

STRANGFORD SAILING CLUB

CONSTITUTION

- TITLE:** The name of the club shall be Strangford Sailing Club
- OBJECTIVES:** The objective for which the Club is formed is to promote and encourage sailing and water sports.
- The Club will be run for the benefit of its members by promoting and encouraging sailing and water sports. It will be non-profit making and all monies will be used for the maintenance of the Club's property, equipment and activities.
- OFFICERS:** The Officers of the Club shall consist of:
- 1) President
 - 2) Commodore
 - 3) Vice-Commodore
(who will be automatic nomination for Commodore at the following Annual General Meeting).
 - 4) Honorary Secretary
 - 5) Honorary Treasurer
- All of whom shall be elected at the Annual General Meeting in each year to hold office until the conclusion of the following Annual General Meeting.
- DUTIES OF OFFICERS:**
- Commodore:** To preside at meetings of the Committee and at General meetings of the Club.
To be responsible for organising all sailing races sponsored by the Club.
- Vice-Commodore:** To assist or deputise for the Commodore when required to do so.
- Honorary Secretary:** To be responsible for all correspondence of the Club for recording the minutes of all meetings of the Club and shall be the route of information from the Committee to Members.
- Treasurer:** To be responsible for keeping proper accounts and books showing the financial affairs, receipts and effects of the Club.
- There shall be a minimum of two signatories on the Club Account.

DUTIES OF OFFICERS (CONT'D)

Committee:

The Committee which shall manage the affairs of the Club shall consist of the Officers and as many members of the Club as may be elected by the Club in general meeting to hold office until the conclusion of the next Annual General Meeting.

The Committee may at any time, upon giving fourteen days' notice, call a General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated on the notice sent to members. The Committee shall also call a General Meeting on a written request addressed to the Honorary Secretary by at least twenty members.

At a General Meeting of the Club, providing the appropriate subscription is fully paid:

- A Family Member and his/her partner shall have one vote each. A Family Member shall list his/her family by name, in particular the partner's name.
- Under 18 members shall have No vote.
- Those entitled to a vote at a General Meeting of the Club shall vote by a show of hands.
- In the case of an equality of votes the Chairman shall have a second or casting vote.

Membership:

Membership is open to anyone receiving the approval of the Committee.

Member, according to the categories, shall pay an annual subscription of such sum as the Committee prescribes.

No person shall in any year be entitled to exercise any rights or privileges of membership until his entrance fee (if any), subscription for that year, other dues, and all arrears (if any) have been paid.

Temporary Members may from time to time be appointed by the Committee.

Honorary Members may be elected at a general meeting of the club on the recommendation of the Committee. Such members will be entitled to all Club privileges but shall not be entitled to vote on any Club matter.

Trustees:

There shall be at least three Trustees of the Club who shall be appointed from time to time as necessary by the Committee of the Club from among ordinary or honorary members who are willing to be so appointed. A trustee shall hold office during his/her lifetime (until he/she reaches the age of 70) or until he/she shall resign, by notice in writing given to the Committee or until a resolution removing him/her from office shall be passed at a meeting of the Committee by a majority comprising two-thirds of the members present and entitled to vote.

DUTIES OF OFFICERS (CONT'D)

Trustees (cont'd):

All property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names, so far as is necessary and practicable, on the trust for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee, the Committee shall appoint a new Trustee in his place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property in to the names of Trustees as constituted after such appointment. The Trustees shall in all respects act, in regard to any property of the Club held by them in accordance with the directions of the Committee, and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions, but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

The Trustees shall be effectually indemnified by the Club out of the assets of the Club from and against any liability, cost, expenses and payments whatsoever which may be properly incurred or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club. The Constitution cannot be altered except at a general meeting with a two-thirds majority of those in attendance.

The Club is committed to observing the Child Protection Policy set out in Appendix A to these Rules and at all times Members in contact and working with young people in the Club shall observe the code of conduct set out in Appendix B to these rules.

APPENDIX A

Child Protection Policy

We in Strangford Sailing Club (“the Club”) are committed to a practice which protects children from harm. Members, instructors, coaches and volunteers/helpers in the Club accept and recognise their responsibilities under the Children (Northern Ireland) Order 1995 about safeguarding children and will endeavour to carry these out by:

- 1) Having an awareness of the issues which cause children harm.
- 2) Adopting child protection guidelines for Members, instructors, coaches and volunteers/helpers.
- 3) Providing information about child protection and good practice to Members, children, parents, instructors, coaches and volunteers/helpers.
- 4) Sharing information about concerns with children, parents and others who need to know.
- 5) Following carefully the procedures for the recruitment and selection of instructors, coaches, volunteers/helper and the management of the Club.
- 6) Being involved in training.
- 7) Keeping child protection policies under regular review.
- 8) Providing information as required to the General/Management Committee of the Club and to the Royal Yachting Association (Northern Ireland Council).

