Committee, Site Committee, and Sailing Committee, and any additional Sub-Committees they deem necessary. Sub-Committees shall consist of at least three persons to include at least one Officer and two other Members. The Flag Officers are ex-officio Members of all Sub-Committees and may attend the meetings.

Meetings of Sub-Committees may be held/attended on Zoom (or equivalent on-line meeting platform) and shall be held when they are deemed necessary. The Sub-Committee shall submit its minutes or report to the General Committee after each of its meetings for consideration at the next GC meeting. In the event of the elected Chair not being present at any Sub-Committee meeting then a Chair shall be elected for that meeting by those Members present.

4.5 Purchase and supply of excisable goods and services

- (a) The purchase for the Club of excisable goods and services and the supply of the same upon Club premises shall be under the control of the Social Committee and may be delegated to the Hospitality Manager who may also enter contracts for the supply of the same to the Club as its designated representative.
- (b) Intoxicating liquor may only be sold for consumption on the Club premises to persons aged eighteen and over who are entitled to the use of the Club premises in pursuance of the Rules, Byelaws and current legislation for the time being in force. No Junior Member under the age of eighteen may purchase or attempt to purchase intoxicating liquor within the Club.
- (c) The General Committee shall cause the Club bar to be opened (subject to terms of the Club premises certificate) at convenient times (and such times shall be prominently exhibited in the Club premises) for the sale of excisable goods to persons who are entitled to the use of the premises of the Club in pursuance of these Rules.

- (d) Any surplus deriving from the supply of such goods shall be applied to the improvement of the Club's facilities, and/or the provision of additional amenities.
- (e) No person shall take a commission, percentage, incentive or other such inducement in connection with the purchase of excisable goods for the Club.

4.6 Table of Charges

Charges for Subscriptions, Berthing, Dry Sailing and other facilities offered by the Club shall be exhibited in the Club and displayed on the website.

4.7 Byelaws, Terms & Conditions and Policies

The General Committee shall have the power to make and alter, from time to time as they think fit Byelaws, Terms & Conditions and Policies for the regulation of the Club. These shall be binding until rescinded by the General Committee or at a General Meeting where the procedures under Section 6 shall apply.

5 POWERS TO BORROW MONEY

The directors may exercise all the powers of the Company to borrow money at such amount as agreed at a General Meeting and upon such terms and in such manner as they think fit, and to grant any mortgage, charge or standard security over its undertaking and property, or any part thereof, and to issue debentures, whether outright or as security for any debt, liability or obligation of the Company or of any third party.

If at any time the Club in General Meeting shall pass a resolution authorising the General Committee to borrow money, the resolution shall contain all financial details in respect of, the amount of the borrowing, the terms of the repayment, the rates of interest, and projections estimating the ability of the Club to meet the intended commitments.

6 GENERAL MEETINGS

6.1 Annual General Meeting

An AGM of the Club shall be held each year within 6 months of the end of the Club's financial year, on a date to be fixed by the General Committee. Any meeting of the Members other than at an AGM shall be an Extraordinary General Meeting.

The ordinary business of the AGM shall be: -

- (a) Confirmation of the minutes from the previous AGM.
- (b) Consideration of the annual accounts.
- (c) Consideration of General Committee reports.
- (d) The election of Officers.
- (e) To appoint an account reviewer (Auditor).

The results of these matters of business shall be determined by a simple majority.

Notice of the AGM stating the date, time, location and electronic format by which Members may attend and vote. The notice will be posted on the Club notice board and notified to Members by e-mail no later than forty two clear days before the date of the AGM, together with an invitation for the nomination of Officers. See Section 4.3.

The Secretary shall at least fourteen clear days before the date of the meeting, post or send by e-mail to each Member a circular which details the agenda and includes the Annual Report & Accounts and all relevant notices, reports and proposals for the meeting as provided for in these rules, including arrangements for electronic participation and voting.

