

HAMPTON SAILING CLUB INCORPORATED

BY-LAWS

1. PURPOSE

- 1.1 These By-laws are intended to regulate and guide the day-to-day operation of Hampton Sailing Club ('the Club'). They complement the Club's Incorporation Rules ('Club Rules') and should be read in conjunction with those Club Rules.
- 1.2 In the case of any inconsistency between these By-laws and the Club Rules, the Club Rules shall take precedence.
- 1.3 These By-laws are made by the Committee of Management ('Committee') pursuant to clause 42(3)(c) of the Club Rules, and may be amended by a majority vote of the Committee at any time.
- 1.4 The Committee retains the right to suspend or waive enforcement of any By-law if circumstances so warrant.

2. USE OF PREMISES AND FACILITIES

- 2.1 The Club premises and facilities shall be freely available to financial members for casual use at any time, except:
 - (a) when the Club is being used for an Official Function and casual use would be likely to interfere with that function; or
 - (b) as addressed in By-law 2.38.
- 2.2 Casual use is defined as informal use of the Club by a member and their guests, subject to Section 3 of these By-laws.
- 2.3 The Committee shall nominate one of its members to maintain a register of dates on which the Club premises are booked for Official Functions and private functions as described below. The Committee's nominee shall act as point of contact for inquiries about bookings.
- 2.4 The Club premises and facilities shall be used in a safe and orderly manner. Members and their guests shall conduct themselves with due decorum at all times, whether during casual use of the Club, an Official Function or a private function.

Official Functions

- 2.5 An Official Function is defined as one arranged by, or with the prior approval of, the Committee for the members of the Club or a non-member body deemed appropriate by the Committee. Examples may include an annual or special general meeting; Club social function or working bee; or an organised sailing / boating activity.
- 2.6 The Committee may determine that all, or any part, of the Club shall be unavailable to members for casual use during an Official Function.
- 2.7 The Committee shall ensure that members are given reasonable notice of any Official Function that may restrict casual use of the Club.

Private Functions - General

- 2.8 The Club premises and facilities may be made available to individual Club members and non-members for private functions, as set out below. Such functions must be of a social nature, and must not be undertaken for commercial purposes.
- 2.9 The total number of persons (members and guests) present at a private function shall not exceed fifty (50).

- 2.10 Members not participating in a private function shall not be excluded from any part of the Club while that function is in progress, but are expected to have due regard for the privacy and enjoyment of those participating in the function.

Private Functions – Member Bookings

- 2.11 A member may book the Club for a private function by prior arrangement with the Committee's nominee. Bookings must be made at least four (4) weeks prior to the date of the proposed function, and shall not be accepted for any day (or part of that day, if relevant) on which an Official Function is scheduled. The decision of the Committee's nominee regarding acceptance or refusal of a booking request shall be final.
- 2.12 A member who books the Club for a private function shall undertake to make a donation to the Club of an amount to be agreed between the member and the Committee (or nominee).
- 2.13 A member who books the Club for a private function must be a participant in that function, and must ensure that at least one Senior Member of the Club is present at all times during the function.
- 2.14 A member who books the Club for a private function shall be responsible for the cleanliness and security of the premises, and for reporting (to the Committee's nominee) any loss or damage caused to the premises or facilities. At the discretion of the Committee, the member shall be liable for the restoration cost of any loss or damage (including the cost of any additional commercial cleaning services deemed necessary as a result of the private function).

