RULES

OF

HAYLING ISLAND SAILING CLUB LIMITED

ADOPTED ON 2nd NOVEMBER 2026

These Rules became effective on 2ND November, 2026. In the event of a conflict between these Rules and the Club's Articles of Association, the Articles take precedence.

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1. DEFINITIONS

The definitions below and given in the Club's articles of association shall have the same meaning in these Rules unless otherwise defined below.

Flag Officer	The Flag Officers as defined in the Articles as well as the Rear Commodore (Racing), Rear Commodore (Cruising) and Rear Commodore (Youth)
Member	A Club Member of any category, including both Voting Members and Non-Voting Members, as defined in the Articles and the Rules. For the avoidance of doubt, only Voting Members are members of the Company for the purposes of the Companies Act 2006.

PART A

2. RULES OF THE CLUB

2.1. These are the Rules ('Rules') of the Club incorporated on 21 May 2025 as a Company Limited by Guarantee, with premises situated at Sandy Point, Hayling Island.

2.2. The Club's Articles are the primary governing document of the Club. The Articles are supplemented by these Rules which deal with the management of the Club and its affairs and the operation of the Club and its use by Members and visitors and as such these Rules should be read in together with the Articles. The Rules are subject to the Articles and the Articles prevail.

2.3. Separate policies and procedures issued from time-to-time deal with specific areas of the Club's operations.

2.4. All Members shall accept and abide by these Rules. Failure to comply with these Rules will be investigated and may result in disciplinary action being taken under Club Rule 29.

2.5. A copy of the current Rules and the Articles shall be posted on the Club noticeboard and website.

2.6. The Club burgee shall be the arms of Hayling in blue, yellow and white on a red field.

2.7. The Club shall be fully affiliated to the Royal Yachting Association.

MANAGEMENT OF THE CLUB

3. COMMITTEE STRUCTURE

3.1. There shall be five permanent Committees subordinate to the General Committee, namely Sailing, House, Estates, Strategy and Membership.

3.2. There shall be three permanent Committees subordinate to the Sailing Committee, namely Club Racing, Cruising and Youth.

3.3. There shall be a Class Captains' Forum which shall provide a focus for the Class Captains to represent the views and wishes of their classes to the Sailing and House Committees regarding both on-water and shore-side activities.

3.4. The Club encourages Members to form special interest groups to pursue sailing and non-sailing activities, but if these require the use of Club resources or facilities this must be approved by the appropriate Committee.

3.5. All Committees subordinate to the General Committee may co-opt (in addition to the authorised numbers) up to a maximum of four people per Committee. Their co-option is to be agreed by the General Committee.

3.6. All Committees may invite persons to attend if they are able to provide a specific expertise. These invited attendees shall not form part of quorum or have any voting rights and may be Non-Voting Members. Any invited persons must comply with the confidentiality measures in force at the time.

3.7. All Committees shall meet, and report back as directed by the General Committee.

4. THE GENERAL COMMITTEE

4.1. The General Committee members who are the Directors of the Club shall (inter alia):

(a) establish the operating policies for the running of the Club, monitor the outcomes of such policies and revise as necessary;

(b) set policies to ensure compliance with relevant legal and regulatory requirements and monitor their implementation;

(c) manage all affairs and property of the Club except as otherwise provided for in these Rules;

(d) develop and maintain a five year Forward Plan for the Club setting the strategic direction of the Club on recommendations from the Strategy Committee. The five year Forward Plan shall be reviewed and updated annually;

(e) set policies for the recruitment and retention of Members based upon recommendations from the Membership Committee;

(f) approve the annual sailing programme of Club racing, open meetings and championships up to five years ahead based upon advice from the Sailing Committee;

(g) be responsible for: receiving reports from the Commodore and Vice Commodores concerning the employment and discharge of senior Club staff when appropriate; establishing the level of all charges made to Members on account of services, facilities, joining fees, subscriptions, moorings, winter lay-up and boat registration fees; coordinating sponsorship, publicity, marketing and sales; appointing Club Officials (other than race officials); agreeing the co-option of Members to committees; maintaining the integrity of the Club's sea defences; oversight of the Thursday Club and the 500 Club; nominating two Members to represent the Club on the Chichester Harbour Federation following recommendations from the Sailing Committee; nominating a representative to sit on the station committee of the Hayling Branch of the RNLI;

(h) discharge the following financial responsibilities: the administration and investment of Club funds; setting the Club budgets; managing the overall in-year finances of the Club; monitoring income and expenditure against all budgets on a monthly basis; setting the requirement for capital expenditure on maintenance of Club property and on replacement and renewals; preparing the general account budget;

(i) co-ordinate the activities of, and manage priorities between, the House, Estates, and Sailing Committees;

(j) manage the interface between elected officers, committees, sub-committees and the General Manager;

(k) oversee the Club administration;

(l) allocate the various areas of the Club site for management by the Sailing, Estates and House Committees;

(m) make provision for an on-site chandlery.

4.2. Without limiting their powers and duties under the Articles, the General Committee shall have the power to:

(a) appoint Members of the Club to act as officials to carry out such duties (not inconsistent with these Rules) as it may determine; and

(b) remove a member of any other committee or sub-committee by a vote of 'no confidence' in which two thirds of those eligible to vote assent.

4.3. On taking office, the General Committee shall agree the co-opted members of all other committees and appoint officials.

4.4. One elected member of the General Committee, who is not a Flag Officer or Executive shall undertake the task of being 'Guardian of the Rules' during the elected term, the responsibilities of such role to be agreed by the General Committee.

4.5. In the event that one or more of the senior employee roles, as set out in Rule 15.1, is not filled, the General Committee shall make temporary arrangements to ensure that the tasks normally undertaken by that employee are covered.

5. SAILING COMMITTEE

5.1. The Sailing Committee shall comprise six members: the Vice Commodore Sailing, Rear Commodores (Racing), (Cruising) and (Youth) and two elected Members. In addition, the Marine Manager may attend but shall not vote or count towards quorum.

5.2. The Sailing Committee is responsible for ensuring that all on-water activities of the Club are coordinated and that there is appropriate liaison between the Club Racing, Cruising and Youth Committees to ensure an effective use of available resources to enable each Committee to carry out its functions.

5.3. The Sailing Committee is responsible for advising the General Committee on the formulation of policy concerning on-water activities and related onshore services and facilities of the Club, including safety, championships, open meetings and winter lay-up.

5.4. The Sailing Committee is responsible for:

(a) development and generation of the annual sailing programme of Club racing, open meetings and championships up to five years ahead, in consultation with the House Committee, for approval by the General Committee, including marketing the Club to Class Associations and National Authorities as a location for their major sailing events;

(b) co-ordination and conduct of the in-year championship and open meeting programme including the provision of adequate on water safety resources during club organised events;

(c) providing and maintaining permanent racing marks inside and outside the harbour;

(d) identification of those classes currently most active in racing and cruising for the purposes of organising Club racing and allocating dinghy parking priorities

(e) setting priorities for boat space allocation ashore;

(f) receiving feedback from the Class Captains' Forum, and liaison with them on sailing matters;

(g) advising the General Committee on boat registration fees;

(h) co-ordination with the RYA and to oversee the RYA recognised 'Training Centre Principal';

(i) provision and maintenance of Club boats, boat hoists, winches and the pontoon jetty;

(j) provision and maintenance of the equipment necessary for racing, including marks, radios, flags, sound signals and the race box; and

(k) maintaining the Club slipways and launching runways and sand clearance to ensure their accessibility for the launching and recovery of boats.

5.5. The Sailing Committee shall ensure that open meetings and championships are properly resourced with race officers, race officials, committee, safety and mark boat crews, and an onshore beachmaster as appropriate, coordinating duty allocations with the Club Racing Committee.

5.6. The Sailing Committee shall:

(a) in consultation with the Rear Commodore Finance and General Manager prepare and submit to the General Committee the proposed annual budgets for the Racing, Cruising, and Youth Committees which shall include its recommendations on boat registration fees and those of the Cruising Committee on mooring and lay-up fees;

(b) receive monthly trading accounts for all matters within its area of responsibility. It shall examine variations from agreed budgets and report to and make recommendations to the General Committee for improvement or remedial action;

(c) be responsible for advising the General Committee of the requirement for capital expenditure on replacement and renewals of boats, moorings, winches and the pontoon jetty and facilities required in conjunction with such matters;

(d) recommend two Members to the General Committee to represent the Club on the Chichester Harbour Federation;

(e) present a written report that incorporates reports from the Racing, Cruising and Youth Committees to Members at the AGM;

(f) be responsible for the co-ordination of all training activities relating to competency afloat and in race management; and

(g) be responsible for ensuring that the Club maintains its status as an RYA Recognised Training Centre and all training activities organised by the Club

including the Thursday Club accord with the RYA's requirements for Recognised Training Centres.

6. HOUSE COMMITTEE

6.1. The House Committee shall comprise five members: the Vice Commodore House, two elected and two co-opted Members. In addition, the House Manager may attend but shall not vote or count towards quorum.

6.2. The House Committee shall oversee the onshore hotel services (food, accommodation, bars, car parking), and the coordination of internal and externally sponsored social events and their security.

6.3. The House Committee shall:

(a) in consultation with the Rear Commodore Finance and General Manager prepare and submit to the General Committee the proposed annual budgets for accommodation, bar and catering budgets, corporate sailing and non-sailing events;

(b) receive monthly trading accounts for bars, catering services and accommodation. It shall examine variations from agreed budgets and report to and make recommendations to the General Committee for improvement or remedial action;

(c) be responsible for advising the General Committee on the formulation of policy concerning domestic facilities in the Club including public rooms, accommodation, bars, catering and car parking;

(d) liaise with the Sailing Committee, Estates Committee and Class Captains' Forum on House-related matters;

(e) be responsible for marketing the Club as an attractive location for corporate sailing and non-sailing events, including dinners, meetings, away days and wedding receptions;

(f) present a written report to Members at the AGM.

7. ESTATES COMMITTEE

7.1. The Estates Committee shall comprise a Chair who is a member of the General Committee and up to four appropriately experienced co-opted Members. The General Manager may attend but shall not vote or count towards quorum.

7.2. The Estates Committee shall oversee the management of the Club land and buildings and the security facilities of the Club premises.

7.3. The Estates Committee shall:

(a) be responsible for reporting to and advising the General Committee, by way of an Asset Management Plan, on the facilities management and maintenance of the club premises, and on the requirement for capital expenditure on replacement and renewals for maintenance of club onshore property (excluding boats, moorings, winches and the pontoon jetty);

(b) in consultation with the Rear Commodore Finance and General Manager, prepare and submit to the General Committee the proposed annual budgets for maintenance of the Club land and buildings. It shall examine variations from agreed budgets and make recommendations to the General Committee for improvement or remedial action;

(c) be responsible for advising the General Committee on the formulation of policy concerning Club land and buildings;

(d) be responsible for advising the General Committee on actions required to ensure compliance with legal obligations relevant to Club land and buildings;

(e) present a written report to Members at the AGM.

8. STRATEGY COMMITTEE

8.1. The Strategy Committee shall consist of the Commodore, the Rear Commodore Finance and up to two other Members.

8.2. The Strategy Committee shall:

(a) annually review the five year Forward Plan and make recommendations to the General Committee on the strategic direction of the Club;

(b) liaise with the other committees on the delivery of the Forward Plan.

9. MEMBERSHIP COMMITTEE

9.1. The Membership Committee shall be the focal point for membership matters and shall consist of a Chair who is a member of the General Committee and up to five experienced co-opted Members. The Membership Secretary may attend but shall not vote or count towards quorum. The Committee shall be responsible for:

(a) making recommendations to the General Committee on policies to support the recruitment and retention of Members, including advice on entrance fees and subscriptions;

(b) undertaking the briefing of new applicants for membership of the Club, assessing their suitability and ensuring that their induction to and familiarisation with the Club are completed satisfactorily until elected as Voting Members on completion of their probation.

10. CLUB RACING COMMITTEE

10.1. The Club Racing Committee shall comprise the Rear Commodore (Racing) and up to six other co-opted Members representing in so far as possible the classes currently active in Club racing, one of whom shall be the Chair of the Class Captains' Forum. The Sailing Supervisor may attend but shall not vote or count towards quorum.

10.2. The Club Racing Committee shall:

(a) have control of and be responsible to the Sailing Committee for all matters relating to Club racing;

(b) conduct the in-year Club racing programme, ensuring that it is properly resourced with race officers, committee, safety and mark boat crews as appropriate and co-ordinate duty allocations with the Sailing Committee;

(c) receive feedback from the Class Captains' Forum and take their views into account in developing and running the Club racing programme;

(d) ensure the provision of on water safety resources during Club racing;

(e) co-ordinate the allocation of onshore boat parking space on behalf of the Sailing Committee.

11. CRUISING COMMITTEE

11.1. The Cruising Committee shall comprise the Rear Commodore (Cruising) and up to four other co-opted Members.

11.2. The Cruising Committee shall have control of and be responsible to the Sailing Committee for all matters relating to Club organised and arranged cruising and dinghy social sailing activity under sail and/or power.

11.3. The Cruising Committee shall:

(a) prepare and submit to the Sailing Committee the proposed annual cruising budget which will include recommendations to the Sailing Committee on mooring and winter lay-up fees;

(b) receive a monthly trading account for cruising. It shall examine variations from the agreed budget and make adjustments to remain within budget keeping the Sailing Committee informed;

(c) conduct the in-year cruising and dinghy social sailing programme;

(d) co-ordinate the winter lay-up of cruising boats and the allocation of moorings on behalf of the Sailing Committee;

(e) liaise with the Marine Manager over the construction, siting, laying and maintaining of moorings within the area under the Club's jurisdiction;

(f) co-ordinate safety awareness amongst those cruising in cruising boats and dinghies;

(g) represent the views of cruising boat owners to the Sailing Committee.

12. YOUTH COMMITTEE

12.1. The Youth Committee shall comprise the Rear Commodore (Youth) and up to six other co-opted Members of which two should be youth representatives.

12.2. The Youth Committee shall be responsible to the Sailing Committee for the general well- being of all Club Members under 18 years of age, including the conduct of their sailing and seamanship training.

12.3. The Youth Committee shall:

(a) prepare and submit to the Sailing Committee the proposed annual youth budget;

(b) receive a monthly trading account for youth activities. It shall examine variations from the agreed budget and make adjustments to remain within budget keeping the Sailing Committee informed;

(c) have control of and be responsible to the Sailing Committee for all matters relating to the racing of youth classes;

(d) conduct the in-year Club racing programme for youth classes, ensuring that it is properly resourced with race officers, committee, safety and mark boat crews as appropriate and co-ordinate duty allocations with the Sailing Committee.

