



HOLLOWELL SAILING CLUB
MINUTES OF THE GENERAL COMMITTEE MEETING
Wednesday 29th June 2016 at 7.30pm in the Clubhouse

Present:

Rob Dunkley (Chair), Clive de la Fuente, Mike Playle, Stewart Elder, Simon King, Nicola Wilkinson, Larissa Barker, Mike Pipes, Elaine Coulton, Paula Beveridge, Nicky Frost, Simon Bickers (secretary)

Apologies:

Graham Smith, Tony Everard, Ivor McDonnell, Rachel McDonnell, Paul Mallard

1. Approval of the minutes of the last meeting held on Thursday 10th March 2016. The minutes were proposed by Stewart Elder and seconded by Clive de la Fuente.

2. Matters arising from the minutes of the last meeting:

2.1 50th Anniversary promotion material. The Tea Bar Manager and Christie Elder who administers the 50th anniversary merchandise have a process to log merchandise purchases – Closed

2.2 Anglian Water Lease Amendments: Covered under agenda item 7.

2.3 Water level penalty clause. Efforts would be made, subject to 2.1 above, to review the lease condition where AW have no liability for the absence of water with a replacement clause that introduces penalties where water levels fall below an acceptable level for effective sailing. This would be raised at the AW User Group meeting. This has now been moved to September 2016.

Action: C/F. Simon Bickers and/or Rob Dunkley to raise the issue of water level rebates at the next AW User Group.

2.4 Club House Extension Application. Nicola Wilkinson advised that the application had been unsuccessful. This was mainly due to the ending of the inspired facilities scheme which had attracted an excessive number of applications. The development plans will now be considered under a new proposal to be discussed separately – Item closed.

2.5 Annual Inter Club Cransley Tiller and Spar Event. Neither Banbury or Cransley SCs had come forward with alternative propositions. The Sailing Committee will continue to monitor the situation – Item closed.

2.9 Bio Security Measures. Mike Playle has updated and published the Bio Security measures. The aim to have a standard NoR and Entry Form has proven unworkable owing to the different needs of individual open events. However, the NoR follows the Racing Rules template and must include a Bio Security instruction.

Action:

Simon King to ensure that all NoRs for open meetings include Bio Security instructions.

2.10 Club Risk Register was circulated ahead of the meeting and is covered under a separate agenda item.

2.11 Change of Signatories to reflect new Club Officers.

HSBC Bank Accounts. Kevin McAllister as account administrator completed the HSBC paperwork to facilitate change of signatories.

Investec Account. Simon Bickers wrote to Investec to facilitate change of signatories and received confirmation from Investec.

CASC Registration. Simon Bickers wrote to HMRC advising of CASC compliance and advising of change of signatories. HMRC responded confirming the changes.

Item Closed.

2.12 GoCardless Account. Club policies have been updated to describe the use of GoCardless for DD collection and that costs of collection will be included in the subscription rate where 'offline' recurring is selected as payment type. Item Closed

2.13 Yorkshire Bank Account. C/F: Kevin McAllister to arrange for the cancellation of the remaining Yorkshire Bank account.

Action: Paula Beveridge to chase Kevin McAllister to arrange for the closure of the account.

2.14 At the AGM, Gerry Burnham had suggested a number of ideas that had been well received.

Action: Simon King to include the ideas suggested by Gerry in the development of the 2017 Sailing Programme – Item Closed.

2.15 Stewart Elder has been able to access the Y&Y site and upload articles relating to HSC. To enable other members to do the same the access details need to be widely available.

Action: Stewart Elder to send Yachts and Yachting user name and password for Hollowell activity to Simon Bickers for distribution to relevant committee members.

2.16 Banners. The use of banners had gone down very well and had been well received. The banners are now stored in the race office and are re-usable for future Open days or events.

3. Club Risk Register

3.1 The club risk register has been updated with individual risk assessments showing that all but one were up to date. The membership risk assessment was to be reviewed at the Membership Committee meeting in September 2016. It was agreed that the 12 hour race risk assessment has been reviewed and no changes were required.

3.2 It was proposed by Nicola Wilkinson and seconded by Mike Playle that that HSC had properly conducted a full risk review. This was unanimously agreed.

Actions:

Simon Bickers to update the master risk assessment record to show that the 12 hour race risk assessment had been completed.

Elaine Coulton to ensure that the Membership Committee review the membership risk assessment at the next membership committee meeting.