No business, other than the business that the General Committee may schedule in the Agenda, shall be discussed at the meeting unless a formal proposal notice is given in writing or electronic format, by a Member entitled to vote, to the Secretary at least twenty eight clear days before the date of the AGM. Upon receipt of any such Notice, the Secretary shall circulate the Notice to the General Committee.

6.2 Extraordinary General Meeting

- (a) The General Committee may at any time, upon giving twenty one clear days' notice in writing or electronic format, call an EGM of the Club for any special business, the nature of which shall be stated in the summons convening the meeting, including the date, time and the location of the EGM and the electronic format by which Members may attend and vote. Discussion at such meeting shall be confined to the business stated in the notice sent to Members.
- (b) The General Committee shall call an EGM upon a written request addressed to the Secretary by at least 30 Voting Members. The request must state the reason for the meeting and the business to be discussed.

Any resolution tabled at an EGM, shall be a Special Resolution and shall require a 75% majority of votes cast to be carried.

6.3 Conduct at General Meetings

At every General Meeting of the Club: -

- (a) Any notice required to be given by these Rules shall be sent by post or by email or such other manner as the General Committee may determine from time to time.
- (b) Thirty Members entitled to vote and present in person or via an internet platform or voting system approved by the General Committee, shall form a quorum.
- (c) The senior elected Flag Officer or, in their absence, a Chair elected by those present shall preside.
- (d) All Members may attend but only Voting Members shall be entitled to vote.
- (e) Voting shall be by show of hands or by ballot of those Voting Members present, provided, that in order to facilitate participation by Mainland, Overseas and Island Members unable to attend, the General Committee shall organise an online voting system to permit such persons to vote upon the resolutions due for determination at a General Meeting, including the election of the Officers. In the case of an equality of votes Section 6.5 (d) applies.
- (f) Members shall not be entitled to appoint a Proxy to speak or vote on their behalf.
- (g) The Secretary shall keep correct minutes of the meetings.

6.4 Alteration to the Rules

- (a) Any Member wishing to propose any alteration or addition to the Rules must state the nature of such alteration or addition in writing to the Secretary and the name of the Seconder, being a Voting Member, no later than twenty eight clear days before the AGM, and the Secretary shall give notice of the proposed alteration or addition in the circular convening the AGM. The Member shall then, at the AGM, move the resolution of which they had given notice and, if seconded, a vote shall be taken. Three quarters of votes cast in favour must be achieved to carry the resolution.
- (b) Any amendment to the proposed Rule change signed by a proposer and seconder must be sent to the Members via the Secretary at least seven clear days before the AGM.

6.5 Election of Officers

- (a) When the number of nominations is the same as, or less than, the number of vacancies for the position of an Officer, those validly nominated shall be declared elected.
- (b) When there are more nominations for a position than there are vacancies, elections shall be by ballot by members present. In the case of an equality of votes cast Section 6.5 (d) applies.
- (c) When no Member has been nominated for a position as an Officer, the Chair shall call for nominations for a Voting Member to fill that office. If there is only one nomination that Member may be elected by a show of hands of Members present, but if there is more than one nomination, election must be by ballot. In the case of an equality of votes cast Section 6.5 (d) applies.
- (d) The Chair of the meeting in the case of a tie may elect:
 - i. To provide their casting vote.
 - ii. To require a ballot of Voting Members present.
 - iii. To require a second ballot of Voting Members present.

7 DISSOLUTION

7.1

The Club shall be dissolved if at General Meeting a Special Resolution for that purpose is passed by a majority comprising not less than three quarters of the Voting Members present and voting. For the purposes of this Rule the quorum for such a General Meeting must be at least three quarters of the Voting Members on the Register of Members on the day of the General Meeting.

7.2

In the event of such a resolution being passed, the Directors must as soon as reasonably practicable realize and convert all the Club property into money and from such monies discharge all debts and liabilities of the Club, including the costs incurred by them in realizing the assets and hold any balance to be distributed in accordance with Section 7.3 below.