13. CLASS CAPTAINS' FORUM

13.1. All Members owning registered boats of a class or group of classes approved by the Sailing Committee may elect one of their number to represent their class, or group of classes, as Class Captain. The Class Captains' Forum is a focus for the views of the membership in these classes or groups of classes regarding both on-water and shore-side support to on-water activities and is charged to bring such opinions to the attention of the Sailing Committee and Club Racing Committee, as appropriate. The Class Captains shall elect a chairperson from among their number who shall represent the Forum on the Club Racing Committee. In the absence of a candidate the Vice Commodore Sailing shall nominate.

14. RESPONSIBILITIES OF FLAG OFFICERS AND EXECUTIVES

14.1. The Commodore shall lead the Club and chair the General Committee and the Strategy Committee.

14.2. The Vice Commodore Sailing shall chair the Sailing Committee and be responsible for co-ordination between the Rear Commodore (Racing), Rear Commodore (Cruising) and Rear Commodore (Youth).

14.3. Other committees shall be chaired as follows:

(a) The Vice Commodore House shall chair the House Committee;

(b) The Rear Commodore (Racing) shall chair the Club Racing Committee;

(c) The Rear Commodore (Cruising) shall chair the Cruising Committee;

(d) The Rear Commodore (Youth) shall chair the Youth Committee;

(e) The Chair of the Membership Committee shall chair the Membership Committee;

(f) The Chair of the Estates Committee shall chair the Estates Committee.

14.4. A Vice Chairman shall be appointed by each Committee from among their number to chair the Committee in the absence of the Chairman.

14.5. The Rear Commodore Finance shall oversee the financial administration of the Club including the preparation and presentation of audited accounts to the SGM annually; shall liaise with the Club's auditors; and shall direct the General Manager on accounting, management of the cash-flow and the necessary bookkeeping requirements.

15. EMPLOYEES

15.1. The General Committee shall appoint full time staff as necessary to ensure the smooth functioning of the Club. The "senior employees" (also known as "Senior Club Managers") shall be:

(a) A General Manager accountable to the General Committee and responsible for the management of the Club. The General Manager shall be the line manager of the Marine and House Managers, central services staff and employees;

(b) A Marine Manager accountable to the General Manager and responsible for the management of marine activities and marine employees;

(c) A House Manager accountable to the General Manager and responsible for the Club hotel services and the catering, bar, cleaning and security employees. The Marine and House Managers shall be of equal standing.

15.2. The General Manager shall have power to recruit, and discharge, employees (both permanent and temporary) within the allocated budget to run the Club. The General Manager shall be responsible for implementing the Club's Health and Safety and Safeguarding and Child Protection policies.

15.3. All employees shall work across disciplines as a 'whole' team when deemed necessary by the General Manager.

15.4. The General Manager shall be responsible for the management of the in-year budgets and may delegate to the Marine and House Managers as appropriate.

15.5. The Commodore shall be responsible for the line management, performance management and appraisal of the General Manager.

15.6. The responsibility for employment and discharge of the senior employees and the remuneration thereof, which shall be set within the overall budgeting process, is vested in the Commodore and Vice Commodores who shall consult the General Committee as appropriate.

16. COMMITTEE MEETINGS OTHER THAN GENERAL COMMITTEE (see HISC Ltd Articles of Association for General Committee)

16.1. A meeting of any committee or sub-committee shall be summoned at the request of its chairman, the Commodore, or the number of members of that committee, specified in Rule 17 as a quorum for that committee.

16.2. A representative of the General Committee shall have the right to attend the meeting of any committee or sub-committee.

16.3. To support good governance of the Club, committees and sub-committees shall be responsible for making a written record of decisions, actions and recommendations, and making these available to other committees and to Members.

16.4. Where a vote is taken in a committee and there is an equality of votes, the chairman shall have a second or casting vote.

17. QUORUMS

17.1. Quorums for meetings shall be as follows:

General Meetings	see the Article 14
General Committee	see Article 27

Sailing Committee	Four committee members
House Committee	Three committee members
Estates Committee	Three committee members
Club Racing Committee	Four committee members
Cruising Committee	Three committee members
Youth Committee	Four committee members
Other Committees and Sub-Committees	50% of the voting members of the relevant committee, but not less than 2

18. ELECTION OF COMMITTEE MEMBERS

18.1. The General Committee shall be elected and retire from office in accordance with the provisions of the Articles, in particular Articles 19 to 23.

18.2. One elected member of the Sailing Committee and one elected member of the House Committees shall retire at each AGM such that there is one vacancy for an elected member on each Committee.

18.3. Members of Sailing and House Committees retiring as set out in 18.2 shall retire in order of seniority calculated from the date of their most recent election to that Committee. In the case of equal seniority, the order of retirement shall be determined by lot, if agreement between those concerned cannot be obtained.

18.4. No Member shall be eligible for election unless they will have reached the age of eighteen years at the date of the General Meeting at which the election results are announced.

18.5. Nominations for:

(a) General Committee Members must be supported by at least ten Voting Members including a proposer and seconder; and

(b) members of the General, Sailing or House Committees must be proposed by a proposer and seconder, both of whom must be Voting Members.

18.6. No Member may seek nomination or be proposed for more than one office, or for an office and as a member of the General, Sailing and House Committees, unless specifically provided otherwise in these Rules.

18.7. The General Manager shall send requests for nominations to all Voting Members at their registered postal or e-mail address in accordance with the timetable in Rule 18.10. All nominations must be made on an official nomination form available from the Club office. Nominations shall not be valid unless received by the General Manager, or the nominated representative, at the Club office on a properly completed nomination form in accordance with the timetable in Rule 18.11.

18.8. There shall be separate elections for the elected member representatives on the Sailing and House Committees. Members may put their names forward for no more than one of these committees each year and if elected shall serve on that committee. However, the General Committee may, following an election for one committee, invite an unsuccessful candidate to serve on another committee if there is a vacancy.

18.9. If the number of Members nominated for any office or the positions on the committees equals the number of vacancies for that office or committee positions, the Member or Members shall be deemed to be elected. If the number of Members nominated for any office or for the positions on the committees exceeds the number of vacancies for that office or the committee positions, a ballot shall be held. If no nomination is received for any office or membership of the committees then the General Committee may make the necessary appointment, subject to the proviso that no Member may hold more than one office unless specifically provided otherwise in these Rules.

18.10. The General Manager shall notify every candidate for election of the details required by the General Committee to be circulated prior to the ballot taking place. Candidates must return the information requested to the General Manager in accordance with the timetable in Rule 18.11. The General Manager shall send to all Voting Members, at their registered postal or e-mail addresses, notice of the nominations received, the details provided by each candidate, instructions on the conduct of the ballot and the closing date of the ballot in accordance with the timetable in Rule 18.11. The ballot procedure will be decided by the General Committee and may be an electronic ballot using an on-line facility. In this case, any Member may choose to use an alternative paper ballot by notifying the General Manager at least 10 days before the declared date for the closing of the ballot. These ballot papers are to be marked and returned, as directed by the General Manager, by the declared date for the closing of the ballot. If a ballot is not required, the General Manager shall, within the same period, post on the Club notice board a list of those deemed to be elected.