4. Committee Reports.

4.1 Membership Committee. The report by Elaine Coulton as well as statistics drawn from Web Collect is at Appendix 1.

Membership renewals are performing ahead of expectations and the number of new members

is encouraging. As expected a number of members have not renewed with a small number still to confirm whether or not they intend to renew. It was agreed that in all but one case, the effort to encourage renewal had been sufficient and we should now actively resign those who have not renewed. This was proposed by Stewart Elder and Seconded by Simon Bickers. It was unanimously agreed to take this action.

The planned New Member Day had been postponed due to issues with communication and clarity over who was a new member. A list has been created in Web Collect ready for Elaine Coulton to e-mail all new members with details of a re-arranged New Member day on 16th July.

Actions:

Elaine Coulton is to review the list of members with outstanding renewals and to write to each advising them that their membership was not being renewed. For those with craft at HSC they would be invited to remove their craft and the abandoned boats policy would be followed for those who took no action.

Elaine Coulton is to check the New Member list in Web Collect and send an e-mail to all New Members advising them of the arrangements for New Member day.

4.2 Finance Report. A summary of income and expenditure is at Appendix 2. In brief, income is at the same level as the previous year. However, income appears to be significantly down. Paula Beveridge will review the figures to establish if there are any missing expenditure items.

It was noticed that the Bar is not profitable which does not reflect bar usage. To help understand whether there is an issue or not it was suggested that the beer purchasing policy should be changed to include only bottles or cans. Also it was suggested that a stock check be done to estimate the inventory value which may help explain the discrepancy.

To aid administration of the Club data base and reconcile with the bank accounts it was proposed by Nicola Wilkinson that Ruth Cross, the incoming Web Collect administrator be given read access rights to the bank accounts. This was seconded by Mike Pipes and unanimously agreed.

Actions:

Mike Pipes to liaise with the Bar Manager to adjust the beer stocking policy to concentrate on bottles and cans.

Mike Pipes is to liaise with the Bar manager to carry out a stock check and value the inventory.

Paula Beveridge is to arrange for Ruth Cross (Web Collect Administrator) to have read access to the bank accounts.

4.3 Maintenance Committee Report. Mike Playle reported that the pontoon had been lengthened and commented that the new Honwave was making access to boat houses much easier. The training wayfarer has a much improved hull and with further repairs to the upper deck then it is likely to be fully 'sea worthy' and be utilized as an additional on the water training boat. Road improvements have been held in abeyance whilst we wait for 'road scrapings' to be available. This relies on road improvements in the local area.

Colleagues reported that a number of visiting sailors commented on the high standard of facilities at HSC and this was largely due to the efforts of the maintenance committee, the weekly work parties along with the winter work parties.

4.4 Sailing Committee Report. The full sailing report is at Appendix 3. Highlights include:

Participation is slightly down on 2015. This may well be due to the variable weather. The AWS has suffered from under attendance. However, a new management regime is in place and there are signs of improvement, especially from Banbury SC.

There has been a welcome increase in DO training which will help fill the difficult to fill DO duty slots.

APYC has been a welcome addition and they have also asked for additional dates for open meetings that the Sailing Committee has been able to accommodate.

HLS have requested additional training periods and these have been agreed with the Sailing Committee for a trial basis. The principle is that HLS activity does not impede sailing such that no additional sessions are permitted when open meetings are taking place.

Northampton SC are hosting the Warwick Trophy. Simon King advised Simon Bickers that Northampton SC would be approaching us with confirmation of the rules. SB was somewhat bemused and wondered after all these years that the rules were not clear and well known. He recommended that we negotiate the largest possible fleet as we were more likely to succeed with a larger rather than smaller fleet. SB agreed to organize the HSC teams but asked SK to provide him with a list of potential team members.

Action: Simon King to provide Simon Bickers with Warwick Trophy team selection

4.5 Training Report. The full Training Report is at Appendix 4; highlights include:

Applications for training courses, especially adults, have been very healthy and it is expected to outturn at double last year's volume. Dinghy week is nearly full although there is only one booking for Windsurfing. Mike Playle proposed offering windsurf training at a 50% discount for those attending the dinghy course. On-board, after a slow start, is performing satisfactorily. The lesson from this year is to start courses later in the year. This will be implemented next year. Tasters have been very successful with over 100 people booked on sessions. Sunday youth training continues to operate very well and the organization of the training has been commended.

Action: Clive De La Fuente to arrange for those booked on dinghy week to be offered windsurf training at 50% discount.

4.6 Social Committee Report. The full Social Committee report is at Appendix 5; highlights include:

Currently there is no Social Secretary, without which club social events will be at risk of not being properly organized. The committee suggested a number of members who singularly or jointly may be prepared to volunteer for this role.

The 50th anniversary event was a great success with £1600 of the £2000 budget used to subsidise club members.

Organisation for the remaining events is on track. However, licenses will need to be applied for the Christmas lunch and Summer Party.

Actions:

Rob Dunkley to seek out volunteers to fulfill role of Social Secretary.

Simon Bickers to apply for a temporary music license for the Summer Party.

Simon Bickers to apply for a temporary entertainment license for the Christmas lunch.

5. Club Development Plan

5.1 Nicola Wilkinson presented the Club Development plan that was circulated ahead of the meeting. The proposal described the potential to take the bid put before Sport England and restructure it to offer members options to develop the club using existing funds and grants where available through a reconstituted Club Development Committee. The General Committee discussed the proposal and suggested that the proposal, rather than assume the existing plans were approved by the membership, be revised to consider all possibilities including previously rejected ideas and seek out new ideas.

5.2 The proposal should also ensure as wider representation as possible was included on the Club Development Committee (CDC). It was suggested that this would be achieved by including a representative from each subcommittee plus house Manager, Maintenance Committee chair, Commodore and Rear Commodore. It was suggested that the first task of the CDC was to develop the ideas and options, identify sources of funding before returning to the Gen Committee with preferred plans. This counter proposal was proposed by Rob Dunkley and seconded by Clive de La Fuente. The motion was passed unanimously.

Action: Nicola Wilkinson to revise the proposal to reflect the changes described in 5.2 above.

Action: Sub Committee chairs to nominate representatives to sit on the Club Development Committee. (Clive De La Fuente, Simon King, Elaine Coulton, Mike Playle, Social Ctte)

6. Annual Rates Rebate.

6.1 Simon Bickers advised the Committee that as a CASC we are entitled to an 80% mandatory rates rebate with a further 20% available at the discretion of the DDC. Our application for the discretionary 20% rebate had been declined by DDC on the strength of our cash reserves. This was despite arguing that our reserves were designed to mitigate periods where the club was unable to function due to low water levels.

7. Lease Amendments.

7.1 The proposed lease amendments that primarily involved changes to accommodate changes brought about under a successful grant application were now no longer necessary. This includes changes to the boundary to accommodate land that we have been maintaining. It was agreed that there was no need to pursue the lease amendment.

8. Clarification of Definition of Child in Club Documents.

8.1 Following an analysis by Nicola Wilkinson of club documentation a number of anomalies/omissions exist in relation to the definition of and ages where children are permitted to attend the club. In the main these changes simply require consistency. Simon Bickers submitted a document, Appendix 6, describing where those changes are required for clarity and consistency rather than a change to existing rules or arrangements.

8.2 The analysis also highlighted that the age at which a child could be left unattended at the club was unclear. It was agreed that 16 and over need not be accompanied. However, this would necessitate a change of rules. Equally it was unclear if a child could hire club equipment. The view was this was not permissible and should also be clear in the rules.

Actions:

Simon Bickers to arrange for update of club documentation to ensure consistency as per Appendix 6 to the minutes.

Simon Bickers to propose rule changes for consideration at the next Gen Committee

meeting to set the age at which children can attend the club unaccompanied and to limit hire of club equipment to those aged 18 and over.

9. New Club Officials.

9.1 Rob Dunkley advised Committee Members that Ruth Cross had offered to fill the vacant Child Protection Officer role and Nicky Frost had agreed to take-on the role of Prizes Secretary. These new committee members were proposed by Rob Dunkley and Seconded by Nicola Wilkinson. This was unanimously agreed.

9.2 It was agreed that the cost of obtaining CPO qualifications for Ruth Cross would be borne by the club.

10. Date of Next Meeting.

The next meeting will be held on 16th November 2016

The meeting closed at 2330.

Simon Bickers
Secretary
HSC

Appendices:

1. Membership Committee Report
2. Finance Report.
3. Sailing Committee Report (PDF attached to minutes)
4. Training Committee Report
5. Social Committee Report (PDF attached to minutes)
6. Amendments to Club Documents to clarify arrangements related to children.

Appendix 1 – Membership Committee Report.

Membership Report to the General committee meeting 29th June 2016.

1. Open day – 9th May 2016

A busy and successful day with 59 new members joining on the day

A total of 167 people visited the Club, the breakdown is as follows

Refereed from Friends and family 60

Facebook 16

Roadside signs 41

Website 38

Radio Northampton 10

Other-not known 2

Total 167.

198 Boat rides were provided, some of these were on the safety boat and the Drascombe as well as dinghy sessions

Hollowell at its finest again, and thanks to all members who make the day so brilliant.

