

DHEKELIA SERVICES SAILING CLUB – CHARTER

References:

- A. Service Funds Regulations
- B. Army General Administrative Instructions, Volume 1, Chapter 18.
- C. SOP 225(A).
- D. Constitution of Dhekelia Services Sailing Club

GENERAL

1. The Constitution of the Club (reference D) provides for the generic organisation and structure of the club, as a charity under the auspices of the Ministry of Defence, and registered with the Charities Commission. The Charter is subsidiary to the Constitution and shall determine the internal structure and organisation of the Club, with regard to the responsibilities of the Trustees (executive officers), general meetings and other internal procedures. Both the Constitution and the Charter, as well as the Administrative Rules, and the Sailing Rules shall be binding on all members. In case of any conflict, the Constitution shall take precedence over the Charter, and the Charter shall take precedence over the Rules. Amendments to the Charter may be provisionally made by the Executive Committee but must then be approved by a simple majority at the next General Meeting of members.
2. **Name and Location.** The Club shall be known as the DHEKELIA SERVICES SAILING CLUB (DSSC). It is located at Fisherman's Cove, Dhekelia Station.
3. **Aim of Club.** The aim of the Club is to provide and encourage all aspects of sailing and power boating for service personnel, their dependants, and other entitled personnel and other club members.
4. **Affiliation.** The Club shall be a member club of the Army Sailing Association (ASA) and shall be directly affiliated to the Royal Yachting Association (RYA).
5. **Emblems & Flags.** The Club Flags are defined at Annex A.

MEMBERSHIP

6. **Eligibility.** Membership shall be open to Entitled Personnel and their families, and Non-Entitled personnel within any limitations stipulated by HQ BFC. The Executive Committee shall have the right to refuse membership without giving reason, to any applicant.
7. **Sailing Association Membership.** All sailing members of the Club are encouraged to become members of one of the service sailing associations (ASA, RAFSA, RNSA or CSSA) or the RYA.
8. **Membership Types.** There shall be 6 types of membership, which are as follows
 - a. **Individual Sailing Membership.** Individual Sailing Membership shall entitle one individual member to sail and use the Club's facilities. Individual Sailing Members shall be 16 years of age or over. The immediate families of Individual Sailing Members shall have no voting rights.
 - b. **Dual/Family Sailing Membership.** Dual/Family Sailing Membership shall entitle one or two adult members of a family and their children (under 16 years) to sail and use all the facilities of the Club. Dual/family membership shall have 2 voting rights.
 - c. **Temporary Sailing Membership.** Temporary Sailing Membership is available at the discretion of the OOD or any officer of the club, and shall allow visitors to Dhekelia to sail Club boats on payment of the Temporary Membership fee (payable per person, not per boat). A visitor shall include friends and relatives of members. Full members of the Akrotiri Services Sailing Club (ASSC), and Episkopi Services Sailing Club (ESSC), visiting the club on an occasional basis shall automatically be regarded as Temporary Sailing Members of the Club, without the requirement of the Temporary Membership fee. Temporary members shall have no voting rights.
 - d. **Veteran Membership.** Veteran membership enables persons to be classed as Entitled after obtaining their veterans pass from the Garrison and which must be shown to the Membership Secretary.
 - e. **Honorary Membership.** Honorary Membership may be conferred on an individual by the Executive Committee, usually in reward for specific services to the Club. All Honorary Members must be confirmed

at each Annual General Meeting. Exceptionally, Honorary Membership may be offered, on an individual basis, with additional benefits such as sailing and/or Facility rights commensurate with Individual Sailing Member status. Honorary membership may only be granted to entitled personnel, but pre-existing, non-entitled honorary members may continue as such.

f. Corporate Membership. Corporate Membership confers the equivalent of Individual Sailing Membership to members of the Unit concerned, in accordance with the agreed terms and conditions of the particular corporate membership agreement. Corporate Membership rates by negotiation with the Commodore.

THE COMMODORE

9. The Managing Trustee as referred to in the Constitution, shall be the Commander, Dhekelia Station. The Commander shall appoint the Chairman of the Club, who will be known as The Commodore. The Latter shall be responsible to the Commander, Dhekelia Station for the correct and efficient operation of the Club..

10. The Commodore has the following powers:

- a. All appointments to the Board of Trustees (known as the Executive Committee) must be approved by the Commodore.
- b. The Commodore has the authority of veto over any proposal made by a member or Committee.
- c. The Commodore has the authority to revoke the membership of a member who fails to meet the standards of behaviour and discipline expected by the Club.

OFFICERS AND COMMITTEES

11. The affairs of the Club shall be managed and administered by The Commodore as Chairman, in conjunction with a Board of Trustees, to be known as the Executive Committee.

12. The Executive Committee shall comprise the Trustees listed below, to be known as Executive Officers. These Officers shall be Club Members or Honorary Members and shall be appointed or elected to a post on the committee. Temporary Sailing members may not be appointed as Executive Officers, unless full membership is taken up.

- a. Commodore (Chairman).
- b. Vice Commodore
- c. Rear Commodore Sailing
- d. Rear Commodore House
- e. Principal.
- f. Treasurer.
- g. Membership Secretary.
- h. Secretary.
- i. Training Coordinator

13. Additionally, the Club may appoint the following Club Officers, to assist in the administration of the club. The additional Club officer posts will include the following posts (but not necessarily exclusively so) and will be organised into standing sub-committees (see rule 17). Individual Club Officers may be invited by the Commodore to attend Executive Committee meetings as required. Temporary Sailing members may not be appointed as Club Officers unless full membership is taken up.

- a. Chief Instructor – Sail.
- b. Chief Instructor, Power
- c. Bosun.
- d. Safety Boat Officer.
- e. Sailing Secretary.
- f. House Officer.
- g. Property Officer.
- h. Bar Officer.
- i. Entertainment Officer.
- j. Publicity Officer
- k. Assistant Bosun.
- l. Assistant Safety Boat Officer

14. The Commodore, Vice Commodore, Rear Commodore Sailing and Rear Commodore House are known as 'Flag Officers'.

15. The Vice Commodore, Principal, Treasurer and Club Secretary shall be appointed by the Commodore. All other Executive Officers and Club Officers shall be elected by ballot at a General Meeting of Club members. The Executive Committee may appoint any suitable member of the Club to fill a vacancy, but shall submit such appointments to the next General Meeting for ratification. A member shall not hold more than two executive or club officer posts, of which only one may be a Flag Officer post.

16. The quorum for an Executive Committee shall be a minimum of four, which must include at least one Flag Officer. The Executive Committee shall meet on a monthly basis or as determined by the Commodore. Abbreviated minutes or records of decisions of all Executive Committee meetings shall be displayed in the Clubhouse, and published on the club website.

17. Standing Sub-Committees. There shall be two Standing Sub-Committees established as follows:

a. House Sub-Committee. The House Sub-Committee shall be responsible for the general administrative running of the shore-based facilities and social activities. It shall be chaired by the Rear Commodore House and shall meet as a minimum quarterly. A record of decisions of its meetings shall be displayed in the Clubhouse and published on the club website. The House Sub-Committee shall consist of the following Club Officers:

- (1) Rear Commodore House (Chair)
- (2) Property Officer.
- (3) House Officer.
- (4) Entertainments Officer
- (5) Bar Officer.
- (6) Publicity Officer

b. Sailing & Training Sub-Committee. The Sailing & Training Sub-Committee is responsible for general club sailing, all training matters and water-born matters. It shall be chaired by the Rear Commodore Sailing, or in his absence, the Sailing Secretary. It shall meet quarterly as a minimum. A record of decisions of its meetings shall be displayed in the Clubhouse and published on the club website. The Sailing & Training Sub-Committee shall consist of the following Club Officers:

- (1) Rear Commodore Sailing. (Chair)
- (2) Sailing Secretary
- (3) Bosun (or assistant).
- (4) Safety Boat Officer (or assistant)
- (5) Chief Instructor, Sail
- (6) Chief Instructor, Power

Individual instructors and class captains may be invited to attend the Sailing & Training Sub-Committee on routine or ad hoc basis.

POWERS OF THE EXECUTIVE COMMITTEE

18. The Executive Committee shall be responsible for the entire management of the Club funds, property, premises and activities, provided it shall not take action nor make any regulation that alters or is at variance with the Club Constitution or Charter. When a matter requires urgent action an Executive Officer (or in the absence of an Executive Officer any other Club Officer) is empowered to make such decision or regulation as deemed necessary. Such action shall be reported to an Executive Officer as soon as practical and, until a meeting of the Executive Committee can be called, shall have the force of a resolution of the Executive Committee.

19. Any act of the Executive Committee may, on the proposal of any member and properly seconded by another member, be considered at a General Meeting of the Club. The act under consideration may be confirmed or overridden by a simple majority at the General Meeting, excepting that the Commodore shall have the power of veto.

20. The Executive Committee is, in particular, empowered to:

- a.** Make and publish Rules for the Club, which shall govern any matter pertaining to the Club that is not governed by the provisions of the Constitution or this Charter.
- b.** Expend the funds of the Club, except that it shall not, without the consent of a General Meeting, contract any debt or commitment that cannot be discharged from existing or anticipated disposable assets of the Club.
- c.** In the name of the Club, to carry out with any person, company or other body any business or transaction that shall be binding upon the Club.
- d.** Appoint such sub-committees as it shall, from time to time, consider necessary to assist in the discharge of any of these functions. Such sub-committees shall consist only of members of the Club. The Executive Committee may create or amend the terms of reference of such sub-committees or disband the body entirely.
- e.** Agree and put into effect amendments to the Charter, which will be subject to approval by the next following AGM.

CLUB EXECUTIVE RESPONSIBILITIES

- 21. Vice Commodore.** The Vice Commodore will deputise for the Commodore in his absence, and is the nominated Fund Manager for the club; responsibilities are stated at Annex B.
- 22. Rear Commodore Sailing.** The Rear Commodore Sailing is to co-chair meetings of the Sailing & Training Sub-committee. He is responsible to the Executive Committee for the co-ordination of all general club sailing matters including safety on the water in accordance with Reference B and C and co-ordination of racing.
- 23. Rear Commodore House.** The Rear Commodore House is responsible for all house, property and other shoreside matters, not falling within the responsibility of another Executive and will chair the House sub-committee.
- 24. Training Coordinator.** The Training Coordinator is responsible to:
 - a. Maintain adequate stock of RYA training literature
 - b. Carry out monthly stock checks of above
 - c. Organise training courses & Try-sails
 - d. Report to RC(S) monthly on courses to be run, courses completed and student numbers
 - e. Maintain a record of students next of Kin and course review forms
 - f. Keep a record of instructors qualifications and their expiry dates
 - g. Ensure that instructors are made aware of any changes brought about by the RYA and maintain a record of confirmation of personnel having read the instruction
- 25. Principal.** The Principal shall be a serving military appointee. He/She is responsible for all matters regarding training safety and procedures. .
- 26. Treasurer.** The Treasurer is responsible to the Commodore for the following:
 - a.** Maintaining the Club Account and preparing it for Audit.
 - b.** Advising the Executive Committee of financial matters and arranging insurance cover in conjunction with the Property Officer and affiliation fees as required by the Club and service regulations.
 - c.** Arranging for the payment of bona-fide bills presented by Officers of the Club.
 - d.** Checking the bar, shop takings and stock on a regular basis.
 - e.** Maintaining the bar account and keeping the House Sub-Committee informed of price changes.

Presentation of financial reports to the Executive Committee at its regular meeting, and presentation of the annual accounts to the committee and the membership at AGMs. The format and content of the financial reports and accounts to be determined by the Executive Committee.

27. **Secretary.** The Secretary is responsible for the following duties:
- a. Originating and receiving all correspondence with outside agencies as directed by the Commodore.
 - b. Assembling the agenda for Committee meetings and for the preparation, reproduction and distribution of the minutes of such meetings.
 - c. Assembling the agenda, posting notice of and acting as Secretary at General Meetings.
 - d. Arranging for the publication and amendment to the Club Constitution, Charter and Rules as a result of changes authorised at General Meetings and Executive Committee meetings, as appropriate.
 - e. Maintaining Club records & archives.
28. **Membership Secretary.** The Membership Secretary is responsible for maintaining Club membership records, collecting membership and facilities fees and passing them promptly to the Treasurer, and compiling monthly membership reports for the Executive Committee meetings.
29. **Other Club Officers.** The Terms of Reference for Officers of the Club, who are not standing members of the Executive Committee, are defined in Annex C.

SUBSCRIPTIONS & CHARGES

30. **Membership Subscriptions.** The Executive Committee shall decide and publish the rates of subscriptions and other fees to be paid by the various classes of member. Fees shall be payable in advance for such minimum periods as the Executive Committee may decide. The Fee Schedule shall be displayed at the Club and published on the club website.
31. **Private Boats:** Owners of private boats kept at the club will be liable for fees for use of the facilities, in accordance with the fee schedule as determined by the Executive Committee from time to time.
32. **Training Fees.** Training courses are offered to members and non-members and are subject to additional charges, according to the schedule of course fee prices determined by the Executive Committee from time to time. Training fees are due in advance of the relevant course.
33. **Non-payment of Subscriptions & Fees.** The Executive Committee may take appropriate action against any member or private boat owner who; after a request for payment has been made to him, remains in default by more than 30 days without reasonable excuse. At the discretion of the Executive Committee, such a member may be suspended from the benefits of membership whilst he so remains in default or he may be expelled from the Club.
34. **Additional Charges.** The Executive Committee shall not impose any charge upon members of the Club, other than the subscriptions, for sailing in Club boats, except when prizes are to be awarded for a race or series of races, an entry fee may be charged to defray the cost of such prizes. Charges may also be levied on members for any function or activity, sufficient to defray the cost of such function or activity.
35. **Damage Costs.** The Executive Committee may impose on any member a charge to recompense the Club for any loss or damage occasioned by a wilful or negligent act of that member. The charge shall not exceed the actual cost of the damage or the insurance excess fee if an insurance claim should be made.

GENERAL MEETINGS

36. **AGMs.** Annual General Meetings (AGMs) of Club members shall be held once a year, as determined by the Commodore.
37. **EGMs** Extraordinary General Meetings (EGMs) may be called by the Executive Committee or upon a written request being received by the Secretary from ten voting members.
38. **Notification.** The Secretary shall notify all Club members of the date, time and place of General Meetings, by email, AND by posting a notice on the Club notice board AND by placing an announcement on the club website at least 21 days before AGMs and at least 14 days before EGMs.

39. **Agenda Items.** Members wishing to discuss subjects at a General Meeting shall notify the Secretary in writing at least 10 days before the date of the meeting. At least 7 days before the date of the meeting, the Secretary shall post details of the Agenda on the Club notice board AND on the club website AND by email to all members.

40. **Quorum.** A quorum at any General Meeting shall consist of two Club Executives, one of whom shall be a Flag Officer, plus ten voting members. Decisions shall be made by a simple majority vote, with the exception of Constitutional amendments, which shall require a two-thirds majority vote.

41. **Voting Members.** Temporary Members and Honorary Members shall not be entitled to vote. No member under the age of 16 years shall be permitted to vote. Individuals who berth private boats at the club but are not members shall not be entitled to vote. Only those members actually attending, who must have paid their Club subscriptions, shall be entitled to vote as follows:

a. All individual sailing members shall have one vote each on all matters. Dependents and partners of individual members are not entitled to vote.

b. Dual/Family sailing members, over 16 years of age, shall each have one vote on all matters. (ie.2 votes maximum for a family membership)

c. Honorary Members who are Officers of the Club shall have one vote on all matters.

42. **Proposals.** Only individuals with voting rights may propose or second motions.

43. **Election of Officers.** All Officer posts subject to appointment shall be voted on or confirmed at least once a year at the AGM. Officers appointed to vacant posts by the Executive Committee should be confirmed at the next General Meeting. Should more than two members stand for election for a post the election will be conducted in two stages. Those candidates, who at stage one individually receive fewer votes than the two leading candidates, will stand down. Voting shall then take place between the two remaining candidates.

CHILDREN

44. Children under 12 years of age shall not be permitted on Club premises unless accompanied and supervised by an adult member. Parents shall be held entirely responsible for their children's behaviour and safety, in particular parents shall ensure that children under 16 do not go on to the water without supervision. Parent members shall be responsible for the damage costs that may be imposed as a result of their children's actions. Furthermore the Executive Committee reserves the right to suspend children from the Club for persistent misbehaviour.

SAILING RULES & REGULATIONS

45. The Executive Committee shall issue the Club's Sailing Rules and Regulations, to which all members and visitors to the Club shall be bound. The Sailing Rules will be organised as a series of Leaflets, which shall be published under separate cover and on the club website and may be amended by a simple majority vote at an Executive Committee meeting. The rules and any amendments shall be publicised to the Club membership by email and on the club website, and made available in hardcopy at the club.

46. The Dhekelia Station Commander provides instructions for the safe use of East Sovereign Base Area waters. The implementation of References B and C is mandated for any activities on the water undertaken as military training, adventurous training or military expeditions. Recreational sailing and water-born activities shall be run under the auspices of RYA guidelines, whilst following the spirit of References B and C. The Executive Committee shall ensure that the Sailing Rules and Regulations of the Club reflect these instructions.

ADMINISTRATIVE RULES

47. The Executive Committee shall issue the Club's Administrative Rules, to which all members and visitors to the Club shall be bound. The Administrative Rules shall be published under separate cover, and on the club website but shall expand and be commensurate with this Charter. The Rules may be amended by a simple majority vote at an Executive Committee Meeting and shall be publicised to the Club membership by email and on the club website, and made available in hardcopy at the club.

DISCIPLINE

48. The Executive Committee shall have the right, on a majority vote, to suspend or expel any member for inappropriate or unsportsmanlike behaviour, disregard for the Constitution, Charter or the Club Rules or for any other appropriate reason. No member shall be suspended or expelled without first being given the opportunity to explain their actions or omissions to the Executive Committee.

This Charter was approved and adopted by members at the AGM on 29 May 2016

[Original Signed]

Alice Rook, Capt.
Commodore, Dhekelia Services Sailing Club

Annexes:

- A. Club Flags.
- B. Duties of the Fund Manager.
- C. Duties of Club Officers.
- D. Sailing & Training Sub-Committee.
- E. House Sub-Committee.

CLUB FLAGS

1. The Club Flag shall be two gold lions, passant guardant, on a green triangular field.
2. The Club Racing Flag shall be of a similar design to the Club Flag but rectangular in shape.
3. The Club Cruising Flag shall be of a similar design to the Club Flag, triangular in shape.

DUTIES OF FUND MANAGERS

1. The FM is responsible to the SFM for the proper management of the fund in accordance with the Service Fund Regulations (Reference A) and the Managing Trustee's policy.
2. The FM is to:
 - a. Keep under review the continuing need for the fund, according to the purpose for which it was established.
 - b. Retain overall control of the fund even though he may delegate various responsibilities to other officials.
 - c. Ensure that the duties, responsibilities and limited powers of delegated officials are clearly defined in writing and in relevant standing orders.
 - d. Ensure that all controls and checks of cash, property and stock as laid down in Annex C to Chapter 3 to Reference A are carried out either by himself or by delegated officials. Also ensure that adequate safeguards exist for spot checks of stocks and cash to be made at frequent irregular intervals and that a record is maintained of such checks. The FM is to sign the monthly management Check Sheet.
 - e. Provide the SFM with the names of delegated officials, who are permitted to authorise expenditure from the fund and of any limits placed on their authority.
 - f. Ensure that all invoices and bills for payment are duly authorised and passed to the Reg. Acct for payment without undue delay.
 - g. Keep under regular review the lists of creditors and debtors and ensure that the Money owed to, and by the fund, respectively are kept to a minimum.
 - h. Ensure that all cash, other than that required for immediate needs, is handed to the Reg. Acct for credit to the fund at the earliest opportunity.
 - j. Ensure that minutes of all meetings and any other authorities, which may affect unusual or special expenditure from the fund, are seen by the IA and the Reg. Acct.
 - k. Ensure that his delegated powers of write-off are not exceeded.
 - l. Ensure that before any write off is made against their fund, every effort should be made to investigate to see if it is not possible to make good any losses from the relevant individual or by claiming on insurance held. Once it has been decided that write-off action is required, it must be authorised in writing by either; inclusion in EC Minutes, FMs letter to Reg. Acct, or if in excess of the FM's delegated powers of write off, in writing to the Managing Trustee who will endorse the letter with his agreement or disagreement as the case may be. A copy of any authorisation is to support the entry in the AB 397. A write-off is often the result of poor management and control, FMs should ensure that any request to authorise such an item is investigated fully before submission to the SFM.
 - m. Obtain from the Reg. Acct regular financial statements to assist him to properly manage and control the fund.
 - n. Take note of and ensure appropriate action is taken on observations raised by the IA.
 - o. Personally sign the AF NI514 before submitting the form to the IA for audit comments and signature.

DUTIES OF CLUB OFFICERS

1. The duties of Executive Officers, are mandated in the main body of the Charter. The duties of the other Club Officers are defined below.
2. **House Officer.** The House Officer deputises for the Rear Commodore House when necessary. He/she is responsible to the Rear Commodore House (or in his absence, to the Commodore) for the following:
 - a. Reporting to the House Sub-Committee on any building and property maintenance works that may be necessary and for obtaining cost estimates for such work where possible.
 - b. General cleanliness of Club property.
 - c. Minor property repairs and maintenance.
3. **Property Officer.** The Property Officer is responsible to the Rear Commodore House for maintaining the Club Property Book and the Barrack Stores Inventory. Where possible, the Property Member should be a serviceman. On behalf of the Club, he will sign for Nuffield Trust Property held by the Club and will maintain a record showing the location of all items of Club, Barrack and Nuffield property. He will carry out quarterly checks to ensure that property, particularly valuable and movable property has not been removed from the Club without prior authority. He is to ensure that sufficient insurance cover exists to reflect club property.
4. **Bar Officer.** The Bar Officer is responsible to the Rear Commodore House for the efficient running of the bar, and is responsible for:
 - a. Ensuring the bar is sufficiently stocked at all times.
 - b. Receiving new stock as arranged by the FM or Treasurer.
 - c. Ensuring that the bar opens and closes at the prescribed times.
 - d. Payment of bar takings to the FM or Treasurer as soon as practicable after closing.
 - e. Accounting for all cash floats issued to him.
 - f. Ensuring no credit facilities are given without prior permission of the FM or Treasurer.
 - g. Ensuring that a stock check is made at least once per month.
 - h. Ensuring he is present at any physical stock check during his tour of duty.
 - i. Conducting a stock check after every major function in conjunction with either the FM, or Treasurer.
 - j. Ensuring that all cash and stock is used for the purposes it is assigned.
 - k. Ensuring any cheques exchanged are correctly completed and within prescribed limits as detailed by the FM, Rear Commodore House or within these SOs.
5. **Sailing Secretary.** In the absence of -the Rear Commodore Sailing -then the Sailing Secretary will deputise when necessary, including to chair the Sailing sub-committee. He/She is responsible to the Rear Commodore Sailing (or in his absence to the Commodore) for the following.
 - a. Secretarial duties connected with Sailing Sub-Committee Meetings, including the production and publication of Sailing Sub-Committee minutes.

- b.** Compiling Officer of the Day (OOD) and Safety Boat Duty Rosters.
- c.** Ensuring that all equipment for managing races is available and serviceable.
- d.** Ensuring that all race results are promptly displayed.
- e.** Applying such handicap systems as may be ordered by the Committee.
- f.** Bringing any proposed amendments to the Club Sailing Rules to the attention of the Executive Committee for approval.
- g.** Arranging participation by Club members in regattas, including making arrangements for the transport of boats and publication of Sailing Sub-Committee decisions regarding the allocation of boats and selection of representative teams.
- h.** Ensuring that safety cover is provided in compliance with References B and C

6. Bosun. The Bosun is responsible for:

- a.** Taking on ledger charge all items of dinghy equipment bought by the Club, including spare parts and tools.
- b.** Issuing sailing equipment and maintenance items to Club members as required.
- c.** Maintaining a stock of spare parts and essential equipment. Before ordering spare parts he must clear the list with the Rear Commodore Sailing and Commodore.
- d.** Advising members on aspects of boat repair and maintenance.
- e.** Making arrangements for the Bosun's Store to be open most afternoons, particularly on designated sailing days. He may be assisted in these duties by an Assistant Bosun.

7. Chief Instructor (Sail). He/She is responsible to the Executive Committee for the co-ordination of all sail training matters including documentation, certification, training standards and safety on the water in accordance with Reference B and C, and specifically

- a.** The progressive training of all Club members.
- b.** Advising the Sailing & Training Sub-Committee about the training needs of all Club members and the provision of training equipment and facilities
- c.** The organisation of RYA courses and formal training sessions on appropriate topics.

8. Chief Instructor (Power) is responsible for the co-ordination of all Power boat training matters including documentation, certification, training standards and safety on the water in accordance with Reference B and C, and specifically:

- a.** The progressive training of all Club members.
- b.** Advising the Sailing & Training Sub-Committee about the training needs of all Club members and the provision of training equipment and facilities.
- c.** The organisation of RYA courses and formal training sessions on appropriate topics.
- d.** Ensuring that persons detailed for safety boat duties are capable of operating the safety boat and that they are familiar with the methods of rendering assistance to sailing dinghies that require help.
- e.** Compiling, revising and displaying clear instructions concerning the management of fuel and the maintenance and operation of all the Clubs powered boats.

f. Advising the Sailing & Training Sub-Committee on any aspect of safety boat operation or maintenance that requires their attention.