18.11. The timetable for the election process shall be:

Window for Request for Nominations sent to Voting Members with official Nomination Form	65 to 70 days prior to the AGM
Receipt of nominations for elected positions (General, Sailing and House Committees)	By 1700 on the day specified on the nomination form which must be at least 38 days prior to the AGM
Candidates notified of any election and candidate details required	As soon as possible after nominations received
Receipt of candidate details from candidates	At least 30 days prior to the AGM
Nominations received and candidate details and arrangements including deadlines for the ballot sent to Voting Members	At least 23 days prior to the AGM

18.12. A brief statement, including biographical details of the candidates, in a format approved by the General Committee, together with their attendance record at any committee on which they have served during the previous 12 months and their photograph, shall be circulated following nomination or proposal and in accordance with Rule 18.10 prior to the ballot taking place. No other written documentation shall be circulated by or on behalf of any candidate for election.

18.13. Where an electronic on-line ballot is held, the votes shall be counted by an independent company who will be contracted by the General Committee. Where a paper ballot is held, the votes shall be counted by the immediate past Commodore, in the presence of at least one past flag officer or, in the absence of the immediate past Commodore, by two past flag officers. They will calculate the ballot results by counting all votes received by any method approved for that ballot by the General Committee. Those counting or in any way involved with conducting the ballot shall not nominate or sign in support of any of the candidates for election. The result of the ballot shall be announced by the Commodore, once all candidates have been informed of the results. This may be by email or on the HISC website. The newly elected committee members shall take office immediately after the AGM irrespective of any adjournment thereof.

18.14. In the event of a candidate breaking any of the Rules relating to elections, his or her candidature shall be invalid.

MEMBERSHIP

19. MEMBERSHIP CATEGORIES AND AGE LIMITS

There shall be the following categories of membership:

19.1. ADULT SINGLE (AS) is applicable to individual members aged 18 and over. This category of membership includes the member's children and grandchildren under the age of 8.

19.2. ADULT COUPLE (AC) is applicable to couples (defined as those in a marriage, civil partnership or a permanent cohabiting relationship) aged 18 and over. This category of membership includes the members' children and grandchildren under the age of 8.

19.3. FAMILY (FAM) is applicable to either of the above categories but includes the member's or members' children and/or grandchildren under the age of 24. The membership code shall be "FAM (AS)" where there is one parent or grandparent on the membership and "FAM (AC)" when both parents or grandparents are on the membership.

Note: A SENIOR (S) suffix is applicable to persons aged 70 and above and can be applied to any of the above-mentioned categories.

19.4. YOUTH is applicable to young people between the ages of 12 and 17 who join but whose parents/guardians are not members. The written consent of the parent/guardian is required for such membership. A Club member is required to accept in loco parentis responsibility when a Youth Member under the age of 16 is using the Club. Youth Members shall have no voting rights.

19.5. ABSENT shall be granted for a period of a whole calendar year (but not less) to members who apply for it in writing to the General Manager prior to 31 December in the immediately preceding year. It is a dormant membership and carries with it no voting rights or privileges. Absent members are encouraged to maintain contact with the Club, and for this purpose may visit the Club on up to a maximum of 6 days per calendar year. A member who wishes to visit more frequently should seek the Club's prior approval by writing in the first instance to the General Manager explaining the reasons for the visits.

19.6. TEMPORARY is applicable to those who apply to use the Club's facilities for a period of between 1 day and 1 month, up to a maximum of 31 days in any calendar year, to participate in or support a sailing-related activity. Temporary members may not introduce guests to the Club. Temporary Members shall have no voting rights.

19.7. LIFE HONORARY and HONORARY may be offered by the Club in accordance with Rules 21 & 22. Life Honorary membership includes the member's children and grandchildren under the age of 24.

19.8. WINTER YOUTH TRAINING is available from 1 October to 31 March for those under age 18 joining to participate in Club class training. It includes parents in a non-sailing capacity, who shall have no voting rights.

19.9. Where age is mentioned in the above categories of membership or in the schedule of charges, it shall refer to the member's age on 1 January.

19.10. On reaching the upper limit of age mentioned in any of the above categories of membership or the schedule of charges, the membership shall automatically be transferred to the appropriate new category, and the changed subscriptions, shall be payable from the following 1 January.

19.11. Members may apply to change their category of membership at any time by writing to the General Manager and paying the subscription appropriate to the new category. However, where a change of membership category occurs before the full entrance fee has been paid the fee appropriate to the membership category on joining must be paid to completion.

20. ELECTION OF MEMBERS

20.1. Probationary Membership:

(a) Any candidate seeking membership shall, in the first place, be subject to a period of probationary membership and be a probationary member ("Probationary Member").

(b) Probationary membership shall not come into force until a period of at least 48 hours has elapsed since the receipt of membership application by the Club. Probationary Members shall pay the same subscriptions as elected members of the same category. Probationary membership carries with it the full benefits and privileges of the Club, except that Probationary Members:

i. shall not qualify for election as Officers of the Club or the Committees and shall not be eligible as members of any committee; and

ii. may attend, but may not vote at, a General Meeting of the Club.

(c) Probationary Members shall not transfer to Voting Membership until they have served a probationary period of at least six months by 1 November. For the avoidance of doubt, a Probationary Member is a Non-Voting Member until the cessation of their probationary period.

20.2. Voting Membership:

(a) On or about the 1 October before the AGM, a list of Probationary members eligible for election to Voting Membership shall be posted on the Club notice board for a period of not less than thirty days. If the General Manager or any member considers that a Probationary Member is an unsuitable

candidate for Voting Membership, then he/she should submit their concerns in writing to the General Committee before 1 December.

(b) Should such a concern be raised, the General Committee will investigate the grounds for the concern and may hold a ballot of the Committee in respect of the candidate. If a ballot takes place, a simple majority on a show of hands of those voting shall exclude.

(c) Before the exclusion of any such Probationary Member shall become effective, the General Committee shall give the Probationary Member 28 days' notice to attend a meeting with three past Commodores and/or flag officers, which notice shall contain particulars of the intended resolution of exclusion and reasons therefor. No Probationary Member shall be excluded without being given the opportunity to have this meeting. Upon hearing the representations of the Probationary Member as to why they should not be excluded, the past Commodores and/or flag officers attending the meeting, acting by majority, shall determine whether such Probationary Member shall be excluded. Their decision shall be final and binding and shall be communicated promptly in writing to the Probationary Member, the General Committee and any Member who raised the concerns.

(d) The election of Probationary Members to Voting Membership is vested in the General Committee and should be actioned by 15 December in each year. Those listed shall be deemed elected to Voting membership unless excluded under the procedure set out in paragraphs 20.2 a, b and c above.

(e) Immediately on election, notice thereof shall be given to the new Member by the Commodore.

21. LIFE HONORARY MEMBERSHIP

The General Committee shall have the power to invite any person to become a Life Honorary Member of the Club. Life Honorary Members shall not be required to pay any entrance fee or subscription. They shall be entitled to all the benefits and privileges of the Club.