7.3

If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any credit balance whatsoever, the same shall not be paid to or distributed amongst the Members of the Club. The Directors shall distribute the said funds to one or more of the following: -

- (a) a Club with similar sports purposes which is a charity; and/or
- (b) a Club with similar sports purposes which is non-profit organisation; and/or
- (c) a Club with similar sports purposes which is a registered Community Amateur Sports Club; and/or
- (d) The sport's national governing body for use by them for related community sports.

8 GRATUITIES

No member of the club shall accept any present, money or gratuity from any contractor employed by the Club.

9 BYELAWS

9.1 CHILDREN

Children under 14 years of age shall not be admitted to or brought into any licensed part of the Club premises, unless accompanied by a responsible adult.

9.2 DOGS

Well behaved dogs may be brought onto the Club premises provided that they are kept on a short lead, under proper control and not permitted on any furniture. On those occasions when a function is being held where food is served then dogs will not be permitted with the exception of service/assistance dogs. Any failure to observe this rule may result in disciplinary action being taken against the offending owner.

9.3 HOURS OF OPENING CLUB PREMISES

9.00 am to 15 minutes after Bar Closing at night. All Club rooms to be locked outside these hours. Bar opening hours will be indicated prominently in the Club House.

9.4 SETTLEMENT OF ACCOUNTS

A Member shall settle any indebtedness for refreshment or otherwise before leaving the Club premises, or in accordance with any other byelaw relating to the settlement of such indebtedness.

9.5 CLUB RIBS

The Bosun shall be responsible for the maintenance and operation of the Club RIBs and any other vessels & equipment owned by the Club.

9.6 CLUB BURGEE TO BE FLOWN

Members and Visitors using berths designated by the Bosun for berthing on a temporary basis are requested to fly either the CCYC Club Burgee (Members) or their own Club Burgee (Visitors) when approaching to berth and whilst moored at the Club. This does not apply to members with Resident Berths.

9.7 ABANDONED BOATS AND TRAILERS

The Club shall at all times have a lien over an individuals' (Member or former Member) asset(s), being either a boat and/or trailer, parked on the Club's premises in respect of all monies due to the Club, whether in respect of arrears of facilities fees or subscriptions or otherwise and shall be entitled to retain possession of the asset(s) until such time as all monies due to the Club have been paid in full.

Any fees payable to the Club by an individual that are one month or more in arrears may be given notice to remove the boat and/or trailer. If the property of the individual remains on the Club premises one month or more after the club has given the individual notice to remove the vessel, then the individual shall remove the boat and/or trailer from the Club immediately. If the individual fails to remove the boat and/or trailer, then the General Committee may: -

- (a) Move the boat and/or trailer to any part of the Club premises or elsewhere without being liable for any loss or damage to the vessel howsoever caused.
- (b) Give three months' notice in writing to the individual at the last known 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 individual. Alternatively, if the boat and/or trailer is unsaleable, after giving notice in writing as aforesaid, dispose of the and/or trailer in any manner the General Committee may think fit and deem the cost of doing and any arrears as aforesaid to be a debt owing to the Club by that individual.
- (c) 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 this Section 9.7 (b) 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 the sale pursuant to Section 9.7 (b) 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 they be the said Member or former Member or otherwise) for a period of six years. Thereafter any funds held will be applied for the benefit of the Club.

10 OTHER CLUB POLICIES AND PROCEDURES

- (a) HEALTH & SAFETY POLICY.
- (b) SAFEGUARDING POLICY.
- (c) DATA PRIVACY POLICY (GDPR).
- (d) TERMS & CONDITIONS FOR BERTHING, MOORING AND USE OF CRANE.
- (e) SUCH OTHER CLUB POLICIES AS MAY BE INTRODUCED FROM TIME TO TIME.

11 REVISION HISTORY

| Revision Number | Description | Date | Revised By |
|-----------------|--|-------------|------------|
| 1.0 | For consideration and approval at CCYC SGM | 07 Nov 2023 | Dave Ross |

12 APPROVED BY: -

Signature:

Name:

Office:

Date: