

3DALGETY BAY SAILING CLUB
THE WYND, DALGETY BAY, FIFE
Telephone: (01383) 822778
www.dalgetybaysc.org



email: membership@dalgetybaysc.org

Thank you for expressing an interest in joining Dalgety Bay Sailing Club.

You will find the information and forms for membership application within this pack. Please read the terms and conditions carefully before completing the application forms and return them to the sailing club at the above address.

Please complete all forms.

Please enclose a cheque for the correct amount or pay by bank transfer using the details on the fees form. Cash payment can be accepted at the sailing club bar – please ask for a receipt.

I look forward to meeting you soon but, if you have any queries, do not hesitate to get in touch.

Yours Sincerely

Glenn Halstead

Membership Secretary

membership@dalgetybaysc.org

07516 532 210



New Membership Application

Terms and Conditions

1) Applicants must complete a membership application form and return it to the Membership Secretary together with a CHEQUE or set up a BANK TRANSFER to the Dalgety Bay Sailing Club (DBSC) account for the correct remittance.

2) The Board will review all applications within two weeks following receipt of the application and, at this time, will also consider any objections. Information on criteria used for reviewing a new membership application can be found in our Articles of Association which is posted on our web site at: <http://dbscweb.wordpress.com/committee/>

3) If, on review, the Board decides not to accept an application, the applicant's payment will be returned and the application shall be considered closed. A person may appeal against such a decision by notifying the Board, which shall put the matter to a General Meeting for it to be decided by a majority vote of the members present and voting at such meeting.

4) At all times, the applicant will be subject to the rules and disciplinary procedures laid down within the club Articles of Association and related documents. These can be found at: <http://dbscweb.wordpress.com/committee/> where we would draw your attention specifically to the Club Code of Social Conduct and the Club Handbook.

Note: Parents/guardians are wholly responsible – at all times – for the safety and conduct of any minors they bring into the clubhouse and grounds.

Dogs should be kept under control and on a lead – at all times – when in the clubhouse.

5) All memberships become due for renewal on 1st April of each year at the full annual charge determined by the Annual General Meeting.

Membership will run from 1st April to 31st March of the succeeding year.

6) The applicant must receive permission from the club's Harbour Master before any boats are left on the club grounds. Boats should only be left in the areas indicated by the Harbour Master.

All boats kept at, or sailed from, the club must have third party liability insurance for £3,000,000 minimum at all times. A signature on the membership application or membership renewal forms will be taken as indicating compliance with this rule.

Tender storage is subject to a waiting list for slot allocation from the Keel Boat Representative, due to space limitations.

Any boats, trailers or other items left in the club grounds without current boat stickers or other identification may be disposed of by the Board in accordance with the boat storage policy in the Club Handbook.

7) Any applicant wishing to lay a mooring should seek the advice of the Moorings Officer on the suitability of the proposed mooring tackle and the location of the mooring.

Moorings will incur an additional Crown Estates Commission mooring fee payable to the club treasurer.

8) The club retains the right to move boats without prior notice. This is done entirely at the owner's own risk.

9) All property is left within the club grounds entirely at the owner's own risk. The club cannot be held responsible for any loss or damage incurred.



Membership categories

Please review the membership categories available (below):

Category	Definition	Duties Expected*
Sailing Membership	For sailing members aged 21 or over.	At least 5/year to help run the sailing
Joint Sailing Membership	Sailing membership for two adults living at the same address.	At least 5/year per person to help run the sailing
Family Sailing Membership	As Joint Sailing membership and includes all their children from the ages of 8 up to 21.	At least 5/year for each active member aged 16 or over to help run the sailing
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. Sailors over the age of 21 in full-time education may apply for Junior membership.	At least 5/year once junior member reaches 16 years of age to help run the sailing
Non-Sailing Membership	For non-sailing members aged 21 or over. Non-sailing members may assist in rescue duties. Their other waterborne activities are restricted to trials as crew up to 3 times per year.	At least 1/year to help support club activities
Joint Non-Sailing Membership	Non-sailing membership for two adults living at the same address.	At least 1/year per person to help support club activities
Outport membership	For members who live more than 70 miles from the club.	No duties expected

* Consistent with most sailing clubs in Scotland, fees at Dalgety Bay Sailing Club are kept low thanks to members volunteering a little time and support, usually in the form of duties. For sailing members, this is usually to help run the sailing. For non-sailing members, it's usually to assist with a social event. For further information, please see the section on duties later in this form.



Fees for new members joining DBSC

2019

Member category	Annual fee	Joining after 30th September
Sailing	£210	£147
Joint Sailing	£274	£192
Family Sailing	£333	£233
Junior	£61	£43
Non-Sailing	£63	£44
Joint Non-Sailing	£108	£76
Outport	£26	£18
Life	£2100	£2100

Fees for new members joining after 30th September are reduced by 30%.

New members joining between 1st January and 31st March pay the membership fee for the following season – benefiting from 15 months' membership for the price of 12.

You are encouraged to pay by Bank Transfer. Please use sort code 08-92-99 Account no 65621385.



Please complete and return this page

Category of membership applied for:				
Personal Details:				
<i>Note: for Junior memberships please add parent / guardian details in the 'Spouse' field.</i>				
<i>Please add "Yes" or "No" in this column to indicate which (if any) applicants are to be added to the sailing duty rota (DutyMan)*:</i>				
Main member	First Name	Surname		Yes/No
	Email address	DoB for Juniors		
Spouse	First Name	Surname		Yes/No
	Email address			
Child 1	First Name	Surname	DoB	Yes/No
Child 2	First Name	Surname	DoB	Yes/No
Child 3	First Name	Surname	DoB	Yes/No
Address				
Main Phone			Additional Phone	
Are you a member of another sailing club? If yes please give details.				

I declare the information provided in this application is accurate. I accept the terms and conditions of this application and understand my membership will not begin until my application is acknowledged and my payment has been received.

If, on review, the management board decide not to accept an application, the applicant's payment will be returned and the application will be considered closed. A person may appeal against such a decision by notifying the Board who shall put the matter to a General Meeting for it to be decided by a majority vote of the members present and voting at such meeting.

I agree to abide by the rules of the club at all times and understand I am expected to volunteer to support club activities.

Signed:	Print name:
	Date:
Subscription £:	
Total £:	
Payment Method (Bank Transfer / Cheque / Cash)	



Please complete and return this page

Dalgety Bay Sailing Club Member Skillset Profile

Please complete this form and the one on the next page carefully as they will be used to help the club understand the training requirements going forward and to allocate duties (where applicable) based on your skillset.

If you are applying for a **sailing** membership and don't have any formal sailing qualifications, please highlight your experience levels on the following page.

If you are applying for a **non-sailing** membership but would like to help run the sailing i.e. do a sailing rather than a social duty, please tick the relevant box below and highlight how many duties you would be willing to help with.

Please tick the competencies / qualifications that you have or would like to gain:

Competency	Qualified			Interested in obtaining qualifications		
	Main member	Spouse	Other family member(s)	Main member	Spouse	Other family member(s)
First Aid (RYA or other)						
RYA Power Boat Level 2						
RYA Safety Boat						
RYA Dinghy Instructor						
RYA Assistant Dinghy Instructor						
RYA Senior Dinghy Instructor						
Race Officer						
Club boat maintenance				N/A		
Tractor driver				N/A		
Catering and events				N/A		
Club house and grounds maintenance				N/A		
Practical skills e.g. electrician, plumber, web developer, administrator, etc				N/A		



Please complete and return this page

Dalgety Bay Sailing Club Member Skillset Profile continued

Do you or any of the other applicants have other skills that could help the club – please list for main member, spouse and other family member(s) where applicable:

Sailing category applicants and Non-Sailing category applicants interested in running the sailing

If you or the other applicants do NOT have any sailing qualifications, please provide a brief summary of your/their sailing experience, including where you/they have helped run the sailing – please list for main member, spouse and other family member(s) where applicable:

Sailing category applicants only (excludes outport membership applications)

If you do NOT want to take part in the duty rota to help run the sailing, please highlight in the box below. If you would be prepared to volunteer for the club in other ways then please highlight what these would be here as well. If you complete this section, the committee will review your response and come back to you.



Duties

Fees at Dalgety Bay Sailing Club are kept low thanks to members volunteering to run the sailing and social events over the year.

To find out more about the duties at the club, please read through our list of FAQs below. The club has a volunteer charter which sets out what it expects from members and how it will support and recognise them in return: <https://dbscweb.wordpress.com/dbsc-volunteer-charter/>

What do duties involve?

Club dinghy racing requires two rescue boat drivers and two rescue boat assistants. There is also a requirement for a tractor driver to help launch/recover the rescue boats. Dinghy and Keelboat racing require race office cover, calling for an experienced individual to select the course, start/stop the racing and record the results. These duties are covered by sailing members and managed using the DutyMan system (sailing members are provided with a URL, username and password). Social duties are more varied and can be everything from running the club galley at a sailing event to helping with a kids' party.

Do I have to do duties?

Unless you're an outport member or under the age of 16, you are strongly encouraged to do a set number of duties annually.

What are the benefits of duties?

Duties are a great way to meet new people, find out more about the club and how it works, help other people and, if you're helping to run the sailing, see the action from another perspective. Also, as a duty team member, you will be entitled to enjoy a free cup of tea or coffee and a couple of biscuits at the bar afterwards.

Do I need any qualifications to do a sailing duty?

If you want to drive the rescue boat, you require an RYA Level 2 Powerboat qualification. If you want to drive the tractor then you would need a driving licence and have been put through one of the club's training courses. Rescue assistants need only to be fit, able to swim and willing to enter the water to rescue someone. Race officers need to be experienced sailors and have good awareness of how racing is managed.

Will I be allocated a duty that's right for my skillset?

Yes, providing you complete the member skillset profile form later in this application pack. That helps the duty team allocate a role that's right for you.

Can I select when I do my duties?