22. HONORARY MEMBERSHIP

22.1. The General Committee shall have the power to invite any person to become an Honorary Member of the Club for such a period as the General Committee shall think fit. Honorary Members shall not be required to pay any entrance fee or subscription. They shall be entitled to all the rights and privileges of membership, but subject to the following restrictions:

(a) they shall have no voting rights, and are not eligible to stand for elected positions or sit as members of Club committees;

(b) their membership does not extend to spouses/partners or children;

(c) they shall have no rights to register a boat at the Club, or to a mooring, or participate in Club sailing activities;

(d) they may only introduce spouses/partners as guests;

(e) their membership shall not count towards mooring points.

22.2. The Flag Officers of sailing clubs designated as Category "A" member clubs of the Chichester Harbour Federation, together with the Officers of the Federation, shall be Honorary Members of the Club.

23. SAILING DUTIES

23.1. Members in the Adult Single, Adult Couple and Family membership categories aged 18 or over and under the age of 70, are required to undertake sailing duties, but may be excused if they have special limitations or circumstances made known to the General Manager in accordance with the Club Duties Policy.

23.2. Any Member who fails to book their required duties by the specified deadline will be referred to General Committee to decide appropriate action.

23.3. Failure to carry out a booked duty, or to organise a replacement for such a duty, will incur a fine as defined in the Club Duties Policy.

23.4. Members in the Absent, Temporary and Honorary categories and Members under the age of 18 and age 70 or over are exempt from sailing duties except on a voluntary basis.

24. MEMBERSHIP CARDS AND WRISTBANDS

Membership cards or wristbands must be carried whilst on the Club premises and produced on request. These should be used as the normal method of payment in Club bars and the restaurant.

25. SUBSCRIPTIONS AND ENTRANCE FEES

25.1. The General Committee shall set the entrance fee (if any) for new Members and the Members' annual subscription.

25.2. Annual subscriptions are payable on 1 January each year. Existing members shall pay subscriptions either in equal instalments over 12 months by direct debit or in a lump sum at the start of the year. New Members shall pay their first year's subscription upon joining. Those joining before 1 May shall pay a pro rata subscription for the remainder of the year, calculated on a monthly basis from the month of their acceptance as Probationary Members, and may pay either by direct debit or in a lump sum. Those joining on or after 1 May shall pay, in a single

lump sum, the pro rata balance of the annual subscription for the remainder of the year, calculated on a monthly basis from the month of their acceptance as Probationary Members.

25.3. The General Committee may, at its discretion, reduce the entrance fee and/or annual subscription for any individual Member or membership.

26. SUBSCRIPTIONS IN ARREARS

26.1. Any Member whose subscription is two months in arrears may be removed from membership by a resolution of the General Committee in accordance with Article 8.1.3. For clarity, subscriptions fall into arrears on the following dates:

Subscription	Due Date	Two Months in Arrears
Members paying in a lump sum at the beginning of the year	1 January	1 March
Members paying in monthly instalments	1st of each month	Two months after the due date for that instalment (e.g. an instalment due on 1 February becomes two months in arrears on 1 April)

26.2. No points or prizes for any Club race shall be awarded to any Member whose subscription is in arrears.

27. REGISTER OF MEMBERS' INTERESTS

27.1. Any Member of the Club having any financial interest in any contract with the Club or in any company, other than by owning shares in a publicly quoted company or as an employee thereof, or in any firm which enters into a contract with the Club shall declare such interest to the Commodore, who shall record the interest in the Register of Members' Interests maintained by the General Manager.

27.2. Any Member deriving any profit from any development of the Club shall be invited to gift a portion thereof to the Club.

27.3. The Register of Members' Interests shall be available for inspection by any Member at the Club office during normal business hours.

28. MEMBER RECORDS

28.1. The Club will collect and process personal data of Members in accordance with the applicable data protection law and the privacy notice available on the Club's website.

28.2. By applying for and maintaining membership, Members acknowledge that their personal data will be processed for the purposes of processing and managing their membership.

29. DISCIPLINE OF MEMBERS

29.1. A Member may be subject to disciplinary action if such a Member has:

(a) Acted in breach of the Club Rules;

(b) Engaged in conduct whether inside or outside the Club that renders him unfit for membership of the Club or brings his suitability for membership of the Club into question.

29.2. The process of such disciplinary action is called a "Rule 31 Reference". A Rule 31 Reference shall, so far as is practicable, be made in accordance with the "Rule 31 Policy and Procedure" as approved and amended from time to time by the General Committee. The Rule 31 Policy and Procedure shall set out guidelines for the procedure generally to be adopted in respect of Rule 31 References, but departures therefrom shall not invalidate any Rule 31 Reference or any decision made pursuant to it.

29.3. Generally, in conformance with detailed guidance in the Rule 31 Policy and Procedure, a Rule 31 Reference shall initially be investigated by an uninvolved member of the General Committee to determine the facts; then considered by a disciplinary panel consisting of three further independent and uninvolved members of the General Committee. The right of appeal shall exist to an appeal panel consisting of three uninvolved past Commodores. The outcome of an appeal is final.

29.4. A Rule 31 Reference may result in one or more of the following sanctions:

(a) Advice as to the Member's future conduct;

(b) The Member being formally reprimanded in respect of the conduct in question;

(c) The Member being required to provide a written apology in terms as specified;

(d) Where appropriate, the imposition of a financial payment consistent with the Rule 31 Policy and Procedure;

(e) The suspension or expulsion of the Member from the Club;

(f) In the case of a Probationary Member, the deferment of the period before which the Probationary Member is eligible for admission as a Member.

29.5. The Member who is the subject of a Rule 31 Reference may be suspended from the Club pending the determination of that Rule 31 Reference.

29.6. A Member may be suspended from membership with immediate effect where the persons effecting the suspension consider that the action is necessary and appropriate considering all the circumstances and the best interests of the Club. These persons shall make a Rule 31 Reference at the earliest reasonable opportunity afterwards.

29.7. Such an immediate suspension may be effected by or in consultation with:-

(a) two Flag Officers or Executives as defined in Rule 14;

(b) or a Flag Officer or an Executive and a Senior Club Manager as defined in Rule 15.1;

(c) or, if and only if it is impracticable to contact a Flag Officer or Executive immediately, a Senior Manager alone. That Senior Manager shall inform a Flag Officer or Executive of the action taken at the earliest reasonable opportunity.

GUESTS AND VISITORS

30. GUESTS

30.1. Each Member shall be entitled to introduce guests. Every guest shall be the guest of, and be accompanied by, the introducing Member who shall sign them in at the Reception area immediately on entering the Club premises. The introducing Member should at no time leave the Club premises while the guest is present, except to go afloat.

30.2. No person shall be introduced as a guest into the Club who shall have ceased to be a Member under Rule 31 or whose conduct or presence on the Club premises shall be considered by the General Committee objectionable or prejudicial to the interests of the Club.

30.3. No individual may be introduced as a guest on more than six days in a calendar year, except as determined otherwise by the General Committee.

30.4. Family members aged 16 and 17 and Youth members aged 16 and 17 may sign in a maximum of two guests at any one time.

30.5. Family members aged under 16 and Youth members aged under 16 may not sign in guests except on the occasion of parties when they may introduce a single guest.

30.6. The introducing Member is responsible for ensuring that the guest is aware of and complies with the Rules of the Club. The General Manager, any member of the

General Committee or the senior member of staff on duty may expel any guest whose conduct is unacceptable.

