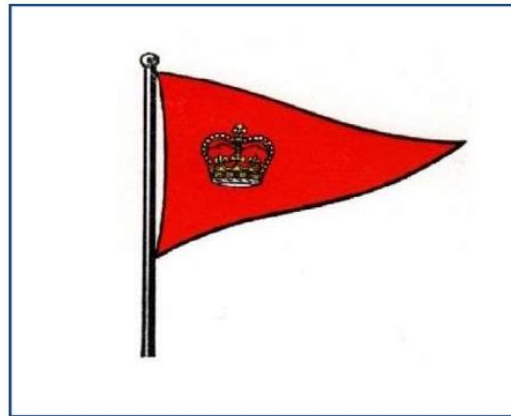


ROYAL WINDERMERE YACHT CLUB



General Rules

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Definition and description of the club		
1.	Name and Object of Club	The Club, a private members club, shall be called the ROYAL WINDERMERE YACHT CLUB, and its object shall be the encouragement of sailing on Windermere.
2.	Club Flags	The Club flags shall be the Red Ensign defaced with gold crown in the fly, and Red Burgee with a gold crown in the centre.
3.	Conduct of Club	<p>The affairs of the Club shall be conducted by its Officers and Committees as set forth in these rules.</p> <p>Those Officers who are authorised to operate the Club's current bank and investment accounts shall have power to arrange overdraft facilities, on behalf of the Club up to one quarter the amount of the annual subscription income for the year concerned.</p>
Club Officers/Trustees		
4.	Officers	<p>The Officers of the Club shall be:</p> <ol style="list-style-type: none"> 1. The Commodore 2. Vice Commodore 3. Rear Commodore <p>and shall be ex-officio members of all committees.</p> <ol style="list-style-type: none"> 4. Hon Secretary 5. Hon Treasurer 6. Hon Sailing Secretary 7. Hon Operations Secretary <p>who shall be ex-officio members of all committees, except the Management Committee (of which they are elected members).</p> <p>Training Principal</p> <p>See Appendix A for Election and Terms of Office for Club Officers</p>

5.	Trustees	<p>The Trustees shall be appointed by the Management Committee. Trustees shall hold office until they shall resign by notice in writing given to the Management Committee, or until a resolution removing them from office shall be passed at a meeting of the Management Committee by a majority of at least two thirds of the members present.</p> <p>All freehold and leasehold property and the investments of the Club shall be placed in the names of three Trustees, who shall hold them on trust for the Club, with the exception of the current bank and investment accounts.</p>
Committees and how they work		
6.	Committee Chair	<p>The Commodore shall be chair of:</p> <ol style="list-style-type: none"> 1. the Management Committee 2. the Sailing Committee <p>The Vice Commodore chair:</p> <ol style="list-style-type: none"> 1. the Operations Committee <p>The Rear Commodore shall be the chair of:</p> <ol style="list-style-type: none"> 1. the Social Committee <p>The Class Captains chair of their respective Owners Committees.</p> <p>In the absence at any committee meeting of the above nominated chair, a chair for that meeting shall be elected by those present.</p>
7.	Management Committee	<p>The general policy of the club shall be directed by the Management Committee, which shall also exercise any other powers given to it by the Club rules.</p> <p>The Management Committee shall have power to give an indemnity on behalf of the Club. Such an indemnity will be binding on any person, present or future who is a member of the Management Committee for the time being. Any indemnity shall be underwritten.</p> <p>The Management Committee shall consist of:</p> <ul style="list-style-type: none"> • The Commodore, Vice Commodore and Rear Commodore.

		<ul style="list-style-type: none"> • The Hon Secretary, Hon Treasurer, Hon Sailing Secretary, Hon Operations Secretary and the Training Principal. • Either the Captain or Secretary from each of the four fleets. (Rule 9) • One other member from the Operations Committee. (Rule 8) • Three other elected Club members • The immediate Past Commodore may attend but shall have no voting rights. <p>The three elected Club members may serve for a maximum of three consecutive years.</p> <p>If at any time there is a conflict of interest between an item being discussed at Management Committee and a member of this committee, that member will be asked to leave the meeting for the duration of the discussion. A confidential clause will be added to the minutes in relation to the item if necessary.</p>
8.	Operations Committee	<p>The Operations Committee shall consist:</p> <ol style="list-style-type: none"> 1. Vice Commodore 2. Honorary Operations Secretary 3. Six elected members <p>The elected members may serve for three years. They may serve up to a maximum of five years with the support two Club Officers and the approval of the Management Committee.</p> <p>One of the six elected members will be elected by the members of the Operations Committee to serve on the Management Committee.</p> <p>The Operations Committee shall be responsible for all matters relating to the use, occupancy and maintenance of the clubhouse and premises and for the organisation of social functions and shall have power to:</p> <ol style="list-style-type: none"> 1. Make the necessary arrangements for: <ol style="list-style-type: none"> a) the staffing of the clubhouse b) the grounds c) I.T. d) Marketing 2. Make and publish such house rules, regulations and provisions as it considers necessary for this purpose subject to the approval of the Management Committee. See Appendix B

9.	Sailing Committee	<p>The Sailing Committee shall consist of:</p> <ol style="list-style-type: none"> 1. Commodore 2. Hon Sailing Secretary 3. Class Captains and, the Class Secretaries of the following fleets. <ol style="list-style-type: none"> a. Windermere 17' Yachts b. Flying 15's c. Cruiser d. Dinghy/Handicap <p>The Sailing Committee shall direct and co-ordinate the sailing activities of the Club, confirm the sailing rules of the Club and shall have power to introduce new classes.</p>
10.	Bar Committee	<p>The Bar Committee shall consist of:</p> <ol style="list-style-type: none"> 1. Designated Premises Supervisor 2. Hon Secretary 3. Hon Operations Secretary 4. Hon Treasurer <p>They shall be responsible for controlling the purchase and sale by the Club of intoxicating liquor.</p> <p>No member of the Bar Committee shall receive any commission, percentage or similar payment in respect of the purchase of alcohol by the Club. No person shall directly or indirectly derive any pecuniary benefit from the supply of alcohol apart from any benefit accruing to the Club as a whole.</p> <p>The Designated Premises Supervisor shall hold the premises licence on behalf of the Club</p>
11.	Administration	<p>The Flags and Honorary Officers will meet as necessary for the effective administration of the Club.</p>
12.	Class Owners Committees	<p>Unless otherwise prescribed by the Sailing Committee there shall be a class Owners Committee for each of the following:</p> <ol style="list-style-type: none"> 1. Windermere 17' Yacht 2. Flying 15 3. Cruisers 4. Dinghy/Handicap 5. Any other class the Sailing Committee elect <p>Each owners committee shall consist of a Class Captain and a Class Secretary and owners of that class of boat.</p>

		<p>The owner's committees shall make such arrangements, as they consider necessary for the proper conduct of the racing and sailing of their class of boat or boats. Subject to the approval of the Sailing Committee.</p> <p>The owners of each of the classes defined in Rule 9 shall meet annually to elect a Class Captain and a Class Secretary. All current owners in that fleet may be present at the owners' meetings but there shall be only one vote from each boat.</p>
13.	Sub Committees	<p>All committees shall have power to appoint sub-committees and not necessarily from amongst their own members.</p> <p>The Training Committee shall be a sub-committee of the Management Committee.</p>
14.	Committee Vacancies	Casual vacancies occurring on any committee during the year may be filled until the next meeting of the electing body by an appointee of that committee
Meetings/voting		
15.	Committee Meetings	<p>Each committee and owner's meeting shall be held:</p> <ul style="list-style-type: none"> • at the club house • via digital communication • a combination of the previous two methods • or on such other date and place as the Committee may appoint.
16.	Annual General Meeting	<p>The Annual General Meeting of the Club shall be held on a Saturday in March in each year either:</p> <ul style="list-style-type: none"> • at the club house • via digital communication • a combination of the previous two methods • or such other date and place as the Management Committee may appoint, provided that fifteen months shall not elapse without an Annual General Meeting. <p>The Management Committee shall submit to the members a report on the general state of the Club, a statement of the receipts and expenditure for the year expiring on 31st December immediately preceding the meeting and a statement showing the assets and liabilities of the Club at that date.</p> <p>Two members of the Club appointed at the previous Annual General Meeting shall audit these statements.</p> <p>The general business of the Club shall be conducted at this meeting and elections shall be held to appoint: -</p>

		<ul style="list-style-type: none"> • Vacant or challenged Honorary Officer position/s • A maximum of three club members to the Management Committee • A maximum of six club members to the Operations Committee • Two Auditors. <p>At least fourteen days prior to such a meeting the Hon Secretary shall send to each member entitled to attend:</p> <ul style="list-style-type: none"> • the notice calling the Annual General Meeting • a copy of the statements of account • a statement showing the Honorary Officer vacancies • a request for nominations for the Honorary Officer vacancies • a statement showing the vacancies occurring on the Management Committee • a request for nominations for the Management Committee vacancies • a statement showing the vacancies occurring on the Operations Committee • a request for nominations of members to fill the Operations Committee vacancies <p>Nominations must be made in writing with the consent of the candidate and must be supported by at least two members. The Hon Secretary must be in receipt of nominations at least seven days before the date of the Annual General Meeting. Elections shall be held as per Rule 21</p>
17.	Special General Meeting	The Hon Secretary shall call a Special General Meeting on receiving a request from at least three members of the Management Committee or twenty members of the Club. At least fourteen days notice shall be given to each member entitled to attend. The notice shall state the time, place and object of the meeting, and the discussion at such meeting shall be strictly confined to the question at issue.
18.	Quora	<p>A quorum at Annual General or Special General Meeting shall be at least twenty-five members present and entitled to vote but at an adjourned Annual General Meeting a quorum shall be those members present.</p> <p>A quorum at the following meetings shall be one half of those entitled to be present:</p> <ol style="list-style-type: none"> 1. Management Committee 2. Operations Committee 3. Sailing Committee 4. Bar Committee

		A quorum at Class Owners Committee Meeting shall be a minimum of EIGHT entitled to be present.
19.	Eligibility to vote	No member shall be allowed to vote at any meeting without having first paid their dues in accordance with Rule 24, 25. With the exception of Sailing Class Owners Meetings, a member must be over 18yrs old
20.	Voting Rights of Chair	If at any meeting of members or a committee there should be an equality of votes either on a show of hands or a ballot or at a poll, the chair shall have a casting vote in addition to the vote to which he/she may be entitled as a member, providing that this casting vote shall not be exercisable at the Annual General Meeting.
21.	Voting on Resolutions	Every resolution submitted to an Annual or a Special General Meeting shall be decided in the first instance by a show of hands. Should the meeting be held virtually then the voting will be via digital communication. Unless a poll be demanded by at least ten members present a declaration by the chair that a resolution has been carried, or carried by a particular majority, or lost, or not carried by a particular majority, shall be conclusive evidence of the fact. If a poll be demanded as aforesaid, the meeting shall be adjourned to a date to be set by the chair, the date shall not be later than twenty-eight days from the date of the meeting at which the poll was demanded. The poll shall be taken in such a manner in all respects as the chair of the meeting shall direct.
22.	Minutes	Minutes of the proceedings of all committee meetings shall be recorded by the person designated and the minutes will be available for all members in the club electronically and on the website
Financial		
23.	Club Funds	All monies payable to the Club shall be paid to the nominated club account with notification to the Hon Treasurer, who shall keep a correct record of all monies received and disbursed by him on behalf of the Club. The Management Committee shall control all current banking and investment accounts. The Management Committee shall nominate four persons to be signatories of these accounts and for the purpose of the normal daily running of these accounts may instruct the Club's bankers to accept the signatures of any two of such persons. The books of account shall be available for inspection at the Annual General Meeting and a member wishing to inspect them at other times may do so on giving fifteen days' notice to the Hon Treasurer.

		<p>No money or property of the Club, nor any gain arising from the activities of the Club, shall be applied otherwise than for the benefit of the Club or for benevolent or charitable purposes to be nominated by the Management Committee with the exception of sponsored open meetings.</p> <p>No sponsorship shall be accepted without the approval of the Management Committee, and such sponsorship shall be administered by the Sailing Committee</p>
24.	Entrance Fees	<p>Members shall, on election, become liable to pay such sum as the Management Committee shall set as an entrance fee. The Management Committee may from time to time suspend or re-impose or alter the entrance fee for a prescribed period.</p>
25.	Annual Subscription, Boat Charges and other applicable fees	<p>The Management Committee shall prescribe the annual subscription, boat parking/mooring charges and any other applicable fees payable by members. Such subscriptions shall be payable within one calendar month from the start of the current subscription year unless a valid Direct Debit mandate has been put in place.</p> <p>The change of membership class for a member shall take place immediately on:</p> <ul style="list-style-type: none"> • Their birthday if a change to/from an age-related class of membership is involved • The date that the MC elects a person to Honorary Membership <p>Any consequent change of subscription rate shall take effect from the start of the next subscription year</p> <p>Unless a member has a valid Direct Debit mandate in place, sums received from members shall be allocated in the following order:</p> <ol style="list-style-type: none"> 1. Arrears if any 2. Membership subscriptions 3. Boat charges
26.	Unpaid Subscription	<p>If a Member has not paid their subscription or signed a direct debit within the first month of the current subscription year access to the grounds and club may be denied. (see Rule 34)</p> <p>If any Direct Debit instalment is two months or more in arrears, the member's Direct Debit mandate may be regarded as suspended, with the member being immediately liable for any unpaid balance. The Club at its discretion may deny access to the grounds and clubhouse. (see Rule 34)</p> <p>If any Direct Debit instalment is three months or more in arrears, the Club may terminate the membership (see Rule 34)</p>

		<p>For members who have not been granted the facility to pay by Direct Debit instalments if the full subscription is not paid within 2 month of the start of the financial year the Club may terminate the membership. (see Rule 34)</p> <p>If at the end of a subscription year a member has unpaid sums owing to the Club, the Club shall be under no obligation to offer renewal of membership for the following year unless otherwise approved by the Management Committee</p> <p>In the event that a member cancels a direct debit mandate without notifying the Club of alternative arrangements to pay any unsettled balance owing to the Club, the Club shall be entitled immediately to treat that membership as having been terminated by the member</p>
27.	Unpaid Boat Park Fees	<p>If at any time any boat park or mooring fees payable to the Club by any member or former member shall be two months or more in arrears:</p> <ul style="list-style-type: none"> • The Management Committee shall be entitled to move the boat to any other part of the premises without being liable for any loss of or damage to the boat howsoever caused. <p>Upon giving three months' notice in writing to the member, or former member, at their last known address shown in the register of members, the Committee shall be entitled</p> <ul style="list-style-type: none"> • To move the boat to an off-site location without being liable for any loss or damage howsoever caused. The Club shall also be entitled to recover the reasonable costs of so doing from the member or former member. • To sell the boat and to deduct any monies due to the Club from the net proceeds of sale before accounting for the balance (if any) to the member or former member. <p>Alternatively, any boat, which in the opinion of the Management Committee cannot be sold, may, upon such notice as aforesaid, be disposed of in any manner the Management Committee may think fit and the expenses recovered from the member or former member. Any arrears as aforesaid shall be deemed to be a debt owing to the Club by the member or former member.</p>
Membership/Disciplinary		
28.	Membership	The Management Committee or a sub-committee of the Management Committee with delegated authority for membership matters, shall have the power to regulate the terms, total number of classes and sub classes by such means as it thinks proper see Appendix C

29.	Admission of Candidates to Membership	<p>Admission of candidates for membership shall be by secret ballot at a meeting of the Management Committee or at a meeting of a sub-committee of the Management Committee with delegated authority for membership matters. Two votes or more against shall exclude membership.</p> <p>Candidates for election shall be nominated by four members, (not junior members), in a form approved by the Management Committee. The first named member shall be the main proposer and may be called to speak or write to the Committee in support of the candidate's election. All four signatories shall be personally acquainted with the nominee and at least two shall be members of club committees at the time of signing.</p> <p>Nominations must be received by the Honorary Secretary at least fourteen days before the ballot.</p>
30.	Re-admission to Membership	<p>Former members, who wish to be re-admitted, shall be nominated in the manner provided for new members in Rule 29. Their nomination for re-admission shall be subject to ballot as provided in that rule. Members who have been re-admitted shall not on re-admission be required to pay an entrance fee provided that the member resigned in accordance with Rule 32.</p>
31.	Voidable Admissions	<p>The Management Committee shall have power to declare void the admission of a member who, within two months of admission, fails to comply with any of the rules and regulations of the Club, or to pay the entrance fee and annual subscription, or to have put in place a valid Direct Debit mandate.</p>
32.	Resignation of Members	<p>Any member who wishes to resign from the Club and who has not paid a subscription, for the year, must give notice in writing to the Hon. Secretary of his/her intention to resign before the beginning of the subscription year.</p> <p>A member who has neither paid nor resigned may be removed from the membership list in which case his/her right to re-admission without payment of an entrance fee will be forfeited</p> <p>The Club shall be under no obligation to repay any sums already paid prior to termination of membership of any former member</p>
33.	Complaints against Members	<p>Where a member has cause for complaint against another member for any reason, he / she shall in the first instance put the complaint in writing to the Hon Secretary. The procedure for complaints is as laid out in Appendix D.</p>
34.	Expulsion of Members	<p>Each member on joining the Club implicitly undertakes to comply with the rules and regulations of the Club. Any refusal or neglect to do so, or any conduct which, in the opinion of the Management Committee, is either unacceptable or injurious to the interest of the Club, shall render a member liable to expulsion by the Management Committee</p>