Private Functions – Non-member Bookings

- 2.15 A non-member who wishes to book the Club premises for a private function must lodge a completed 'Request for Use of Premises' form with the Committee's nominee at least six (6) weeks prior to the date of the proposed function, including the following details:
- the date, time and duration of the proposed function;
 - the nature of the proposed function (eg a party or meeting);
 - the expected number and age distribution of the attendees;
 - the degree of control that will be applied to behaviour and alcohol consumption, if the function is primarily intended for persons under the age of 25 years.
- 2.16 A non-member who applies to book the Club for a private function must undertake to:
- ensure that the premises will be left in a clean and orderly state;
 - reimburse the Club for the cost of any commercial cleaning service (in addition to the Club's normal cleaning service) deemed necessary as a result of the function;
 - ensure that property stored on Club premises (particularly boats, spars, sails and related gear) is not interfered with by persons attending the function;
 - ensure that any breakages or damage will be promptly reported and, if required, rectified at the applicant's expense;
 - ensure that all relevant aspects of the Club's By-laws (eg with respect to consumption of liquor, and to smoking) will be adhered to; and
 - make a donation to the Club of an amount to be agreed between the applicant and the Committee (or nominee).
- 2.17 The Committee, at its next scheduled meeting following receipt of a 'Request for Use of Premises' form, shall decide whether to grant or refuse consent for the proposed use, based on considerations including:
- potential impacts on Club members and facilities if the application is approved;
 - the benefits of co-operation with the applicant body (if relevant); and
 - the benefit to the Club of any donation arising from such use.

The decision of the Committee as conveyed to the applicant shall be final.

- 2.18 Unless otherwise approved by the Committee, at least one Senior Member must be present at all times during a private function held at the Club by a non-member.

Liquor Consumption

- 2.19 The consumption of liquor on the Club premises shall be strictly in accordance with the Club's BYO Liquor Licence. The Club is licensed for the consumption of liquor in the upstairs Club area and the downstairs barbecue area during the following hours:

Monday to Saturday	12:00 noon to 12:00 midnight
Sunday	12:00 noon to 2:30 pm and 4:30 pm to 6:30 pm

- 2.20 Under no circumstances shall persons under the age of 18 years be permitted to consume liquor on Club premises.
- 2.21 Members are responsible for controlling their own consumption of liquor so that they remain in a sober condition at all times whilst on Club premises.
- 2.22 Any member who considers that another member is behaving in a manner indicative of excessive liquor consumption, shall have the right to approach the member concerned, either directly or via the Duty Officer or a Committee member, to request that they cease the consumption of liquor and/or control their behaviour. Steps should be taken to restore the sobriety of the member, if appropriate.

Smoking

- 2.23 Smoking is not permitted in any part of the Club premises, including the balcony and grounds.
- 2.24 Smoking is not permitted on any Club boat.
- 2.25 At no time shall cigarette vending machines be permitted on Club premises.

Gas Barbecue and Outdoor Furniture

- 2.26 The Club barbecue shall be available for casual use by Club members, and for use during any private function booked by a Club member, but shall not be available for use during private functions booked by non-members.
- 2.27 Between periods of activity at the Club, the gas bottle shall be removed from the barbecue and stored in the fuel shed.
- 2.28 The Committee (through the House Secretary) shall endeavour to ensure that the gas bottle is refilled in a timely manner. However, the Committee is under no obligation to ensure that gas is available at all times.
- 2.29 It shall be the responsibility of the member/s organising any Club or private function to check that sufficient gas is available for their requirements.
- 2.30 The Club barbecue and outdoor furniture are not available for private use by members outside of the Club premises. In the event of any Official Function that may be held at a location other than the Club premises, the Committee (through the House Secretary) may authorise temporary removal of the Club barbecue and outdoor furniture for use at that function.

Dogs

- 2.31 Dogs are not permitted on the Club premises, except when the owner is 'passing through'. In that case, the dog must be kept on a short leash and be in the direct control of the owner at all times (that is, the dog must not be left tied up). The owner must immediately clean up and remove any dog droppings.
- 2.32 Dogs are not permitted within the Clubrooms or on the balcony at any time.

Club Telephone

- 2.33 The telephone is provided for official Club business and emergencies. Members are not permitted to use the telephone for personal calls unless the degree of urgency warrants such use.
- 2.34 If a Member uses the Club telephone for any purpose other than official Club business or an emergency, the Member shall deposit the cost of the call in the cash box provided.