30.7. Any visitor (including those from overseas) who is a member of a bona fide yacht or sailing club, and any sailor arriving by water from outside Chichester Harbour, shall be offered the benefits and privileges of the Club as a guest up to six times a year, provided such a visitor has the authority of the Duty Manager or a member of General Committee and has, where appropriate, paid any mooring fees due or the day sailing fee. Such a visitor shall be signed in at the Reception area immediately on entering the Club premises. Entitlement as a guest shall, in the first instance, be for a maximum period of 24 hours, but may be extended by the Duty Manager or a member of General Committee.

30.8. Any sailors who are competing in any race or taking part in any training sponsored, hosted or organised by the Club shall be entitled to the benefits and privileges of the Club as a guest, provided such sailor has completed an entry, application or registration form for the event and the appropriate event fee has been paid. Entitlement as such a guest shall include the family of the sailor and shall be for a maximum of 24 hours before and after the event concerned.

PART B

CONDUCT AT THE CLUB

31. CONDUCT AND DRESS

31.1. Club Members their guests and visitors are expected to behave safely and with politeness, respect and consideration for others and to behave at all times with politeness, respect and consideration for other Club users and staff.

31.2. Those using the dining room or bars shall dress in a clean and tidy manner and wear a shirt and footwear. No wet or sandy persons are allowed inside the Clubhouse on the first floor.

32. DAMAGE TO CLUB PROPERTY – LIABILITY

Any damage to the premises or property of the Club shall be made good by the person(s) concerned who shall inform the General Manager when it occurs. Members are responsible for any damage caused by their guests.

33. LIMITATION OF LIABILITY AND RESPONSIBILITY OF MEMBER

Club Members, their guests and visitors use the Club premises, and any other facilities of the Club, entirely at their own risk and in so doing agree that the Club will not accept any liability for any damage to or loss of property belonging to Members, their guests or visitors to the Club. Before inviting any guests or visitors on to the Club premises or to participate in events organised by the Club, Members should draw their attention to this Rule.

34. COMPLAINTS

Any complaint by a Member about the services offered by the Club shall only be made to the General Manager an Officer or Official as appropriate. In no case is any Member to reprimand a member of staff.

35. CONSERVATION

35.1. Digging and the building of sandcastles is to be confined to the beach. To prevent erosion, digging in the sand dunes is prohibited.

35.2. Digging for bait in the fundus owned by the Club is prohibited.

36. CAR SPEED LIMIT AND CAR PARKING

36.1. Vehicles should be driven at an appropriately safe speed while on Club premises, but at not more than 10mph, or 5mph in the dinghy park.

36.2. Access to the Club by vehicle is controlled by Automatic Number Plate Recognition ("ANPR"), so Members and guests must provide the office with the number plate of any vehicle they wish to bring to the Club.

36.3. Vehicle parking is prohibited in areas other than the designated car parks.

36.4. Vehicles (excluding vehicles owned by HISC) are not allowed into the main dinghy park, beyond the barriers, without permission from the duty manager or a Flag Officer. All movements of vehicles in the dinghy park, during weekend or the months of July and August, must be supervised and directed by a nominated adult who is outside the vehicle.

36.5. The overflow car park (behind the RNLI Hayling Station) shall be opened by the Club when additional space is required for daytime car parking. Additionally, the Club has local authority permission for use of the site periodically for overnight parking which will be designated by the General Committee. At no time shall any vehicles, boats or trailers within the car park be moved between the hours of 2000 and 0700.

36.6. A number of parking spaces alongside the Stocker accommodation block shall be reserved for those holding Blue Badge parking permits or restricted mobility passes issued by the club. Other Members or visitors must not park in these spaces.

37. ANIMALS

37.1. With the exception of guide dogs, animals may not be brought into the Club building, accommodation blocks or onto the balcony.

37.2. Dogs must be kept on a short leash at all times and must not be left unattended when on the Club premises, which includes the beach.

37.3. Members must clean up after their animals.

38. PROPERTY

All property belonging to Members legitimately left on the Club premises must be clearly marked with the owner's identity.

39. GRATUITIES AND STAFF FUND

Where Members wish to give a gratuity to any employee this should be through a donation to the Staff Fund made through the office.

40. MUSIC

Playing loud music is prohibited within the precincts of the Club except when authorised for Club social events. In the accommodation blocks music may be played at low volume and only between 0700hrs and 2300hrs.

41. FISHING

Fishing using rods, hand lines or nets is prohibited in any form from the pontoon and boats secured to the pontoon. Fishing from the foreshore is only permitted when sailing is not taking place. Fishhooks are to be kept in closed containers when on Club premises to prevent accidents.

42. RESPONSIBILITY FOR CHILDREN

42.1. Parents and guardians are responsible for their children's behaviour on Club premises and for ensuring that their children comply with the Club Rules. Members acting in loco parentis must take the same responsibility for the children they are acting in loco parentis for.

42.2. Children under 16, whether members, guests or visitors, must be always under the control of a responsible adult whilst on Club premises. Children aged 16 and 17 may be on Club premises without adult supervision provided that permission has been given to them by their parent, guardian, or the member acting *in loco parentis*.

42.3. The Club cannot be expected to take any responsibility, or exercise supervision or control over any children whether afloat or ashore. Safety facilities afloat are only provided for children engaged in official Club activities.

43. INDIVIDUAL YOUTH MEMBERSHIP

Individual youth membership is subject to approval by the Membership Committee who must be satisfied that an adult member is willing to take full parental responsibility for the youth.

HOUSE

44. OPENING HOURS OF PUBLIC ROOMS

44.1. The Clubhouse shall be open at times agreed by the General Committee and posted on the Club website, but to save staff costs these may be changed at short notice if there are insufficient Members present to justify opening the club.

44.2. No more than 6 times a year the House Committee may close the Main Bar, Dining Room, and Servery areas of the Club, for a House Event, to anyone without a valid ticket to attend the function. During these occasions the Lounge Bar will be open to all including under 18's.

45. SMOKING AND E-CIGARETTES

The Club actively discourages smoking and vaping on Club premises, and smoking and vaping is strictly prohibited inside Club buildings and on the balcony to the west side of the main bar.

46. MEALS

46.1. Hours of meals are as advertised on the Club website (but see Rule 44.1).

46.2. Picnic meals are not to be taken into or consumed in the Club's bars or dining room.

47. BAR

47.1. The bar will be open for the supply and consumption of alcoholic beverages on Club premises at times advertised on the Club website (but see Rule 44.1).

47.2. Drinks will be supplied during permitted hours in the bars. All glasses should be returned to the bar.

47.3. The staff are authorised to use their discretion in refusing to supply alcoholic beverages should they feel there is good reason.

47.4. With the exception of champagne, persons are not permitted to bring their own liquor on to the premises. Corkage on champagne may be charged at a rate to be decided by the House Committee.

47.5. Persons under the age of 18 may not order or be supplied with intoxicating liquor.

48. USE OF THE CLUB BY OUTSIDE ORGANISATIONS

48.1. Persons not Members of the Club shall be entitled to attend the Club premises, together with their guests, when attending bona fide private functions and/or conferences that have been approved by the House Committee.

48.2. The General Committee shall not permit the number of functions and/or conferences organised and attended by persons other than Club Members, to exceed 40 in any one calendar year. A maximum of 20 of such events shall be permitted at weekends, where weekend is defined, for purposes of this Rule, as between 1700hrs on Friday and midnight on the following Sunday or Monday if a Bank Holiday.