		<p>provided that before expelling a member such Committee shall call upon that member for an explanation of their conduct and shall give that member an opportunity of defending themselves or of resigning their membership.</p> <p>The vote on a resolution for expulsion shall be by ballot and the resolution shall only be carried if half or more members of the Management Committee present, vote in favour of the resolution.</p> <p>Any person who ceases to be a member of the Club shall there by forfeit any rights and claims they may have as a member against the Club or upon its property or funds.</p>
Guests		
35.	Guests of a Member	Members may introduce guests on such terms as the Management Committee may from time to time prescribe, see Appendix B
36.	Guests of the Club	Guests may be admitted on such terms as the Management Committee may from time to time prescribe, see Appendix B
Administration		
37.	Alteration of Rules	<p>Any member wishing to propose any alteration in or addition to the rules of the Club must do so at an Annual General Meeting or at a Special General Meeting of the Club called in accordance with Rules 18 and 21</p> <p>The proposed rule change/alterations must be forward to the Honorary Secretary 3 weeks prior to any such meeting.</p> <p>The notice calling such meeting (whether an Annual General or a Special General Meeting) shall contain a statement of the proposed alteration or addition. At the meeting such member shall move the proposed alteration or addition, and, if it is seconded, a vote shall be taken thereon, in accordance with Rule 21 but the majority required to make any alteration or addition, shall be in the proportion of at least three to two.</p>
38.	Hours of Opening	The Club shall be open to its members and guests as laid down by the Operations Committee and endorsed by Management Committee. These hours shall be displayed in a prominent position at the entrance to the Club.
39.	Club Formal Dress	Recommended evening attire for gentlemen members shall be Evening Dress, white waistcoat with the Club buttons and black tie.

Appendix A

Election and terms of Office for Royal Windermere Yacht Club Officers.

Rear Commodore

Election

The new Rear Commodore Candidate will be selected by the:

1. Commodore
2. Vice Commodore
3. Rear Commodore

The Management Committee will confirm the candidate by election.

Terms of Office

The candidate shall proceed through office in the following order for a maximum of one year in each position unless approved by the Management Committee

1. Rear Commodore
2. Vice Commodore
3. Commodore

Honorary Officers

Election

A candidate wishing to be elected as an Honorary Officer must have the support of two Management Committee members.

The election for an Honorary Officer may be at the Annual General Meeting or a Special General Meeting.

The Hon Secretary must be in receipt of nominations at least seven days before the date of the meeting. The elections shall be by ballot see Rule 21

Terms of Office

The Hon Officer may hold the position, for three years unless

1. they resign
2. are defeated in an election
3. removed by the Management Committee

Any officer wishing to stay in office for greater than three years, but a maximum of five years must have the support of a minimum of two Club Officers. This is to be confirmed by the Management Committee.

A person may apply to return to the position of an Honorary Officer after two years from stepping down.

Training Principal

The Training Principal shall be elected annually by the Management Committee.

Appendix B

Royal Windermere Yacht Club Code of Conduct and House Rules:

Code of Conduct

Royal Windermere Yacht Club expects all members and their guests to show respect and understanding to each other, treat everyone equally and conduct themselves in a way that reflects the principles of the club/class association.

Abusive, aggressive or discriminatory language or behaviour, or a lack of respect for other people and their property, will not be tolerated. Misconduct should be reported to any officer of the club or RYA Centre Principal and may lead to disciplinary action.

Royal Windermere Yacht Club implements the RYA Racing Charter and members will be expected to sail in compliance with it.