Club Use - General

- 2.35 Members, or their employees, carrying out work (eg boat repairs) on the Club premises shall ensure that all equipment and waste materials are promptly removed.
- 2.36 Persons wearing wet and/or sandy clothing or footwear shall not enter the upstairs area of the Clubrooms.
- 2.37 All clothing and other personal items must be removed from the Club's changing rooms at the end of each day of sailing or other activities.
- 2.38 No person shall sleep overnight on the Club premises except:
- (a) in the context of an Official Function that involves an overnight stay (eg sleep-over or camp-out); or
 - (b) with the prior approval of the Committee.
- 2.39 Any person who prepares or consumes food or beverages on the Club premises, particularly in the upstairs area of the Clubrooms, shall ensure that these activities do not unreasonably interfere with the use and enjoyment of the Club by other parties.

3. GUESTS

- 3.1 A guest is any person (adult or child) who attends the Club premises and who is not a registered member of the Club. Guests include the non-member spouse and children of a member who is not a Family Member.
- 3.2 Unless otherwise directed by the Committee, guests shall be welcome to attend the Club but shall remain in the charge of the introducing Club member.
- 3.3 The introducing Club member shall ensure that any guest is properly identified in the Visitors Book, and that the conduct of their guest/s is consistent with the Club Rules and these By-laws.
- 3.4 A member may introduce no more than four (4) adult guests (18 years of age or over) on any one occasion, unless specifically authorised to do so by the Committee or its nominee (for example, in the context of organising a private function).
- 3.5 Subject to Section 4 of these By-laws, there is no specified limit on the number of children or youths (under 18 years of age) who may attend the Club as guests of a member. However, members are expected to exercise common sense in this regard, with due consideration for the purposes of the Club and the 'quiet enjoyment' rights of other members.
- 3.6 A guest may attend the Club on no more than six (6) occasions per Club year (1 May – 30 April).
- 3.7 A guest may participate in official Club sailing activities (eg a race, social sailing or training program) on no more than three (3) occasions per Club year. A guest requiring more frequent access to sailing activities should be encouraged to apply for membership of the Club.
- 3.8 Guests shall be welcome to compete in any Club race, provided they agree to sail under the Club Sailing Rules and accept that they may not be eligible to receive any prize or trophy associated with the race.

- 3.9 A guest competing in a Club race with their own boat shall pay an entrance fee of an amount determined by the Committee from time-to-time.
- 3.10 Guests shall not leave their cars or trailers on Club premises unless authorised to do so by the Committee or Duty Officer.
- 3.11 Boats belonging to guests must be removed promptly from Club premises at the end of the sailing event or activity in which the guest has participated, unless temporary or short-term storage has been arranged under By-law 7.10.

4. CHILDREN

- 4.1 Children under the age of 15 years must be under adult supervision and control whilst on Club premises, and shall be required to act with consideration for members' activities and enjoyment of the Club.
- 4.2 Intermediate Members (15 to 17 years of age) may have unsupervised access to the Club at any time when a member who holds a Club key is present, provided that such access is with the knowledge and permission of their parent or guardian and that they comply with the Club Rules and By-laws.
- 4.3 Children under 15 years of age shall not sail without the permission of their parent or guardian.
- 4.4 Young children (under 10 years of age) shall not be left unattended on Club premises, but must be in the care of a parent or guardian at all times. Members carrying out official duties at the Club (eg Duty Officer or Radio Officer) shall not be responsible for minding young children on behalf of other members or guests.
- 4.5 In the event that a child who is part of a Family Membership group is found to be deliberately damaging Club property, or members' property stored at the Club, (including marking graffiti on any surface) then the principal family member of that group (as referred to in Clause 4(11) of the Club Rules) shall be held responsible in the event of any remedial action taken under Section 14 of these By-laws.

5. SECURITY OF CLUB PREMISES

- 5.1 Each Senior, Family and Honorary Life Member, and any other person or body allowed by the Committee as special circumstances require, shall be issued with a key which is common to the padlocks on the perimeter gates, side door to the clubrooms, and the fuel storage shed. Members of the Committee shall be issued with a key that also provides access to storerooms.
- 5.2 Under no circumstances shall a Club member have a duplicate made of a Club key.
- 5.3 Loss of a Club key shall be reported to the Club Secretary as soon as practicable. A fee, as determined by the Committee from time to time, may apply for a replacement key.
- 5.4 Under no circumstances shall a member loan a Club key to any person, other than another Club member.
- 5.5 Unless allowed by the Committee as a special circumstance, no Junior Member (ie under the age of 15 years) shall be permitted to have control of a Club key.
- 5.6 Upon resignation from the Club, a member shall return his/her Club key within 14 days to the Club Secretary.
- 5.7 Upon resignation/retirement from the Club Committee, a member shall exchange his/her Committee key for a normal Club key, except that a past Commodore may retain a Committee key.

- 5.8 Subject to By-law 5.9, the Club premises shall remain in a secure condition at all times. Except when a Duty Officer is present, a member entering the premises shall ensure that the gate/door is secured again after entry.
- 5.9 At the discretion of the Duty Officer or a Committee Member, the perimeter gates and clubroom doors may be left open during periods of activity at the Club, or when inquiries from members of the public may be expected. In the event of the gates being left open, the Duty Officer or a Committee Member must be present on the premises at all times.

6. CLUB SERVICE (WORK DAYS)

- 6.1 Effective upkeep of buildings and facilities is vital for the ongoing success of the Club. To keep costs and fees at reasonable levels, the Club relies on the voluntary services of its members to carry out a wide range of maintenance tasks. Voluntary effort also promotes Club spirit and co-operation amongst the membership.
- 6.2 Members, within the scope of their capabilities, are expected to contribute time to Club maintenance duties undertaken during Work Days ('Working Bees') scheduled by the Committee (usually two days per year, in May and September).
- 6.3 Subject to By-law 6.14, performance of these duties shall entitle a member to accrue Work Day (WD) Credits.
- 6.4 Participation during either the morning or afternoon session of a Working Bee (typically for a minimum of 3 hours in either session) entitles a member to accrue 0.5 WD Credit. Participation for a full day entitles a member to accrue 1 WD Credit.
- 6.5 No member (or Family Membership group) may accrue more than 2 WD Credits in any Club year (1 May – 30 April).
- 6.6 The \$ value of WD Credits accrued by a member (or family) shall be deducted from the member's (or family's) subscription invoice for the following Club year.
- 6.7 The \$ value of a WD Credit, set by the Committee annually as a Club budget item, shall be no greater than half the annual Maintenance Fee set for the following Club year. The intent of this provision is that the total value of WD Credits deducted from any member's annual subscription shall not exceed the value of the Maintenance Payment which forms part of that subscription.
- 6.8 The House Secretary shall ensure that an accurate record is kept of attendance at Club Working Bees, sufficient to enable the calculation of WD Credits accrued by eligible members.
- 6.9 The Membership Secretary shall maintain an annual record of WD Credits accrued by each Club member, and shall present a summary report on the operation of the scheme at each AGM.
- 6.10 The Vice-Commodore, Treasurer, Secretary, Membership Secretary and House Secretary shall act as a sub-committee to jointly administer the WD Credit scheme. The aim shall be to ensure that the scheme operates to promote service to the Club and deliver overall benefits to members, without imposing an unreasonable administrative or financial burden on the Club.
- 6.11 In no circumstances shall the Club make a cash payment to a member for the \$ value of that member's accumulated WD Credits.
- 6.12 No accrued balance of WD Credits shall be carried over from one Club year to the next (that is, WD Credits recommence at zero at the start of each Club year).
- 6.13 Where a member resigns from the Club, or allows their membership to lapse as described in the Club Rules, that member's WD Credits (if any) shall be deemed void.

- 6.14 Members in the following categories are exempt from paying annual Maintenance Fees, and shall not accrue WD Credit entitlements:
- Junior or Intermediate Members (whether in their own right or as part of a Family Membership group);
 - Honorary Life Members;
 - Honorary Visiting Members;
 - Associate Members;
 - Members who have been granted specific exemption by the Club Committee.