49. ACCOMMODATION

49.1. Accommodation bookings should be made to the club office, by phone or online, as early as possible. Accommodation must be paid for in full at the time of booking.

49.2. A full refund will be given for bookings cancelled 48 hours prior to arrival. Cancellation within the 48 hours is non-refundable.

49.3. No persons under the age of 16 will be allocated accommodation unless an adult, who has responsibility for the young person, is also accommodated in the club.

49.4. Members can book guests into accommodation if the accommodation is booked and paid for by the Member. Guests must be signed in at Reception by the Member.

50. CAMPER VANS AND SLEEPING ON SITE – LIMITATIONS

50.1. No vehicle may be used for sleeping accommodation within the precincts of the Club. No caravan or tent may be placed within the precincts of the Club.

50.2. Motorhomes or campervans over 5.5m in length or privately owned commercial vehicles over 6.0m in length, shall not be allowed to park on site at any time.

50.3. Vehicles over this length may enter the site briefly for the purpose of dropping off or collecting dinghies and equipment. Such access is confined to before 0930 and after 1700 (1600 on Sundays). Exceptionally, and only when the Club is quiet, access at other times may be possible by prior arrangement with the Club office.

51. USE OF THE BEACH

51.1. The beach surrounding the Club's site is the property of the Club and its use is confined to Club Members, their guests and authorised visitors, and fishermen at permitted times.

51.2. Members are permitted to hold informal barbeques on the beach. Large barbeque parties (more than 20 attendees) require the prior approval of the General Manager to ensure that they do not conflict with Club social events and comply with the Club's health and safety policy; and where such events involved provide catering, the Club's catering services must be used.

51.3. Members holding barbeques must have regard for the Club's relationships with its neighbours; and must ensure that the beach is left clean of litter arising from their activities.

51.4. Use of the water and hosepipes on the beach should be kept to the shortest possible time. Hosepipe users are responsible for turning off the water and putting the hosepipe away after use.

52. LOUNGE BAR – LIMITATIONS TO ACCESS

Persons under the age of 18 may only enter the lounge bar when given permission by the General Manager, except when it is operating as a coffee bar (when persons under age 18 must be accompanied by an adult), or as permitted in Rule 44.2

53. USE OF THE CHANGING ROOMS

53.1. To help limit the Club's environmental impact, keep costs down and be considerate to other Members, the showers should be used for the shortest possible time, ideally for no more than 3 minutes.

53.2. Use of cameras is prohibited in the changing rooms.

54. MOBILE PHONES/LAPTOPS

54.1. Mobile phones may be used discreetly and with due consideration to others in the Clubhouse. Use of mobile phones, computers and home/office working is prohibited in the dining room when it is required for the service of meals apart from breakfast.

54.2. Mobile phones should only be used for essential calls in the changing rooms.

55. SECURITY

Members are to comply with security arrangements into and within the Club. Members are not permitted to enter prohibited areas or to fail to comply on direction on access.

MARINE

56. APPLICABILITY

All references to craft relate to the Club's approved list of water sports craft which is reviewed regularly by the General Committee and is posted on the Club website.

57. REGISTRATION OF SAILING DINGHIES ("DINGHIES")

57.1. A Member wishing to bring a sailing dinghy to the Club must apply to have it registered. Dinghies may only go afloat from the Club if they have been registered.

57.2. Upon payment of the appropriate fee, dinghies accepted will be issued with one of the following classes of registration:

(a) Annual Registration for Launching; entitling that dinghy to be launched from HISC, but not to be parked overnight. It may be left at the Club during the nights immediately before and after the day on which it is launched.

(b) Annual Registration for Launching and Parking; entitling that dinghy to be launched from HISC and parked for all that year in an allocated space.

(c) Day Registration for Launching; entitling that dinghy to be launched from HISC, but not to be parked overnight unless consecutive days have been registered for in advance.

57.3. Registration plaques/tags will be issued and shall be displayed on the dinghy and/or its trolley such that they are clearly visible when covers are on.

57.4. All dinghies shall be registered in the name of a person aged 18 or over. Dinghies normally used by persons under 18 shall be registered in the name of a parent/guardian.

58. REGISTRATION OF RIGID INFLATABLE BOATS ("RIBS")

58.1. A Member wishing to bring a RIB to the Club must apply to have it registered. RIBs may only go afloat from the Club if they have been registered.

58.2. Upon payment of the appropriate fee, RIBs accepted will be issued with one of the following classes of registration:

(a) Annual Registration for Launching; entitling that RIB to be launched from HISC by arrangement with the Marine Team when requested by the Member, but not to be parked overnight. It may be left at the Club during the nights immediately before and after the day on which it is launched.

(b) Annual Registration for Launching and Parking; entitling that RIB to be launched from HISC by arrangement with the Marine Team when requested by the Member and parked for all that year in an allocated space.

(c) Annual Registration without launch; entitling that RIB to be launched from HISC by the Member, but not to be parked overnight.

(d) Day Registration with launch: entitling that RIB to be launched from HISC by arrangement with the by the Marine Team on that day, but not to be parked overnight unless consecutive days have been registered for in advance.

(e) Day Registration without launch: entitling that RIB to be launched from HISC by the Member on that day, but not to be parked overnight unless consecutive days have been registered for in advance.

58.3. Day registration fees may be waived by arrangement with the Marine Manager where a RIB is being launched in support of a Club activity or event.

58.4. Registration plaques/tags will be issued and shall be displayed on the RIB and/or its trolley such that they are clearly visible when covers are on.

58.5. All RIBs shall be registered in the name of a person aged 18 or over.

59. REGISTRATION AND STORAGE OF BOARD SPORTS, ROWING & PADDLE CRAFT

59.1. A list of the Club's approved board sports, rowing and paddle craft is posted on the Club website.

59.2. Members are required to register and pay the appropriate fee if there is anyone in their membership that launches sailboards (including with foils) and/or wingfoils from HISC. One registration is required at membership level, regardless of how many users there are within that membership or how many boards are being used. Members within a membership that has registered must wear, or be prepared to show, any proof of registration that may be issued by HISC.

59.3. Members are not required to register rowing and paddle craft (including stand-up paddle boards) to launch from HISC.

59.4. Board sports craft (including stand-up paddle boards) can only be kept at the Club overnight in a locker or trailer space which has been allocated and paid for in accordance with Club policy, or if they are neatly stored in a dinghy or securely fastened above the deck of a dinghy which has an allocated space.

59.5. Rowing and paddle craft can only be kept overnight at the Club if they are neatly stored in a dinghy or securely fastened above the deck of a dinghy which has an allocated space, or in a space approved by the Marine Manager.

60. DINGHY AND RIB PARKING

60.1. Craft accepted by the Club for Annual Registration for Launching and Parking may only be parked at the Club on allocation of an authorised space. Spaces are

offered at the discretion of the General Committee and are allocated to Members in accordance with the Club's policy which is regularly reviewed.

60.2. Members are responsible for the tidiness of their allocated space.

60.3. Craft may be moved on the direction of a Member of the Sailing Committee or the Marine Manager.

60.4. Craft and equipment may not be left on the sand dunes or within any fenced-off area, unless approved by the Marine Manager.

61. MOORINGS

61.1. All moorings owned by the Club and not specifically designated by the Sailing Committee for use by the Club, are let on an annual contract, the terms of which shall be approved by the General Committee from time to time. This contract is renewable annually by mutual agreement between the Club and the mooring holder.