Club/class association members are expected to:

- Abide by the club's rules.
- Follow the club's, COVID-19, health & safety, social media and safeguarding procedures.
- Treat members and visitors with respect and understanding, regardless of age, disability, gender identity, race, religion or belief, sex or sexual orientation.
- Avoid the use of language that others may find offensive, whether on club premises, at a club/class association event, or when using the club's/class association's social media channels.
- Encourage all members to play as full a role in the club/class association as they wish to and support them in developing their skills and experience.
- Recognise the contribution of coaches, instructors, officials and volunteers and follow their reasonable requests
- Prioritise the safety and wellbeing of participants.
- Promote courtesy to other water users.
- Use established procedures where there is a genuine concern or dispute.

Club members can expect to:

- Feel welcome and valued.
- Be respected and treated fairly.
- Be listened to and kept informed.
- Be involved and contribute towards decisions within the club.

House Rules

Members' Guests:

A member may introduce guests provided that:

1. the name/s and address/s of the guest/s in the book provided for the purpose, together with their own name.
2. they have no more than FOUR guests at any one time without permission from a club officer.
3. a person may not be introduced as a guest on more than THREE days in any one year, with the following exceptions:
 - a. with permission of a club officer.
 - b. an open club event
4. A guest may not use the clubhouse unless accompanied by the introducing member, but a guest may enter the Club grounds unaccompanied.

Club Visitors/Guests:

1. Should enter their name and address in the book provided in the club entrance.
2. Helmsmen and crews taking part in open race meetings organised by the Club, and their supporters, shall be entitled to use the Club premises and the facilities of the clubhouse, as guests of the Club, within a period of twenty-four hours before and after the races in which they are competing.

Children are welcome at the Club but must be accompanied in the lounge. Children under the age of 18 may only be served at the side bar area.

Mobile phones must not be used for telephone calls in the bar/lounge or dining room.

Members and guests are expected to dress appropriately at all times.

All food and drink consumed on the premises must be purchased at the club, with the exception of personal packed lunches, which may be consumed in the dining room or on the terrace.

Persons under 18yrs old must wear personal flotation devices at all times while afloat or on club jetties.

Sailing boots and sailing gear are not permitted in the restaurant.

Jetties are designated for particular types of craft. For details of the Boat Park and Jetty

Policy see the notice board in the club and the website

Boats may only be left on the designated club jetties for a maximum of 48 hrs Mon-Thu or 24hrs Fri-Sun unless permission is obtained from a Club Officer.

Smoking is not permitted within the Club House or on the decking areas.

Dogs must always be on a lead and are not allowed in the Club House. Well behaved dogs are allowed on the decking on a lead.

Appendix C

Membership and sub class definitions

There shall be SIX classes of members who shall be elected or admitted:

1. Honorary member having served 50 consecutive years from 18yrs old
2. Single Ordinary member including a single parent/grandparent with children under the age of 18.
3. Family members comprising: - husband and wife / partners (and including children or grandchildren under 18 years of age).
4. Overseas members – a member proceeding abroad may, on application, have their subscription reduced at the discretion of the Management Committee.
5. Young Adult members from 18 to 25 years of age.
6. Temporary members:
Temporary Membership is available for 1yr after which application for Full membership under Rule 29 must be made.
Temporary members shall not be eligible to hold office, vote at any meetings, or propose or support candidates for any class of membership
 - a. Temporary Single Ordinary member including a single parent/grandparent with children under the age of 18.
 - b. Temporary Family members comprising: - husband and wife / partners (and including children or grandchildren under 18 years of age).
 - c. Temporary Overseas members – a member proceeding abroad may, on application, have their subscription reduced at the discretion of the Management Committee.
 - d. Temporary Young Adult members from 18 to 25 years of age.

Appendix D

Royal Windermere Yacht Club Disciplinary Procedure

Introduction

The Royal Windermere Yacht Club disciplinary procedure applies to all members of the Club and aims to ensure that all members are treated fairly and consistently in regard to their conduct. The procedure may be reviewed and amended by the Management Committee from time to time to meet any change in requirements.