9. **Safety Boat Officer.** The Safety Boat Officer is responsible to the Rear Commodore Sailing for:

a. Ensuring that all powered vessels on charge to the Club and their engines are serviceable at all times.

b. The Safety Boat Officer is to manage and account for the Safety Boat float, if applicable.

11. **Publicity Officer.** The Publicity Officer is responsible for all forms of marketing, advertising and publicity for sailing club events, and acts as Editor of the club newsletter. This includes the use of station resources, HIVE, BFBS radio and television, Forces and national newspapers and through contacts with other clubs and societies.

12. **Assistants:** Holders of posts pre-fixed "Assistant" shall deputise for the relevant post holder in his/her absence and shall undertake such tasks as determined by the main post-holder towards the fulfillment of the responsibilities of the post.

SAILING & TRAINING SUB-COMMITTEE

1. Composition. The Sailing & Training Sub-Committee consists of those Club Officers detailed in the Charter, although the Sub-Committee may co-opt additional members to the Sub-Committee for specific tasks, as deemed necessary. A quorum of the Sailing & Training Sub-Committee shall consist of three members of the Sub-Committee one of whom must be either the Rear Commodore Sailing, Principal or Chief Instructor. Decisions shall be based on a simple majority vote.

2. Terms of Reference. The Sailing & Training Sub-Committee shall meet at times decided by the Sub-Committee or as directed by the Executive Committee. Its Terms of Reference may be varied from time to time by the Executive Committee, but normally it shall be responsible for the following:

- a.** Discuss all current and future sailing and training matters likely to affect the Club so that the Rear Commodore Sailing or Principal or Chief Instructor can inform the Executive Committee of salient points and advise or recommend courses of action.
- b.** Be responsible for organising all aspects of Club racing within guidelines that may be ordered by the Executive Committee and for organising other sailing events that may from time to time be required. Arrange for the participation of Club members in regattas and other sailing events sponsored by other Clubs, including the temporary re-allocation of boats and selection of representative teams.
- c.** With the assistance, where necessary, from other members of the Club co-opted by the Executive Committee, organise the sailing events at the DSC to be attended by other Clubs.
- d.** Receive reports from the Bosun and Safety Boats Officer regarding the maintenance of boats and equipment and recommend courses of action to the Executive Committee.
- e.** Receive reports from the Training Master and either initiate action or recommend that the Executive Committee take action to meet current training requirements.
- f.** It shall produce a quarterly report on all sailing and training matters concerning DSC.
- g.** Where a matter requires urgent action, the Sailing and Training sub-committee shall be authorised to spend up to €500 with and agreement of 2 EC members.

HOUSE SUB-COMMITTEE

1. Composition. The House Sub-Committee consists of those Club Officers detailed in the Charter, although the Sub-committee may co-opt additional members to the Sub-Committee for specific tasks, as deemed necessary. A quorum of the House Sub-Committee shall be the Rear Commodore House (or in his absence, the House Officer) and two other members of the Sub-Committee. Decisions shall be based on a simple majority vote.

2. Terms of Reference. The House Sub-Committee shall meet at times decided by the Sub-Committee or as directed by the Executive Committee. Its Terms of Reference may be varied from time to time by the Executive Committee, but normally it shall be responsible for the following:

- a.** Discuss all current and future house matters, such as the condition and suitability of the fabric of the Club property, entertainment and social activities, routine cleaning and maintenance, payment of Club employees so that the Rear Commodore House can advise the Executive Committee on matters that require its attention.
- b.** Monitor sales of bar stock, authorise changes in re-sale in order to maintain overall profit margins ordered by the Executive Committee and recommend the purchase of new lines in order to meet the needs of the Club members.
- c.** Authorise the House Officer to engage contractors to carry out house maintenance tasks within financial limits dictated by the Executive Committee and refer to the Executive Committee the need for repairs or improvements likely to exceed these financial limits.
- d.** Arrange regular social outings and events at the Club, ensuring that these are arranged sufficiently far in advance for members to be notified.