2. A Total of 96 new members are presented for approval by the GC 9subject to Simon Bickers confirmation from web collect reports
3. Income to date, This will be provided by Simon Bickers.
4. Whilst there are 7 memberships still not renewed or resigned, this is an improvement on previous years and as membership secretary I will ask that the General committee agrees that these memberships are resigned with the exception of R Potterton

If people would still like to renew they can, but this will tidy up Web Collect and if these members have craft stored at Hollowell a letter will be sent to these past members to remove craft ASAP.

5. Abandoned blue Mirror, approval sought to offer this to a Northants Primary school via Stewart.
6. Due to reporting issues and miscommunication only 2 members arrived for New members day on the 11th June

A further new members day has been arranged for the 16th July and personal invites will go out to all new members and replies monitored.

7. The reduced July fee will be applicable to new memberships from the 1st July, EC to discuss with RD best ways to try and promote this

Elaine Coulton

Membership secretary

29th June 2016

Hollowell Sailing Club

Membership Stats Report

Current Membership Subscriptions

	Volume			
	01-Jul	01-Jul	01-Oct	01-Jan
Memberships		235		
Members		467		
New Memberships (joined post 10/01/16)		261		
New Members		57		
Lapsed Memberships		15		
Lapsed Members		38		
Awaiting Renewal Memberships		15		
Awaiting Renewal Members		52		
Membership Orders Outstanding- 1 Month				
Membership Orders Outstanding- 1 Month				
Craft		224		
Boats awaiting renewal		15		

	Revenue			
	01-Jul	01-Jul	01-Oct	01-Jan 2016
Memberships		£23,821		
Members				
New Memberships		£3,715		
New Members				
Lapsed Memberships				
Lapsed Members				
Awaiting Renewal Memberships				£2,365
Awaiting Renewal Members				
Membership Orders Outstanding- 1 Month				
Membership Orders Outstanding- 1 Month				
Craft		£9,626		
Boats awaiting renewal				£55

New Members for Approval

Mark Lewis	4	Nick Smith	
Tim Briggs	2	Charles Barton	
wendy lloydmorris	6	Jennifer Lewis	
Philip Wheeler	4	George Lewis	
Polyanna Young	4	Naomi Bell	
Annette Parkes	2	Paul Casey	
Vicky Darby	3	Debbie Cooper	
Stuart Burrows	3	Paul Crotty	
Charlie Vaughan	2	Martin Leach	
timothy smith	4	Thomas Naughton	
zoe carroll	5	Jack Payne	
Julie Manns	2	Peter Shepherd	
Cameron Ross	4	Steven Travell	
	45		

Outstanding Memberships

Member with Craft		Member - No Craft		Order Placed	
Name	Notes	Name	Notes	Name	Notes
HOLMAN	No reply	NIMMO	called both mobile and home no reply 1/5/16	FAUREL	See David at next Youth coachin 26/5/16
EVSON	No update on number or email to letter will be sent 23/5/16	PERCY	Left answerphone message 1/5/16	HARRIS	No reply 22/5/16
GARROD	Voice message left will send letter 22/5/16	SMUPCOTT	Will wait on open day and try to engage into more. hopes to renew 21/6/16		
GOFF	Spoke to will, they intend to re-enroll next 22/5/16	SHEPHERD	Left answerphone message 1/5/16		
HAMPSON	No point pursuing, they will decide as and when, will email to enquire about craft	STACEN	Wrong number in the email sent 1/5/16		
POTTERTON	Will pay in July - family matter	VORKE	No return on file email sent 1/5/16		
SCHULTS	Mike will renew w/c 23/5/16				

Resignations

	Total	Single		
GOFF	2	LUCY	EXLEY	
SENIOR	3	WOJCIECH	BETLEJ	
WALLINGTON	4	MIKE	DENHOLM	
HERRING	5	JOHN	HOLT	
LOOIJER-DU PUIS	5	THOMAS	MACKEN	
YORSTON	4	DAVID	NEVILLE	
KEIR	2	LAURA	O'MALLEY	
SIMONS	2	DAVID	SIMNER	
	27	JIM	WALSH	
		JAMES	WILDE	

Membership Fluctuation



Membership 2014 - 2016

PAID MEMBERSHIPS	2014				2015				2016			
	01	01	01	01	01	01	01	01	01	01	01	01
Total Paid Membership	46	73	87	81	69	101	77	69	22	62	0	0
Total Paid Family Membership	46	73	87	81	69	101	77	69	22	62	0	0
Total Paid Young Adult	1	2	3	2	3	3	3	3	3	3	0	0
Total Paid Social	1	2	3	2	3	3	3	3	3	3	0	0
Total Paid Membership	46	73	87	81	69	101	77	69	22	62	0	0
Total Paid Membership	13	13	13	13	13	13	13	13	13	13	0	0
Total Paid Membership	10	10	11	9	9	9	9	9	9	9	0	0
Total Paid Membership	11	11	11	11	11	11	11	11	11	11	0	0
GRAND TOTAL	151	218	226	222	198	218	241	241	88	232	0	0

Appendix 2 – Financial Report

		January	February	March	April	May	Total Jan To May	Expected To End Of Year	
Income	4100	4794	3777	8307	4131.7	5390.74	26400.44	4900	
	4101	0	0	945	0	-35	910		
	4102	2320	1572	10.5	403	880	5185.5		
	4105	1000	0	50	260	500	1810		
	4110	120	45	1072.5	-446.89	2042.5	2833.11		
	4115	30	0	0	109	188	327		
	4135	1215	703	2997.4	-5938.9	392.59	-630.91		
	4130	411.92	0	0	410	0	821.92		
	4190	0	150	285	500	99	1034		
		9,890.92	6,247.00	13,667.40	572.09	9,457.83	38,691.06	4,900.00	43,591.06
	4120	405.14	0	-0.83	1399.71	1118.85	2922.87		
	4121	0	0	-379.78	-645.28	-668.77	-1693.83		
	4125	0	0	0	375	494	869		
	4126	-140.81	-56	-171	-382.72	-400	-1150.53		
	4170	0	0	0	-719.25	318.75	-400.5		
	4180	29	0	-230.3	119.2	-164.75	-246.85		
		293.33	-56	-781.91	146.66	698.08	300.16		
	7005	0	0	0	-8136.98	0	-8136.98	-	650.00
	7010	-42	0	0	-44.45	-42	-128.45		
	7011	-510.78	0	-238.76	0	0	-749.54	-	600.00
	7015	-280.8	0	0	0	0	-280.8	-	900.00
	7020	0	0	-438.07	0	0	-438.07	-	1,000.00
	7025	0	0	0	-474.25	0	-474.25	-	1,200.00
	7030	-144	126	-144	-144	-155.97	-461.97	-	1,008.00
	7035	-404.27	-404.27	-404.27	-404.27	-414.34	-2031.42	-	2,900.38

7040	Telephone & Broadband	0	-48.68	-69.6	0	-50.72	-169	-	140.00
7045	printing, Postage & Stationery	0	-1112.78	-47.4	-318.39	-12.89	-1491.46		
7050	Club House & Grounds maintenance	-294.79	-467.83	-222.47	-8.8	-554.36	-1548.25	-	2,167.55
7055	Rescue Boat Running Costs	-22.61	-132.99	-247.6	-348.96	-330.74	-1082.9	-	1,516.06
7060	Club Boat Maintenance	0	-234.92	0	-1573.06	-700.95	-2508.93	-	3,512.50
7070	Trophies & Prizes	0	-7	0	-88.75	-201.75	-297.5	-	416.50
7075	RYA Subscription	-820	0	0	0	-31.47	-851.47		
7076	Other Subscriptions	-230	0	0	0	0	-230		
7085	Bank Charges	-6	-6.36	0	0	0	-12.36		
7100	Sundry Expenses	0	-120	0	-146.24	-128.5	-394.74		
		-	-	-	-	-	-		
		2,755.25	-2,408.83	1,812.17	-11,688.15	-2,623.69	-21,288.09	-16,010.99	-37,299.08

0020	Boats & Equipment	-8206.67	0	-300	-3524.16	450	-11580.83
0021	Boats & Equipment Additions	8206.67	0	0	0	0	8206.67
		0	0	-300	-3524.16	450	-3374.16

Appendix 4 – Training Report

The year started off with a well attended boat prep day. Well worth getting the boats ready for the season. This was followed by a Rules Evening (11) and Some Sailwave training (6).

Two First aid course (around 12 people trained). Each ran at a small loss to the Club, but worth doing, and potentially saved a life in the process.

Adult Course have been going great guns this year. So far

L1- 11

L2 – 2

Seamanship -2

Start Racing – 2 and they were out there last Sunday doing the race!

Already have 6 more L1 booked for July course. Will probably have double the number of people on Adult courses this year. I believe this is partially due to WebCollect making it easy to book on a course.

The **GO SAILING** has drawn a few people out but weather conditions on those days have gone against them. Next one this week. **Back on the Water** ...well attended this year with a total of 10 participants most of these are staying on to do the Thursday Races as a 'coached' race. There were no takers for the 'coaching' so are doing the coached races on an ad hoc basis.