Principles and Process

- No disciplinary action will be taken until an investigation has been undertaken by a person/persons, appointed by the Management Committee, the default position is for the Honorary Secretary to act as the investigating officer
- Disciplinary matters will be concluded without undue delay
- If witness statements are taken they need to be recorded on the appropriate form, signed and agreed as an accurate and honest account
- Disciplinary matters will be treated confidentially and only those directly involved in the procedure will be informed
- Disciplinary matters will normally be conducted and heard by a sub-group appointed from the Management Committee, with a right of appeal to either :
 - a. a second, separate sub-group appointed by the Management Committee
 - b. a panel of three club members, whichever is agreeable by both parties
- A member who is the subject of disciplinary action will be advised in writing of the nature of the complaint, sufficient time will be allowed to prepare for a disciplinary hearing, and the opportunity to state their case will be given
- The member will have the right to be accompanied by a fellow member, or by another friend (but not a legal representative) at the discretion of the committee/panel
- The member will have the right to appeal against any sanction or penalty imposed, and for that appeal to be heard by a panel of committee members not involved in the original disciplinary hearing
- A proper chronology and records will be kept of any disciplinary proceedings and any decisions made, taking into account the need for confidentiality
- A complainant will be informed when the matter is concluded, but does not have the right to be informed of the nature of any sanction or penalty imposed.

Examples of misconduct offences include but are not limited to the following:

- Failure to comply with club rules, byelaws, regulations, policies or codes of conduct, including health and safety and safeguarding policies
- Failure to pay membership subscriptions, boat fees or other monies owed to the club within a reasonable time
- Theft or misappropriation

- Deliberate damage to the property of the club or a fellow member
- Physical assault on or deliberate injury to a member, guest or employee
- Foul, abusive or discriminatory language or behaviour or harassment
- Harming or placing at risk of harm a child or young person aged under 18 or a vulnerable person
- Conduct, whether within or outside the Club, which might bring it into disrepute by association.

Procedure

1. A complaint is received by the Club Secretary and passed to the Commodore and acknowledged.
2. The Commodore informs the Management Committee that a complaint has been received and appoints a member to investigate it – this will normally be the Honorary Secretary.
3. If the presence at the club of the member who is the subject of the complaint may put others at risk, his membership and/or attendance may be temporarily suspended pending the investigation and the outcome of any subsequent disciplinary hearing.

Investigation

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

Hearing

6. If appropriate the Commodore appoints three committee members to make up a Disciplinary Committee, the member who conducted the investigation may be asked to present the case on behalf of the club excluding any member who is related to either the complainant or the member who is the subject of the complaint, and any member who has been involved in a previous disciplinary action involving the same member.
7. The date, time and venue for the disciplinary hearing are agreed, allowing sufficient time for the member to prepare his case.
8. The member is informed in writing of the nature of the complaint, is asked to attend the disciplinary hearing, informed of their right to be accompanied and provided with copies of this procedure, any relevant documents and witness statements.
9. If the member is unable, for good reason, to attend on the appointed date, the Disciplinary Committee should endeavour to agree a suitable alternative date. If the member is unable to agree a mutually acceptable date within a reasonable period, the hearing may take place in his absence.
10. The disciplinary hearing takes place.
11. No witnesses or statements should be introduced at the hearing without prior notice and copies of all written evidence must be produced for consideration prior to the hearing, to be available in advance to the parties.

12. The Disciplinary Committee may adjourn the hearing to allow further evidence to be referred to if the Disciplinary Committee considers it fair to do so.

Decision

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

Appeal

16. If the member appeals, the matter is referred either to the Management Committee members or to a further panel of committee members who were not involved in the original hearing. The appeal hearing may uphold the original decision, reverse it, or reduce the penalty but may not increase it.
17. The appeal decision is final.

Conclusion

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

Appeals:

An appeal may be made on the following grounds:

- the club has failed to follow a fair process; and/or
- the member feels that the sanction is disproportionate to the offence

If an appeal is to be made then written notice of appeal to the Honorary Secretary must be given by the member, within 28 days of being notified of the decision. No appeal will be valid or considered after that period has elapsed. The member must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons for this.

An appeal hearing will be convened as soon as practicable and will consist of an Appeal Committee of three members who did not take part in the first hearing and who will elect their own Chairperson who will have the casting vote. New evidence cannot be presented at the appeal hearing. The Appeal Committee shall have power to uphold the original decision, reverse it, or reduce the penalty but may not increase it. The decision of the Appeal Committee is final and binding on the parties.