7. MEMBERS' BOATS AND ASSOCIATED EQUIPMENT

Boat Registration and Storage

- 7.1 A boat must be registered with the Club, and actively used, in order for it to be eligible for storage on Club premises.
- 7.2 Registration involves the member nominating the boat on the annual Membership Subscription Renewal Form, completing any separate Boat Storage Application / Agreement that may be required by the Committee from time to time, and paying the Annual Storage Fee.
- 7.3 All craft of any type (eg sailing boat, tender, kayak, sailboard, canoe or ski) stored on the premises must be registered, and identified with a current Club registration label. The label must be attached to the exterior of the hull in a position that enables it to be clearly seen when the craft is in its allocated storage location.
- 7.4 The capacity to store boats on the Club premises is limited and members should appreciate that storage is a privilege, not a right. Priority for renewed allocation of storage space each year will be given to boats that have been used regularly during the previous summer sailing season.
- 7.5 No member is permitted to store a boat on the Club premises without the knowledge and permission of the Committee, or its nominated representative in relation to boat storage.
- 7.6 Each member may only store one sailing boat on the Club premises, unless an excess of storage space is available at any particular time.
- 7.7 In addition to (or in place of) a sailing boat, each member may store one or more craft such as a tender, kayak, sailboard, canoe or ski on Club premises, subject to availability of storage space. Storage of such craft will normally be restricted to upper level racks.
- 7.8 The Committee shall give special consideration to boat storage requests from Family Members. There may be several members of the same family who sail different boats and wish to store them on the premises. This will be considered, provided all stored boats are registered and are being actively used by members of the family.
- 7.9 To encourage junior sailing, the Club will endeavour to provide a facility for storage of boats of less than 3 metres (10 feet) in length. Storage space in this facility will be provided at a reduced fee (as determined by the Committee) to eligible Junior Members.
- 7.10 Temporary or short-term storage of a boat on Club premises (up to maximum of 16 days) may be permitted to members and visitors for purposes such as participation in a regatta. Applications for such storage must be made in advance to the Committee's nominee (Boat Storage Officer), whose decision on the application shall be final. If approved, storage must be recorded by the applicant in the Club's Day Diary, with appropriate contact details. A fee may be applied to such temporary storage.
- 7.11 The Committee shall review boat storage allocation between 1 August and 30 September of each year. Payment of an annual storage fee does not necessarily imply that a storage location at the Club will be allocated. The principle of the review shall be to avoid the Club premises being unnecessarily occupied by boats not frequently used. In determining boat storage allocations the Committee may consider the following factors:

- whether the boat is registered with the Club and the storage fee has been paid;
 - the frequency of usage of the boat, as indicated by examination of the race record sheets and the destination record book;
 - the type of boat and its condition;
 - any special factors (eg personal physical limitations) of which the Committee has been made aware, and which have been recorded in the minutes of a Committee meeting.
- 7.12 Following the review of boat storage allocations, any member unsuccessful in gaining a storage allocation shall be requested by the Committee to remove their boat from the Club premises. Where appropriate, the Annual Storage Fee will be refunded.
- 7.13 A boat owner requested by the Committee to remove the boat from the Club premises shall do so within one (1) calendar month of such request. If the boat is not removed within that period, or if all reasonable attempts by the Committee to contact the owner have been unsuccessful, the Committee may dispose of the boat in a manner considered appropriate. Any money gained from such disposal shall be paid to the owner (after the removal of outstanding Club fees and costs), or held by the Club until such time as the owner is located.
- 7.14 A decision of the Committee in the allocation of boat storage space shall be final.

Suitable Boats and Trailers

- 7.15 Only monohull sailing dinghies having a total length not exceeding 5.0 metres (16.5 feet), including any part of a dolly or trailer on which the dinghy is stored, may be sailed as part of the Club fleet and will receive preference over other craft for allocation of storage space.
- 7.16 Other types of craft which may be stored on Club premises are tenders, kayaks, sailboards, canoes or skis. The maximum overall length of any kayak, canoe or ski stored at the Club shall not exceed 4.6 metres (15 feet), including any rudder or other fitting.
- 7.17 Catamarans may not be rigged or stored on Club premises.
- 7.18 Although any dinghy meeting the specifications in By-law 7.15 may be sailed at the Club, in the interests of maintaining keen competition there are preferred classes. Members requiring advice in relation to these classes should contact a Committee member.
- 7.19 In relation to any boat, only a launching dolly or a trailer on which the boat is stored may be kept at the Club. A trailer must not be kept at the Club for use in relation to a boat that is not normally stored at ground level. Empty trailers must not be kept on Club premises.
- 7.20 A launching dolly kept with a boat on a storage rack must not protrude into any adjacent storage space to the extent that it might obstruct use of that space, cause damage to another boat or present a hazard to other users.
- 7.21 Trailers brought on to Club premises must be of a such a design that any stem for holding the mast is removable and does not present a hazard. Members must comply with any request by the Committee (via the Boat Storage Officer) to remove mast stems.