61.2. Members requiring moorings or renewal of contracts for moorings shall apply to the Chairman of the Cruising Committee, in writing, by 31 October of the preceding year.

61.3. Allocation of the moorings is vested in the Cruising Committee.

62. MOORING TENDERS

Mooring holders may keep a tender to the boat kept on their Club mooring (of maximum length 4 meters, including any attached outboard motor or other appendages) upon payment of an appropriate fee. This tender must be clearly marked "Tender to (name of moored boat)" and must be kept in the area set aside for tenders, which is east of the pontoon and must be removed from this area by 31 October for the duration of the winter. Harbour dues for tenders must be paid directly to Chichester Harbour Conservancy. The Harbour plaque supplied with the registration fee, and Club tag must be clearly displayed.

63. TRAILERS

63.1. There are no facilities for trailer storage on site, and trailers must be removed from Club premises when not in use. Where this in not possible, trailers must be parked under registered craft in allocated spaces. These trailers must be clearly marked at the front, in paint or indelible pen, with the owner's name and class of craft.

63.2. The club offers an off-site facility at which Members may store trailers on payment of a fee.

63.3. In accordance with Rules 66 and 67 the Club may move improperly parked and unmarked trailers to this facility (removing locks when necessary) and charge their owners a storage and administrative fee.

64. DAY SAILING

64.1. Members' guests and authorised visitors may bring non-powered craft to the Club for day sailing. They must obtain permission in advance from the office and pay a day sailing fee prior to going afloat, which will be charged at a rate to be laid down by the General Committee. Permission is likely to be withheld when the Club is busy. The craft may not be left at the Club overnight unless consecutive days have been paid for in advance and may only participate in Club racing with prior agreement of a Member of Racing Committee or the Marine Manager.

64.2. On entering Club premises guests must be signed in at Reception by the Member hosting them; and authorised visitors must be signed in at Reception by a member of staff.

64.3. Day sailing for guests and authorised visitors is limited to 6 days per calendar year.

65. REGISTRATION AND STORAGE CHARGES

Charges for registration and for the parking and storage of craft will be at rates laid down by the General Committee.

66. LIEN

The Club shall at all times have a lien over boats or other chattels kept, parked or left on the Club premises in respect of all monies due to the Club.

67. REMOVAL OF BOATS AND ANCILLARY EQUIPMENT

67.1. If any boat or ancillary equipment is left on the Club property without the correct dues having been paid and the relevant plaques or identification markings displayed as required, or is parked in breach of the Rules, the Sailing Committee shall be entitled to take any of the following actions:

(a) to move boats, trailers and any ancillary equipment to any part of the Club premises or to a designated off-site parking facility, without being liable for any loss of, or damage to, the boat or ancillary equipment however caused.

(b) in accordance with the Club's policy and process for unregistered boats, upon giving three months' notice in writing to the owner of the boat at his last known address, to sell the boat and any ancillary equipment and to deduct from the proceeds any monies due to the Club before accounting for the balance (if any) to the owner.

(c) any boat or ancillary equipment which, in the opinion of the Sailing Committee, has little or no value may upon such notice as aforesaid be disposed of in any manner that the Sailing Committee may think fit and any expenses incurred shall be charged to the owner.

68. HARBOUR DUES

68.1. Members are required to abide by the Chichester Harbour Conservancy requirements regarding the payment of harbour dues and the display of the appropriate plaque.

68.2. The Club has entered into an agreement with the Chichester Harbour Conservancy whereby the Club is responsible for the collection of harbour dues and the issue of plaques for certain types of craft (broadly speaking, those up to 20 feet in length). Members owning such craft shall be responsible for the payment of the harbour dues to the Club. For all other craft Members should pay their harbour dues directly to the Harbour Office.

69. HARBOUR BYE-LAWS

No Member may engage in any activity, which contravenes the harbour Byelaws.

70. RACE BOX

70.1. Access by Members to the race box is prohibited (except in cases of emergency) except for Flag Officers, staff as designated by the Marine Manager and the Sailing Committee for the event(s) underway and those permitted by the latter.

70.2. Children under the age of 12 are prohibited from the race box and its access at all times.

71. INSURANCE OF CRAFT

All craft kept on, or going afloat from, Club property or moorings, or taking part in any event or training organised by the Club shall be insured against third party risks to a minimum of three million pounds (or its equivalent in any other currency) or such other amount as shall be agreed by the General Committee. Any change in the required level of insurance cover will be posted on the Club website.

72. DAMAGE TO MOORED BOATS

Any Member whose craft is in collision with a moored boat at the Club causing any damage whatsoever must report the facts to the Club office at the earliest opportunity.

73. LIMITATIONS TO GOING AFLOAT

73.1. Any Member or visitor going afloat at any time does so at his or her own risk.

73.2. Members going afloat should comply with RYA Safety Recommendations.

73.3. When Club patrol (rescue) boats are not manned, a charge may be made for any rescue performed at a rate as decided by the General Committee.

74. RETURN OF CLUB TROPHIES

All Club trophies must be returned to the Marine Manager by the SGM. Trophy winners are expected to meet the costs of engraving (except where this is met from Class funds).

75. RUNWAYS AND SLIPWAYS

75.1. Runways and slipways are to be kept clear of vehicles and road trailers.

75.2. Members' and visitors' RIBS may only be launched from the east slipway. In exceptional circumstances, permission may be given by the Duty Manager or a Flag Officer for RIBS to be launched from the dinghy slipway.

76. EQUIPMENT

Any mechanically propelled equipment, such as tractors, loaders and dumpers, shall only be operated on the Club's premises by a trained driver who has been approved by the General Manager. For safety reasons, the General Manager may require the operation of such equipment to be supervised by at least one person in addition to the driver.

77. USE OF THE MARINE SHED

The Marine Shed may, from time to time, be available for hire for the purpose of working on craft in accordance with the Club policy. The space may be hired by the day (up to a maximum of 5 days at any one time) at a rate as decided by the General Committee. Bookings should be made through the office.

78. PONTOON

78.1. Use of the pontoon is restricted to those who require access to boats using the pontoon.

78.2. Swimming, diving, running and horseplay from/on the pontoon, or from/on boats secured to the pontoon, is prohibited.

78.3. Anyone using the pontoon and/or the HISC Tender Service must wear a personal flotation device.

78.4. Children under the age of ten must be accompanied by an adult when using the pontoon.

78.5. The outer side of the outer end of the pontoon is reserved for HISC committee boats.

78.6. Vessels are permitted to secure to the pontoon for a maximum of 20 minutes. This time limit does not apply to boats being used in support of race or other Club duties.

78.7. No vessel, other than the HISC tender service boat may secure to the outer side of the pontoon between sunset and sunrise.

78.8. Rafting of vessels on the outer end of the pontoon is prohibited. Berths designated for rescue and tender service boats must be kept clear of other vessels at all times.

78.9. Access throughout the length of the pontoon deck shall not be obstructed at any time.

78.10. Commercial fishing boats are not permitted to use the pontoon.

78.11. No mooring or securing of vessels to the walkway or bridge is permitted.

79. BEACH WINCHES

79.1. The beach winches must not be operated by any Member or guest under the age of 18, and/or who has not been trained in their use.

79.2. Any Member or visitor using the beach winches has an obligation of care to other beach users and or those in proximity to the winches.