We have had had just one Fleet session, on the Laser side with 7 people attending.

In terms of revenues Paula's report shows that we have recorded a profit of £2800 so far. Not much in the way of outgoings later in the year so financially all is going well.

On-Board

We could not attract people to the first course. Next year we will run two courses...but one in the current OB 2 slot in June, and the other after the summer. 7 on the second OB this year.

Juniors

Junior Start Sailing course was run on the same day as one of the Adult Courses. This was billed as a family day. Not sure it gained us many takers, but stretched limited resources quite thin. JSS had only 6 children on it.

Dinghy week is already up to 34 attendees..getting close to being full, brilliant, but sailboards is looking very light with only one person signed up so far.

The JSS we had planned for the end of the year with the Air Training Course has been cancelled but the slot has been given to Graham for a Topper event.

Junior Sunday Mornings

As ever this has been going very well. We have around 18 children on the list for youth coaching, and 13 attending in the earlier months, growing as it gets warmer.

We have already had ITCA open coaching in January, and had the AWS last week, with the Topper and Optimist Open coming up this weekend.

Great job by Ivor, especially in organising the teams of helpers.

PowerBoating

This has been going well with numbers about the same as last year for PB2 with 10 people being trained up a little on Safety Boat with 7 being trained so far. There are still vacancies for the courses later in the year.

Tasters

A bumper year this year with almost every slot being filled. 106 people will be trying sailing this year. Also a good earner for us. Great job by Steve.

RYA inspection

Date not set yet. Same guy as last year!

Training Facilities

All working well...thanks to the Wrinklies

Boats

Hartley H12/2 arrived and is being used. We got the 3 new Toppers late last year, and will look to do something similar again this year as part of a rolling programme.

Webcollect

Has been very good for people to sign up for courses. Also means we don't have to be in contact all the time as you can see all the information very readily without having to pass round spreadsheets.

Thanks to all the Instructors, Administrators and Wrinklies for keeping the show on the road.

Appendix 6 Proposed Amendments to Rules to bring consistency to the treatment of members under 18 years of age

Following a comprehensive review of club documents by Nicola Wilkinson (Annex A), a number of anomalies with the manner in which children/ child is expressed and the respective responsibilities of parents/guardians was exposed.

This document to be read in conjunction with Nicola’s findings, describes the proposed changes to club documents to ensure that the treatment of children and their parents/guardians responsibilities as well as those of club members acting in an official capacity is consistent.

Proposal:

Agree the change articulated below as adjusted, where necessary, following discussion at the Gen Ctte on 29th June 2016.

Suggested Change	Issue Reference Satisfied
<p>Principles A Junior, who not being contractually bound is under 18 (i.e. has not reached 18th birthday) A Junior has a parent/guardian under membership. All Juniors must be accompanied by an adult when at the club. (This does need clarifying and defining).</p>	1.1
<p>Club Rules 69. Children under fourteen years of age have full use of the club premises where suitable and should at all times be in the direct supervision of a responsible adult. Add This responsibility will be assumed by the SI responsible for Training where the child is enrolled on an organised training course.</p>	1.2
<p>Membership Handbook CHILDREN Members are responsible for their own children. The club defines a child or junior is being anyone under the age of 18 years. According to our club rules, children under 14 have full use of the club premises where suitable and should at all times be in the direct supervision of a responsible adult. [Add where this can be one of the Training team where the child is enrolled on an organised training course.] Junior and student members under 16 18 are required to have a parent or guardian in membership and available at the club whenever they are involved in a club activity.[Add unless enrolled on an organised training course.] Children may not sign in visitors or hire club boats.</p>	2.1 2.2 4.1 4.10
<p>On the Water Safety</p>	

<p>5.6 Children Unless on a Training Course parents or guardians are also responsible for their children when they are on the water and for the care and safe handling of Club equipment. No Change</p> <p>Members are responsible for their own children at all times and it is recommended that children below the age of 18 14 should not be left at the club unaccompanied.</p> <p>4.3 – 4.9 No change as covered by comprehensive PB operating instructions.</p>	<p>4.1 5.1</p> <p>4.2</p>
<p>Annual Programme Powerboat operation on the Annual Programme contradicts what is displayed in the OTWS Annexes. Recommend change the programme to make clear that this relates to operating rescue boats.</p>	<p>3.1 3.2 3.3</p>
<p>On-Line Membership Applications Once we have define at what age a child can be left unattended we then modify, if required, the membership form accordingly. However, as a minimum we should add</p> <p>Declaration self and family * <input checked="" type="checkbox"/></p> <p>I/We agree to abide by the Club Rules of Hollowell Sailing Club and confirm the necessary ability to perform agreed duties. I/We declare that any craft registered will at all times during my/our membership have a valid third party insurance of at least £2m.</p> <p>We agree that our children (where a child is defined as being under 18) where under 14 will at all times be in the direct supervision of a responsible adult and where between 14 and 16 we will be available when children are involved in club activities.</p>	
<p>Paper Applications These should be discontinued and any paper version of an application be extracted from WebCollect.</p>	
<p>Adult Membership Application Form If not discontinued then adjust “If my membership includes dependants Under 18 I will be responsible for them whenever they are at the club and for those Under 14 will be in attendance except where undergoing training.</p>	<p>5.2</p>