Condition of Boats, Trailers and Sailing Gear

- 7.22 Members shall be responsible for maintaining their boats, trailers, cradles and sailing gear in a presentable and safe condition. All items must be clearly marked to identify ownership.
- 7.23 If, in the opinion of the Committee, any boat on the Club premises is causing an obstruction, or is unsuitable, dilapidated, unseaworthy or abandoned, then the Committee may give the owner notice of one (1) calendar month to rectify the situation or remove the boat from the Club premises, and/or will not allow it to participate in any Club race.
- 7.24 If, in the opinion of the Committee, any trailer, cradle or other sailing gear on the Club premises is causing an obstruction or is unsuitable, dilapidated or abandoned, then the Committee may give the owner notice of 14 days to rectify the situation or remove it from the Club premises.

7.25 If, after the expiry of the time allowed for response to a notice issued under By-law 7.23 or 7.24, the boat or other item has not been removed, or if it has not been possible to contact the owner after reasonable inquiry, the Committee may dispose of the boat or other item as the Committee sees fit.

7.26 Storage of any craft, associated equipment and other property on the Club premises is at the owner's risk. The Club does not indemnify owners against loss or theft of, or damage to, such items. Owners are strongly advised to maintain appropriate insurance coverage for their property.

8. CLUB BOATS

Sailing Dinghies

8.1 The Committee shall nominate one or more of its members to co-ordinate the use and maintenance of sailing dinghies and other craft owned by the Club.

8.2 Members using the Club's dinghies or other craft shall be responsible for ensuring that all required safety gear is carried, in compliance with AYF standards and Victorian law.

8.3 No fee shall be payable by a Club member for use of a Club dinghy or other craft. However, the member shall be responsible for reporting (to the Committee's nominee) any damage caused to the craft, or to any other property, during the period that the craft is in the member's charge. At the discretion of the Committee, the member shall be liable for the restoration cost of any loss or damage, other than that caused through fair wear and tear.

8.4 The Club's dinghies and other craft are not available for loan or hire to non-members.

8.5 The Club's dinghies must be used under the supervision of a Club member at all times. Guests shall not sail the Club's dinghies unless accompanied by a Senior or Intermediate Club member (15 years of age or over).

8.6 Priority for use of the Club's dinghies shall be given to Club members who are intending to participate in an official Club sailing event (eg race, social sailing or training program).

Powerboats

8.7 The Club's powerboats must be skippered at all times by a Club member who holds a current Victorian Boat Operator Licence and has demonstrated their boat handling skills to the satisfaction of the Committee.

8.8 The Club boat *Kingfisher* shall be reserved for use as a spectator or support boat during any official sailing event (eg race, social sailing or training program) organised by the Club, unless the officer in charge of the event determines otherwise.

9. CLUB DUTY

9.1 To promote an official presence at the Club during weekends, the Committee shall maintain a roster of members (other than members in categories listed under By-law 6.14) to attend the Club as Duty Officer for one or more days per year. A copy of the roster shall be issued to all members.

9.2 In the case of a Family Membership, only the 'principal family member' shall be rostered as Duty Officer, but either partner may attend on the rostered day/s.

9.3 A member who is rostered as Duty Officer must report for duty at the designated time, unless a suitable replacement has been arranged.

9.4 Information specifying the hours of duty and the responsibilities of the Duty Officer shall be prepared by the Committee and distributed to Club members.

