



Dalgety Bay Sailing Club



CLUB HANDBOOK

Note: This document is intended to be read in conjunction with the club's [Articles, Rules](#) and [Policies](#) which can be found on the club's website at <https://dbscweb.wordpress.com/> or via hyperlinks within this document.

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1. Club Membership

1.1 Classes of Membership

Class	Definition
Sailing Membership	For sailing members aged 21 or over
Joint Sailing Membership	Sailing membership for two adults living at the same address
Family Sailing Membership	As Joint Sailing membership, but includes all their children from the ages of 8 up to 21
Junior Sailing Membership	For sailing members from the ages of 8 up to 21. Junior members under the age of 12 must be accompanied by a parent or other responsible adult while on club premises.
Non-sailing Membership	Non-sailing membership is available to adults aged 21 or over. Non-sailing members may assist in rescue duties, but their other water borne activities are restricted to trials as crew up to 3 times per year.
Joint Non-sailing Membership	Non-sailing membership for two adults living at the same address
Other membership classes (Application for these classes must be made through The Board)	Life membership Joint Life membership Affiliate Membership Associate Membership Temporary Sailing Membership Outport Membership

The membership year runs from 1 April to 31 March. Membership fees are due for payment by 1st April. Any person not paying their renewal fees by 1st June will cease to be a member.

All members are expected to participate in some aspect of the running of the club be it training, rescue, race officer, assistance in the galley or

in the grounds. Work parties are organised mainly on a Tuesday but also on an adhoc basis at weekends to carry out necessary maintenance and other jobs.

1.2 Joining Procedures for new members

- Prospective new members may obtain an application pack from the bar or galley area in the Clubhouse or by contacting the membership secretary at membership@dalgetybaysc.org
- The applicant should complete the form and return it to the membership secretary together with the appropriate payment as detailed in the application pack
- On receipt the details of an application will be circulated to The Board
- Any member wishing to lodge an objection to an application should do so in writing providing reasons for their objection to The Board as soon as possible
- The Board may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal may be made to the members.
- The terms and conditions applicable to the new member process are contained within the application pack
- The membership secretary will inform successful applicants and supply them with a membership card, a copy of the club handbook and any other relevant material. They will also place the member on distribution lists for club communications.

1.3 Membership Fees

Applicable membership fees are shown on the club's website at <https://dbscweb.wordpress.com/join-us/>

Note that fees are reduced pro rata for new members joining part way through the year.

1.4 Member communications

Routine communications to members are via the club's email newsletter, Twitter and Facebook page. Occasionally other communications are sent via direct email to members. New members email addresses are normally added to distribution lists by the Membership Secretary shortly after joining. The club's Facebook page is a closed group and new members will be added if they provide their Facebook details to the administrator.

The club's website contains a host of useful information for members including sailing programmes, guidance on sailing related matters and club governance and procedures.

1.5 Member participation

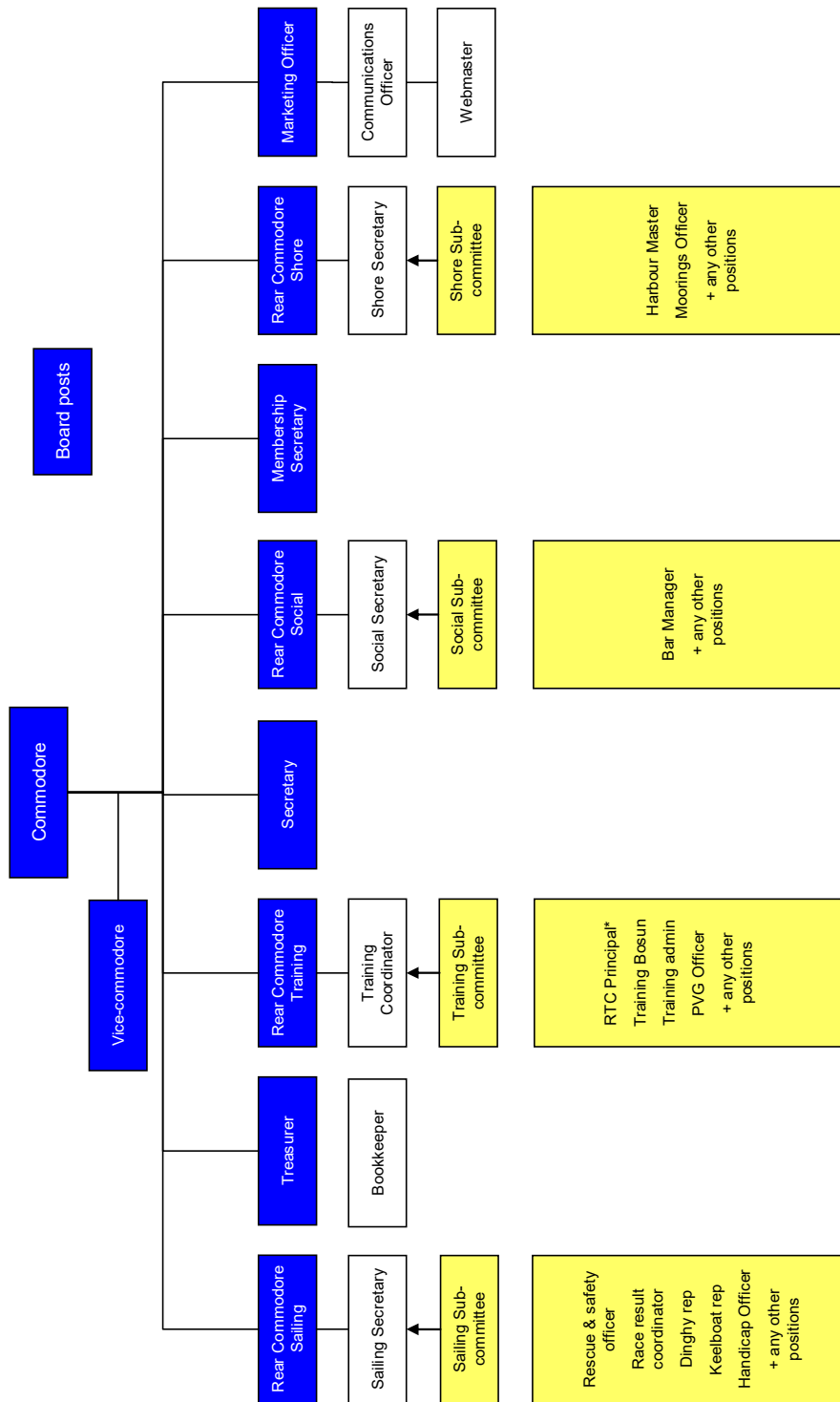
The primary purpose of the club is to promote participation in the sport of sailing. The club is registered Community Amateur Sports Club (CASC) which gives certain advantages in respect of taxation and rate relief. A condition of our registration is that at least 50% of the club's membership must participate in qualifying activity on at least 12 days every year. Participation takes the form of on water activity as well as volunteering, race officer duties, committee members, galley, maintaining club (and own) equipment at the club. The club is obliged to keep records of member participation. To enable the club to meet this obligation means that members are required to provide the club with an annual return summarising the extent of their participation in the preceding year.

2.Club management

The club is administered on behalf of the members by a management committee. Since the club is a company incorporated by guarantee this committee also acts as the Board in respect of Companies Act matters.

The management structure is set out in the chart below. Contact details, roles and responsibilities of the officers involved and meeting minutes are set out on the club website at <https://dbscweb.wordpress.com/committee/>

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* The RTC Principal may also be one of the other posts, but needs to be an SJ

3.Sailing

3.1 Sailing calendar

The club offers a varied programme of organised events consisting of club races for casual and more serious racers and a series of fun events with a focus on fun and participation. The programme is published on the club's website at <https://dbscweb.wordpress.com/sailing/racing/>

3.2 Creating a safe sailing environment

An overriding objective of the club is to provide a safe environment for sailing. As part of this the club has set out a range of guidance and policies on the website. There is also a set of guidelines tailored to specific roles. These documents can be found on the Sailing and Club Policies sections of the club's website. Although an overview is provided in this section of the handbook, all sailing members should familiarise themselves with these documents.

3.3 Rescue Cover

A fundamental part of sailing activity is ensuring adequate rescue cover is provided for club dinghy racing and other organised events. The club's policy in relation to rescue cover is set out on the website at this link <https://dbscweb.wordpress.com/sailing/racing/dutyman/>. Additional guidance on RIB usage is given here <https://dbscweb.wordpress.com/regulation-safety-information/>

3.4 Club racing

Sailing instructions (SIs) applicable to all club races are available from the website. Note that there are specific SIs for dinghy [DBSC Dinghy SIs](#) and keelboat races [DBSC Keelboat SIs](#).

3.5 Duty Officers

Duty officers are nominated via the Club's "Dutyman" program and the dates of individuals duties are detailed within its calendar. In addition those liable for duty will be reminded, via eMail, of their forthcoming duty. Should they be unable to fulfil the duty then it is their sole responsibility to arrange a swap with someone else on the list using the "Dutyman" swap function and giving as much notice as possible. If you encounter any problems accessing "Dutyman" please contact dutyman@dalgetybaysc.org

For rescue duty, four people are named for each day - in general the one person in each boat will hold a formal qualification and one dressed to allow them to enter the water to provide assistance if required.

Responsibilities, guidelines and checklists for Race Officers and rescue boat drivers and crew are contained at this link <https://dbscweb.wordpress.com/sailing/racing/dutyman/>

4. The Clubhouse

The changing rooms and toilets are available to members at all times. Access to these areas is through the lower door, which is fitted with a combination lock. The combination is changed from time to time. The current code is available to members from the Membership Secretary on membership@dalgetybaysc.org.

The gate giving access to the club grounds is secured by a combination padlock. The code is available from the Membership Secretary. The padlock should be kept locked at all times so that unauthorised people cannot see the code.

Members are requested to be security conscious at all times and to lock all doors behind them and lock the gates outside bar opening hours.

4.1 Lounge and Bar opening times

Normal opening hours for the lounge and bar areas of the clubhouse are shown on the club's website at <https://dbscweb.wordpress.com/social/clubhouse/>

4.2 Use of bar by non-members

In order to comply with our Liquor Licence, non-members wishing to purchase alcohol, **must** be signed into the guest book by a club member. The guest book is available from the bar staff.

No non-member is allowed to visit the clubhouse more than 6 times per year, except with the permission of at least 2 members of The Board.

4.3 Booking the Clubhouse

The clubhouse is situated in lovely surroundings with a fine view to delight your friends. It can now hold up to 90 people and has a galley,

bar and barbecue, available for hire by members for meetings or parties e.g. for Birthdays *, Anniversaries, Reunions, Barbecues etc. (* Please note that 18th birthday parties are not allowed and 21st Parties **must** be approved by The Board). Booking should be made through the Bar Manager at dbscbarmanager@hotmail.com

5. Training

5.1 Training Programmes and Activities

DBSC is an RYA recognised training centre (RTC). This enables the club to run RYA courses and issue certificates. Training facilities of the RTCs are inspected annually to ensure that the required standards are adhered to and a certificate is issued to allow the club to function during the season following inspection so long as the facilities and those involved continue to fulfil the criteria. The club can offer a wide range of courses from dinghy sailing (all levels), and the equivalent Junior stages, to powerboat Levels 1 and 2 plus Safety Boat.

A variety of training is offered to members which should suit different needs.

- Tuesday evening dinghy training is held when there is sufficient daylight and weather permits. This is an opportunity for both adults and children to build up skill and try different boats.
- Adult training powerboat courses are offered over weekends, scheduled throughout the season.
- Formal keelboat training is not offered although owners regularly welcome interested members to crew on their boats. Contact the keelboat rep for more information

The operating policy for the club's training activities is available at this link [DBSC Training Operating Policy](#).

Further information on our training activities including application forms and dates is available from the website at this link [DBSC Training section](#) and in the club newsletter, and Facebook page. Any queries regarding training should be directed to the rearcommodoretraining@dalgetybaysc.org.

5.2 Use of club boats

The club has a large fleet of single and double-handed dinghies suitable for a wide range of abilities from absolute beginners to those wishing to race or sail as a family.

The club dinghies are available to all members with the necessary competence and experience.

Juniors are normally only permitted to take club boats out during a regular club event or when an experienced adult is present. Normal rules regarding safety boat cover also apply. Juniors who regularly attend Tuesday night training need to have gained a stage 3 certificate or better to use club boats at race times.

To book a club boat, contact
Rearcommodoretraining@dalgetybaysc.org

6. Grounds Rules

6.1 Yacht, Powerboat, Dinghy and RIB parking

The club provides parking facilities within the grounds to encourage active sailing and for participation in club events. Spaces are allocated on an annual basis aligned to the membership year. Members requiring berths should contact the Harbour Master for a space regardless of whether they were allocated a space in the previous season.

Preference will be given to active boats. It may be necessary, due to demand, for a member to register on a waiting list pending a space becoming available.

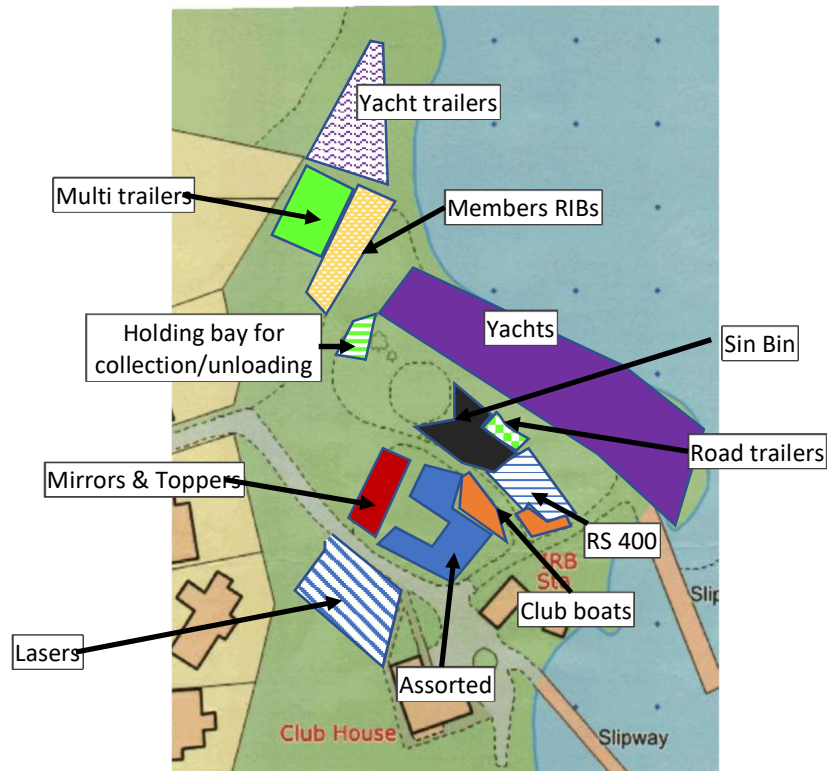
Club membership does not guarantee the right to boat or equipment storage. However, only current DBSC members (excluding Non-sailing and Outport membership categories) may park or store boats and equipment in the club's grounds.

Administration of boat parking, tender stores and waiting lists shall be the responsibility of the Harbour Master and Moorings rep, who shall exercise due judgment to provide and maintain space assignments to provide the best utilisation of the available space within club grounds and tender store. Requests for parking space should be made to the Harbour Master.

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As a guide, the Harbour Master may assign parking for boats and equipment in the following areas.

DBSC
BOAT PARK LAYOUT – 26 June 2017



All parking and storage will be subject to the Terms and Conditions set out in Appendix 1.

Yachts

During the sailing season (April to September), it is expected that yachts and most larger powerboats will be afloat usually on a swinging mooring. Yacht and larger powerboat owning members who will not have launched by April 30th should inform the Harbour Master to arrange parking for the extended duration required. Tenders and small row boats may be stored on the grounds in a position allocated by the Harbour Master.

Subject to availability of space and the club's discretion, boats that are normally kept afloat during the sailing season and (a) are kept on moorings at Dalgety Bay, or (b) are actively sailed at Dalgety Bay, may

be parked within club grounds between 1st September and 15th May. Members wishing to keep their boats ashore outside this period must obtain the prior agreement of the Harbour Master. Storage is currently subject to the conditions set out in the membership renewal / application form, due to the anticipated forthcoming works by DIO on the club's grounds.

Dinghies

Dinghies are normally parked in the upper parking areas. During the yacht sailing seasons additional parking space will normally be available at the lower parking area above the East slip, once yachts and powerboats have launched.

Members who would like to keep their dinghies on the grounds out-with the sailing season should park and secure them to the ground in the upper dinghy park. As with yachts, storage is currently subject to the conditions set out in the membership renewal / application form, due to the anticipated forthcoming works by DIO on the club's grounds.

RIBs

RIBs are normally parked at the North end of the car park. These are subject to the same rules as dinghies.

Road and launching trailers

Where boats are not kept on their trailers, trailer parking will be at the North East corner of the grounds.

6.2 Use of the Harbour

The club has a small harbour with mooring points and a water and electricity supply, which can be accessed around high water, depending on tidal depths. The Harbour Master should be consulted in advance if the stay is likely to be longer than 3 days.

In the event of emergency use of the harbour being required without being able to give prior notice, the vessel owner must inform the Harbour Master and a Board member as soon as possible.

6.3 Moorings

The club has an agreement with the Crown Estates Commissioners to manage an area of the seabed to the South of the club's grounds on their behalf. This includes the collection and submission of payments from members for laying ground tackle to form a swinging mooring. On behalf of members, the club has also gained the necessary permissions to lay moorings from the relevant authorities.

Owners must sign a moorings agreement for each boat before a mooring can be placed and annually thereafter. Moorings are currently subject to the conditions set out in the membership renewal / application form, due to the anticipated forthcoming works by DIO on the club's grounds.

Further details of these agreements and guidance on the construction and laying of moorings is available at this link <https://dbscweb.wordpress.com/sailing/moorings/>

6.4 Raft

The club has a raft which is available to members for maintaining moorings. Guidance on procedures for booking and using the raft are contained at this link <https://dbscweb.wordpress.com/sailing/raft-2/>

6.5 Tractor

The club tractor is a useful tool for launch and recovery of yachts and safety boats. Usage is restricted to authorised drivers who have been trained for its use – see this link for details <https://dbscweb.wordpress.com/grounds/tractor-guidance/>. For further information contact the Harbour Master or another Board member.

6.6 Use of club grounds and facilities for "commercial purposes"

DBSC Ltd is a Community Amateur Sailing Club and benefits from preferential treatment on eg. rates relief and mooring fees. To protect this position, it is necessary to establish some rules on commercial activity, as follows

- Commercial vessels are prohibited from using moorings laid under the club's agreement with the Crown Estates and from storage in the grounds

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- No person shall use club grounds, property or facilities (which for the avoidance of doubt shall include but not be limited to machinery, tools and power) for “commercial purposes” unless
 - a) there is clear benefit to the club,
 - b) there is clear benefit for a club member(s) in pursuit of their leisure boating activities and the work could not be reasonably carried out offsite,
 - c) any significant costs incurred by the club are reimbursed (eg. electricity),
 - d) no nuisance is caused to neighbours or other club members.

Examples of permitted commercial activity:

- Repair of members boats by third parties whether members or not
- Activity to raise money for club funds
- Approved functions

In the case of any doubt or special circumstances the Board should be consulted in advance. The Board will consider each case on its own facts and on a case-by-case basis and their decision shall be final and binding. The Board may (in its sole discretion) withdraw any previous permission regarding the club's grounds being used for commercial purposes, whether or not there has been any change in the activities carried on.

Appendix 1

Terms and Conditions for storage of members boats and equipment onshore and in the Harbour

1. Club membership does not guarantee the right to boat or equipment storage within the club's grounds. Allocation of boat parking spaces is made on an annual basis at the sole discretion of the Board and is managed by the Harbour Master. The club reserves the right to request a member to remove their boat or equipment to another location if this is required for the smooth operation of the club's business or the club is required to restrict access to its grounds or facilities.
2. Dalgety Bay Sailing Club Limited assumes no responsibility or liability for members' boats, trailers or equipment stored within club grounds, moorings area or harbor – see [Rule 13](#). Owners must arrange for adequate insurance as set out in [Rule 13](#) and ensure that the condition of their boat, trailer etc does not present a danger to other members or users of the grounds or their property.
3. All equipment and especially trailers and loose accessories must be identified with a current owner's name and contact details so that the Harbour Master can identify the owner.
4. Equipment / boats may **only** be moved around the club grounds by the owner, the Harbour Master or the Harbour Master's nominated assistant or third parties approved by the club, for reasons that require short term relocation. This may be done by the club or approved third parties at any time without owners' permission. However, the owners are responsible for their property at all times. Notification of moves is not always possible.
5. Any members using a security clamp on a trailer must provide the Harbour Master with a copy of the key, or inform them of the security code to allow the Harbour Master to manage our boat storage.
6. Boat parking approval is not transferable on the sale of a boat. The new owner may be required to join a waiting list. If the seller is an active sailing member, they will normally be permitted to retain the space for a new boat of similar size.
7. Rigging noise in strong winds can be very annoying to residents of The Wynd. Owners **must** therefore keep rigging noise to a minimum.

The most frequent complaint from our neighbours is to the annoyance caused by the rigging rattling against the mast in windy conditions. This applies whether boats are afloat or ashore. Every keelboat and dinghy owner **must** ensure that their running rigging is fixed well clear of the mast. The best way of doing this is by clipping halyard ends to the lifelines or some distant part of the hull. Any boat found to be a source of noise will have its rigging secured by a Board member. A fee of £5 will be charged.

"Inactive" Boats

8. The boat park and tender/outboard stores are not intended for storage of "inactive boats". Members with "inactive boats" may be subject to loss of their space(s) in order to free up space for active members.

Definition of "inactive"

For the purposes of this section a boat will be considered as "inactive" if none of the criteria below have been met.

In the past twelve months;

- the boat has been used on more than three occasions
- the boat has been offered for sale proactively
- significant maintenance has been conducted on the boat in order to make it fit for use or for sale

Where members are in the process of selling or refurbishing their boat, the member will have a period of no more than two years in which to complete the process before charges will be applied.

9. At the discretion of the Rear Commodore Shore, the owner of an "inactive boat" may be given a probationary period in which to increase their sailing activity. If at the end of this period the member's boat remains inactive, the Rear Commodore Shore may recommend to The Board that the space assignment be terminated. The Board shall make the final decision, and if approved, the member will be given formal notice to remove their boat within 14 days.
10. Members who fail to comply with a notice to remove their boat, will be subject to a parking charge which will be 150% of the parking charges for the same type / length of boat if it were kept on-shore at Port Edgar. Members who feel they have a valid reason for not

using their boat at DBSC may write to The Board to request an exemption from the charge. The Board will not be obliged to grant such a dispensation. The charge shall take effect from the expiry of the period of notice. Failure to comply with a penalty notice will be treated under the club's Complaints and Disciplinary Procedures and may result in sale of the boat in accordance with paragraph 14 below.

11. Where the Board has to make a judgment on storage requests, or on recommendations to terminate storage, or on waiting list prioritisation, it shall consider the member's participation including work parties, club committees and training roles, as well as the demand for space requirements.

Abandoned or unauthorised boats, trailers or equipment

12. In the case of an abandoned or unauthorised boat, trailer or equipment (as defined below) the Board may:
 - a) move the boat, trailer or equipment to any part of the club premises without being liable for any loss or damage to the boat, trailer or equipment howsoever caused;
 - b) give 14 days notice requiring the member or former member if known, to collect the boat, trailer or equipment,
 - c) where ownership of an unused boat or equipment is unknown, Dalgety Bay Sailing Club Limited will make it known publicly (either via the Club Newsletter or such other means as the Board may in its sole discretion determine) that they are trying to trace ownership. If no reply is received within two months of such publication, Dalgety Bay Sailing Club Limited will treat the equipment or boat as abandoned and report the same to the Police in accordance with the Civic Government (Scotland) Act 1982. If the Police subsequently offer the equipment or boat back to Dalgety Bay Sailing Club Limited, Dalgety Bay Sailing Club Limited may (but need not) accept such equipment or boat. In the event that such equipment or boat is accepted from the Police, Dalgety Bay Sailing Club Limited reserves the right (in its sole discretion and without the requirement for any further notice to be given) to (a) either (i) use it for club purposes and / or (ii) store it, in each case for a period of not less than 3 months and (b) following the expiry of such 3 month period, either (i) to dispose of the equipment or boat

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in such manner as the Board sees fit or (ii) use it for club purposes (in which case it will become the property of Dalgety Bay Sailing Club Limited);

Dalgety Bay Sailing Club Limited shall be under no obligation to obtain the best price, or any price, for any equipment or boat in the event of its disposal. However, any disposal proceeds which are obtained shall be retained by and be the sole property of Dalgety Bay Sailing Club Limited, which shall not be required to account for the same to the owner of the relevant equipment or boat;

d) the club reserves the right to charge for storage of the boat, trailer or equipment until such time as the owner collects the boat, trailer or equipment.