<p>Junior Membership Application Form If not discontinued then adjust For Junior members up to the age of 18 years a parent or guardian must be in membership.</p> <p>The parent or guardian must be in attendance when Juniors under the age of 14 are at the club except where undergoing training.</p> <p>Change Junior members Under 16 to under 18.</p>	<p>6.1</p> <p>6.2</p> <p>6.3</p>
<p>Open Meetings This declaration should remain as is because anyone under 18 cannot be contractually bound</p>	<p>7.1</p>
<p>Sailing Instructions Change 17 years or under to Under 18.</p>	<p>8.1</p>
<p>Power Boat Booking form We need to check that 14 and over is OK. Amend 9.2 to remove reference to insurance.</p>	<p>9.2</p>
<p>Training forms We should add a declaration that recognises the parental liability.</p>	<p>10.1</p> <p>10.2</p>

Annex A to Appendix 6

HOLLOWELL SAILING CLUB PROPOSAL FOR DISCUSSION AT MEMBERSHIP COMMITTEE 29 March 2016

Proposal - to revise the rules and all other relevant documents to clarify the responsibilities and entitlements in relation to children between 14 and 18 years of age.

SUMMARY

A brief review shows a lack of clarity in relation to children at the club. The following examples are statements in a variety of current documents the details of which are below in detailed findings:

1. A child is defined as someone who is under the age of 18 years.
2. Children under 14 years of age must have a responsible adult on site.
3. Children under 16 must have a parent/guardian in membership.
4. Children under 16 must have a parent/guardian on site.
5. Parents of children under 18 are recommended to be on site.
6. Parents of children under 18 must always be on site.
7. Unless involved in training parents are responsible for club equipment used by children.

QUESTIONS

Questions arise during the year which are not readily answered by existing guidance in relation to the responsibilities and entitlements of those aged between 14-18 years of age at Hollowell Sailing Club.

Examples include:

8. At what age does a child no longer require a parent/guardian to be on site when not involved in training or coaching activities?
9. Are children under 18 years permitted to hire club boats when there is no responsible adult on site?
10. At what age is a child permitted to sign in social or sailing guests?

DETAILED FINDINGS

1. Rules (January 2015)

1.1. Membership Point 7 defines a 'child' as a person who is under 18 years of age and a 'junior member' means a person under 18 years of age also meaning a child.

1.2. Admittance of children Point 69 states "children under fourteen years of age have full use of the club premises where suitable and should at all times be in the direct supervision of a responsible adult."

2. Members Handbook (v8 April 2015)

2.1. "Members are responsible for their own children. The club defines a child or junior is being anyone under the age of 18 years. According to our club rules, children under 14 have full use of the club premises where suitable and should at all times be in the direct supervision of a responsible adult."

2.2. Also, "Junior and student members under 16 are required to have a parent or guardian in membership and available at the club whenever they are involved in a club activity."

2.3. "Children aged 8+ can take part in our training and coaching courses."

2.4. "Children between 8-18 are encouraged to join one of three [youth coaching] groups...."

3. Annual Programme Cover Pages

3.1. "Driver must have a minimum RYA Powerboat Level 2 qualification and if aged between 16-18 the crew must be aged 18 or older.", and

3.2. If the driver is over 18, the minimum age for the crew is 16."

3.3. Windsurfers aged 17 and under must wear above waist buoyancy.

4. On the Water Safety Policy (version 2.1 dated 19 February 2015)

4.1. Point 5.5 states, "unless on a training course parents or guardians are responsible for their children when they are on the water and for the care and safe handling of club equipment, also

4.2. "Members are responsible for their own children at all times and it is recommended that children below the age of 18 should not be left at the club unaccompanied.", also

4.3. Point 8, "at HSC we can teach pupils to drive powerboats from the age of 14. However there are restrictions on what functions a

children under 18 can undertake and the age of any crew in the boat. This are specifically laid out in Annex 2 as follows:

Club environment: see chart below

- 4.4. Aged 14 or 15 with a PB2 qualification - if operating a powerboat the crew must be over 18 and PB2 qualified. They must not operate for safety cover, there must always be two people in the boat and they must have the DO or BO permission. Exception: Pelican use and getting boats in and out.
- 4.5. Aged 16-18 with PB2 qualification - if operating a powerboat the crew must be over 18 and PB2 qualified if operating for safety cover. The crew must be over 16 and PB2 qualified but cannot operate for safety cover. There must be two people in the boat and DO/BO permission must be obtained. Exception: Pelican use and getting boats in and out.
- 4.6. Aged 16-18 with PB2 and DI, WI or Race Coach L2 - No restrictions.