10. RESCUE BOAT DUTY

- 10.1 On each occasion when the Club conducts a sailing event, provision shall be made to have rescue craft on the water. The required number of rescue craft shall be determined on the day, based on the sailing conditions and the size of the fleet.
- 10.2 A roster of members qualified under State laws for rescue boat coxswain duty (minimum of Boat Operator Licence and VHF Radio Licence) shall be prepared by the Committee and distributed to members.
- 10.3 A roster of members qualified for rescue boat crew duty shall be prepared by the Committee and distributed to members.
- 10.4 A member who is rostered as rescue boat coxswain must report for duty at the designated time, unless a suitably qualified replacement has been arranged.
- 10.5 Information specifying the responsibilities of the rescue boat coxswain and crew shall be prepared by the Committee and distributed to Club members.

11. SAILING AND SAFETY RULES

- 11.1 In the interests of safety, on every occasion that a member sails a dinghy, or operates a kayak, sailboard, canoe or ski from Club premises, the Destination Log Book must first be filled in and then signed off on return to the Club. The only exception to this rule applies to formal racing events where the Race Sheet is filled in and signed off in place of the Destination Log Book.
- 11.2 Information specifying the General Sailing and Safety Rules of the Club shall be prepared by the Committee and distributed to Club members.
- 11.3 All members and guests participating in sailing and boating activities based at the Club shall comply with current Victorian marine safety legislation.
- 11.4 All boats participating in an official Club activity (race, social sailing or training program) must comply with current AYF standards and Victorian legislation relating to safety fittings and gear. In particular, each boat must have a secure towing ring or similar fitting at the bow.
- 11.5 It is recommended that all boats participating in an official Club activity (race, social sailing or training program) should be insured against 3rd party and public liabilities.

Sun Protection

- 11.6 Members are expected to take the necessary steps to protect themselves and their family members (particularly young children) from the adverse effects of the sun while using the Club premises. This includes wearing suitable protective clothing, applying sun-screen preparations, and carrying a supply of fresh water when boating.
- 11.7 Members are responsible for providing their own sun protection. However, the Club shall maintain a dispenser of sun-screen lotion for emergency use by members.

First Aid Kits

- 11.8 The Committee shall nominate one of its members (or make other arrangements as appropriate) to ensure that first aid kits in the Clubhouse and on the Club's rescue boats are kept stocked and in good order.

12. SAILING COMPETITION

- 12.1 The Committee shall conduct a program of races and other sailing activities for members during a season extending from October through to April each year.

- 12.2 Subject to prevailing weather conditions and the interest of members, the Committee will conduct an abbreviated program of sailing activities from autumn to spring each year.
- 12.3 All Club sailing events shall be presented in a Sailing Calendar, which will be distributed to each member through the Club newsletter and published on the Club's internet site.
- 12.4 Participation by members in the Club sailing events shall be encouraged, but shall not be mandatory.
- 12.5 Information specifying the Club's rules relating to sailing races shall be prepared by the Committee and distributed to Club members.

13. DONATIONS

- 13.1 Club funds and resources shall not be used to make financial or in-kind donations of a political or commercial nature.
- 13.2 Club funds and resources may be used to make reasonable financial or in-kind donations to community and not-for-profit organisations, with the prior approval of the Committee as recorded in the Club minutes. In general terms, any such donations must benefit organisations promoting the safety and welfare of seafarers, the sports of sailing and boating, or the conservation of local marine and coastal environments. The details of any such donation must be reported to the Club's membership at the next AGM.

14. RESPONSE TO ALLEGED BREACHES

- 14.1 The Committee may employ a range of actions to promote awareness of, and compliance with, the Club Rules and these By-laws.
- 14.2 The Committee will ensure that all members have reasonable access to electronic and printed copies of the current Club Rules and By-laws.
- 14.3 Verbal advice and written warnings, including advisory letters, directions and notices, will be used in response to minor or less serious breaches. This is to promote a change of behaviour by persons not familiar with existing or new requirements.
- 14.4 In the event of more serious or continuing breaches, deterrent sanctions may be applied consistent with Clause 21, under 'Division 2 – Disciplinary Action' of the Club Rules.