13. The Board shall be entitled to treat any of the following as an abandoned or unauthorised boat, trailer or equipment:
- (a) a boat, trailer or equipment located on club premises and not displaying any details of ownership;
 - (b) a boat, trailer or equipment located otherwise than in its properly allocated space;
 - (c) a boat, trailer or equipment that remains on club premises for more than one month after any date advised by the Board by which boats, trailer or equipment must be removed to allow for maintenance works on club premises or the end of the season date (where applicable);
 - (d) a boat, trailer or equipment which is the property of a member or former member which remains on club premises after any fees payable to the club by any member or former member (whether by way of arrears of subscription or boat storage fees or otherwise) are more than one month in arrears;
 - (e) a boat, trailer or equipment which is the property of a member or former member which overstays by more than a month following the termination of the storage agreement;
 - (f) a boat, trailer or equipment which is the property of a former member which overstays by more than a month following the termination of their membership.

Power to remove, sell or dispose of boats, trailers or equipment

14. The club reserves the right to sell or dispose of or sell boats, trailers or equipment if members have failed to pay their Membership, mooring or storage fees after three months.
15. In exercising the above rights, The Board shall keep in mind RYA guidance round Scottish law at the following site [RYA GUIDANCE NOTE ON ABANDONED BOATS AND TRAILERS](#).
16. The Rear Commodore Shore will report the status of boat park and tender usage to The Board on at least a quarterly basis. This will include potential “inactive boats” and any recommendations in relation to them, as well as the number of members on the waiting list(s).

Junior Powerboating Policy

In order to ensure that the participation of junior members in powerboat based activities is carried out in a sensible, safe and controlled fashion and to comply with Forth Ports Authority's by-laws, it has been necessary to impose certain restrictions on the use of club boats by juniors aged 8yrs-15yrs.

These restrictions are as follows:

1. Persons using club powerboats unsupervised should be a minimum of 16 years old and hold at least an RYA Level 2 Powerboat Certificate or be competent to that standard.
2. Junior members under 16 years of age may not crew /helm on a club powerboat whilst it is actively engaged in or rostered to carry out rescue duties (except at certain training events, subject to the approval of the Principal SI/Instructor present at that event).
3. Junior members aged 12-15 years old will be permitted to use club powerboats at specific events designated for the purpose of powerboat training and at times (with permission of the Rescue and Safety Officer) when there are no other club events scheduled to take place. The above activities will be conducted only under the strict supervision of and when accompanied by a qualified club powerboat instructor and/or a designated responsible powerboat driver approved by the Rescue and Safety Officer. The designated responsible driver must be a minimum of 18 years old and hold at least an RYA Level 2 Powerboat Certificate or be competent to that standard.
4. Junior members aged 8-11 years old are subject to the same conditions as laid out in paragraph 3 and in addition may only use a powerboat which is fitted with two kill cords.
5. All designated responsible drivers are approved at the discretion of the Rescue and Safety Officer. The Rescue and Safety Officer has the authority to allow or deny the use of any particular club powerboat by a junior member or inexperienced adult member. The Rescue and Safety Officer may require such a member to be under the supervision of a designated responsible driver approved

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by the Rescue and Safety Officer for the purposes of any powerboat activity.

6. Before a junior member under 16 years of age may participate in club powerboat activities as a helm or crew a consent form signed by a parent or guardian over 16 years of age must be produced.

DBSC considers that the above policy is a sensible way to improve both the participation of junior members and keep their interest levels high whilst aiming to maintain a strict level of ability for being a responsible powerboat driver.

Any junior member interested in powerboating at DBSC should get their parents to contact the Rescue and Safety Officer or one of the Club Powerboat instructors for more information. All junior participation in club powerboat activities is subject to the approval of the Rescue and Safety Officer.