Training or coaching environment: see chart below

- 4.7. Aged 14 or 15 with PB2 qualification - crew must be over 16 and PB2 qualified. Not used for primary safety cover. Cannot operate boat on own. Exception Pelican use and getting boats in and out.
- 4.8. Aged 16-18 with PB2 - Must not be used for primary safety cover; any crew must be over 16 and PB2 trained.
- 4.9. Aged 16-18 with PB2 and DI or WI or RC L2 - No restrictions.

	Aged 14 & 15	Aged 16-18
Use of powerboats in the club environment	When holder of PB2, the crew must be over 18 & PB2 qualified. Must not be used for safety cover. Must be 2 people in the boat. Must have DO or BO permission.	When holder of PB2, the crew must be over 18 & PB2 qualified if used for safety cover. Crew must be over 16 & PB2 qualified but cannot be used for safety cover. Must have 2 people in the boat. Must have DO or BO permission. When holder of PB2 & Dinghy Instructor, Windsurfing Instructor or Race Coach Level 2 - same conditions as for 18+
Use of powerboats in the training or coaching environment	When holder of PB2, the crew must be over 16 and PB2 qualified. Must not be used for primary safety cover. Cannot operate boat on own.	When holder of PB2, the crew must be over 16 and PB2 trained. Must not be used for primary safety cover. When holder of PB2 & Dinghy Instructor, Windsurfing Instructor or Race Coach Level 2 - same conditions as for 18+
Use of the Pelican tender in the club environment	When holder of PB2, Pelican use permitted and for getting boats in and out	When holder of PB2, Pelican use permitted and for getting boats in and out

	Aged 14 & 15	Aged 16-18
On the water without a parent or guardian on site	A parent or guardian will remain on site at all times unless involved in training or coaching activities and by permission of the Senior Instructor responsible	

4.10. Point 9, “Members or guardians are responsible for the careful and safe handling of any club equipment by children under 18 years of age outside of training activities and are required to report any damage.

5. Adult Membership Application Form (v 24 January 2013 - download 15/10/15)

5.1. “Duty officer and safety boat crew must be over the age of 18, unless qualified.”

5.2. “If my membership includes dependents under 18, I will be in attendance at the Club, and responsible for them, whenever they are at the Club.”

6. Junior Membership Application Form (v 1 January 2014 - download 15/10/15)

6.1. “For Junior members up to the age of 16 years a parent or guardian must be in membership.”

6.2. “The parent or guardian must be in attendance when the Junior is at the Club.”

6.3. “For junior members under 16 the following declaration is required by parent/guardian, that under law this person is my dependent.”

7. Laser Solo Open Meeting Entry Form (version 2015)

7.1. “Declaration of Parent or Guardian of participants under 18:
Under law this competitor is my dependent. I accept the statement of liability in the Notice of Race and Sailing Instructions and agree to the statements contained within these. During the event the boat sailed by my dependent will have a valid third party insurance of at least £2 million. I confirm that my dependent is competent to take part and that I will remain responsible throughout the event”

8. Sailing Instructions (Issue Date May 2013)

8.1. “Adequate personal buoyancy must be worn at all times when afloat. Young sailors (17 years or under) must wear personal

buoyancy on their upper torso (waistcoat type) regardless of any other type of buoyancy worn.”

9. Power boat Training Booking Form 2015

9.1. “Courses are open to anyone over the age of 14 years for PB2 and 16 years for Safety Boat”

9.2. This form states that HSC does not carry insurance for individuals. This is not correct.

10. Adult Dinghy and Sailboard Training Booking Form 2015

10.1. “Courses are open to anyone over the age of 12 years”.

10.2. This form has no parent/guardian declaration in the case of those under the age of 18 years.

11. Youth Training Booking Form 2015

11.1. “...we ask that parents help with the coaching and training on the days when their child is participating.

11.2. “Parents are expected to help and should bring waterproofs....”

11.3. Health declaration is signed on behalf of participating child.