APPENDIX B

Code Of Conduct For Members, Instructors, Coaches And Volunteers/Helpers

These guidelines have been produced to help protect anyone working with young people in Strangford Sailing Club and should be followed at all times. If you have any queries regarding these you should contact any member of the General/Management Committee or the person responsible for Child Protection.

- 1) Always be publicly open when working with the younger person. Avoid situations where you and an individual younger person are completely unobserved.
- 2) If physical contact is necessary, it should be done openly. Care is needed as it is difficult to maintain hand positions when providing manual support if the younger person is constantly moving. Some parents are becoming increasingly sensitive about touching younger persons and their views should always be carefully considered.
- 3) Where possible allow parents of younger persons to take responsibility for them in changing rooms. If groups are to be supervised in changing rooms, always ensure that adults work in pairs and that gender is appropriate. If travelling to another venue is necessary, make sure that verbal (preferably written) permission is given by the parents. Parents should be asked to ensure that younger persons are collected on time.
- 4) Where mixed groups of younger persons travel to another venue to represent the Club they should always be accompanied by at least one male and one female adult.
- 5) All should respect the rights and dignity and worth of all and treat everyone with equality.
- 6) All should place the well-being and safety of the younger person above the development of performance. They should follow all guidelines laid down by the RYA (including the instructor/pupil ratio) and be adequately insured. Always make sure that you are working at a level commensurate with your instructor's qualifications. If you are proved negligent the Club's insurance may be invalidated.
- 7) Members working with younger persons should hold appropriate qualifications in instructing, coaching, leadership, officiating, etc.
- 8) Adults should ensure that the activities which they direct or advocate are appropriate to the age, maturity, and ability of the participant e.g. they should not break rules on suitable participation for age groups. Training activities should include clear progressions and instructors should keep a clear record of

all activity undertaken, clearly planning for future activity. It is advisable to keep a record of activity in a book kept for that purpose. Make sure that all participants know to inform the instructor of any injury or illness before, during or after the activity.

- 9) Adults should always promote the positive aspects of sailing and never condone rules violations, bad sportsmanship or use of prohibited substances.
- 10) Adults should consistently display high standards of personal behaviour and appearance as well as appropriate dress, language, and respect for equipment and facilities. It is not acceptable for adults responsible for younger children to drink alcohol.
- 11) Adults should never overtly criticise participants or official judgements or use language or actions which may cause the younger person to lose self-esteem or confidence.

All members must also be aware that as a general rule it does not make sense to:

- Spend amounts of time alone with younger persons away from others.
- Take younger persons alone on car journeys however short.
- Take younger persons to your home.

If it should arise that such situations are unavoidable they should only take place with the full knowledge of someone in charge in the Club and/or a person with parental responsibility for the younger person. Instructors and volunteers/helpers should be aware that normal car insurance does not cover them for transporting younger persons to and from other venues.

All instructors and volunteers/helpers should try to be on time; and inform an appropriate person if ill or unable to attend activity.

Members should NEVER!

- Engage in rough physical or sexually provocative games including horseplay.
- Share a room with a younger person.
- Permit or engage in any form of inappropriate touching.
- Permit younger persons to use inappropriate language unchallenged.
- Make sexually suggestive comments to younger person, even in fun.
- Allow allegations made by a younger person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that a young person can do for themselves.
- Agree to meet a younger person on your own.

If you accidentally hurt a young person, or cause distress in any manner or the younger person appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, report the incident to a colleague supported by a brief written report of the incident as soon as possible. Parents/carers should be informed of the incident.

EMERGENCY ACTION/FIRST AID

All members, instructors and volunteers/helpers should be prepared with an action plan in the event of an emergency. This will include:

- **Access to First Aid Equipment**
- **Telephone Contact, if the participant is a minor**
- **Telephone Contact to the Emergency Services**

All accidents, injuries and any untoward event should be recorded in the activity record book along with a witness statement if thought necessary.

An attendance book must be kept for each recognised Club activity with the presence of each participant noted appropriately. An incident book must be used to record accidents, injuries and any untoward event.

Training activities outside the usual recognised Club activities will not be covered by Club insurance if the details have not been notified in writing to the General/Management Committee in advance. It is the responsibility of the parent to check that the Training activity is covered by the necessary insurance.