Sailing members (plus any non-sailing members who have expressed an interest in helping to run the sailing) can choose, between February and March, when they do their duties by selecting them on DutyMan (the software we use to manage duties). After that time, duties are automatically allocated to members who have not selected at least five dates from the rota. Non-sailing members are likely to be approached personally or encouraged to respond to an appeal from the club for volunteers.

What if I can't do a duty?

If it's a duty to help run the sailing, you will be required to find someone else to cover it. You can request a swap on 'DutyMan' (the software we use to manage duties) or make an appeal on Facebook. If you are doing a social duty, please speak to the person who asked you to help as soon as possible.

I have a family membership but my wife doesn't go to the club very often – does she have to



do duties as well?

A family membership only encourages duties from those aged 16 or over who are active in the club. As a rough guide, if a family member takes part less than six times in a calendar year then he or she is not expected to do duties.

As a sailing member, I'm encouraged to help run the sailing at least five times over the year but that doesn't suit me – is there another way to volunteer to help the club?

If your personal circumstances make doing duties on the duty rota (DutyMan) difficult/impossible then please highlight through this application what you can help with. For example, there is a Tuesday Group which does maintenance around the club once a week, some members offer professional services while others organise the training. However, the committee is flexible and open to new ideas so please highlight what you could help with and we'll be in touch.

From what age are sailing junior members encouraged to do duties?

Once they turn 16.

My son is 14 and keen to start doing sailing duties – could he be added to the duty rota even though he's not reached 16?

Yes, we would be happy to have younger members taking part. Please provide information about his skills and experience in the relevant part of this pack as well as the number of duties he would be prepared to help with over a calendar year. It's likely he would be offered a rescue assistant role.

I'm a non-sailing member but I would like to volunteer to help run the sailing, will that be possible?

Yes, providing you can swim, are reasonably fit and prepared to enter the water to rescue someone, we would be happy for you to take part. Please indicate how many duties you would be prepared to help with in the relevant section of this form.

You have a duty rota for sailing members – is there one for non-sailing members?

Social duties are not managed through an official rota. If you are needed for a social duty, the social secretary or an assistant will contact you directly. Alternatively, you could respond to a club appeal on Facebook or through the newsletter for volunteers.

Why are members encouraged to do "at least" five duties?

In addition to regular sailing, the club runs a series of special or open events throughout the season which are not always covered by the duty rota. For these, direct approaches or appeals are made asking for members to volunteer.



Sailing class members who will store a boat at DBSC

Please note that membership does not guarantee boat storage space. New members must liaise with the harbour master to arrange boat space:
<mailto:harbourmaster@dalgetybaysc.org>.

Remediation and Boat Moves

You may be aware, Dalgety Bay Sailing Club Limited (the "**Club**") will need to give access to the Defence Infrastructure Organisation ("**DIO**") and its contractors and sub-contractors in connection with the remediation of the radium contamination which affects the Club's grounds and the foreshore. While we cannot confirm at the moment when this work will be carried out or its exact scope, it is possible that there will be some work in 2018 and likely that there will be work carried out in 2019 and subsequent years.

One consequence of this work is that there will be restrictions on the space available for storing members boats and equipment on the Club grounds, and it will be necessary to relocate boats and equipment from their normal locations while the work is being carried out, either on a short or longer-term basis. In the event that there is not enough space on the Club grounds, boats and equipment may need to be stored at another location. This is in addition to the Club's normal grounds rules and applies equally to all members, and to keelboats, dinghies, tenders, powered craft and moorings.

Due to these restrictions, membership of the Club for 2018 and subsequent years until completion of the DIO works will be conditional on you agreeing to the following terms. The Club will not be able to accept any members who do not wish to agree to these conditions and may need to make arrangements to dispose of any boats and equipment of members who do not renew on this basis and who leave boats and equipment on the grounds. If such arrangements are required, the Club will use reasonable endeavours to give the relevant former members 30 days' notice, but this may not always be possible depending on the requirements of the DIO works.

If you become a member of Dalgety Bay Sailing Club:

1. You agree to be bound by the Club's boat storage policy and conditions and the Club's grounds rules, as amended by the Club from time to time.
2. Your boat and equipment may be moved by the Club, or by DIO's contractors or subcontractors, within the Club's grounds in accordance with the boat storage policy and conditions and grounds rules and acknowledge that these may be amended from time to time. This will be at no cost to you, but any movement will be at your own risk except where the Club or DIO's contractor or subcontractor has been negligent.
3. Your boat and equipment may be moved by DIO's contractors or subcontractors to a location outside the Club's grounds, and in such a case it will be returned by DIO's contractors or subcontractors to the Club's grounds when space permits. In the case of boats on moorings, this additionally includes movement to a new or relocated mooring or marina and subsequent return to the original or a replacement mooring in the same location. This will be at no cost to you, but any movement and storage will be at your own risk except where the DIO's contractor or subcontractor has been negligent. The Club will request (but cannot guarantee) DIO to procure that:
 - a. you have continued access to your boat and equipment during any period when it has been removed from the Club's grounds or its original mooring;



- b. you will be advised of the movement and new location and, where possible, you are given 30 days' notice (to allow you to make your own arrangements, at your own cost, to remove your boat and equipment from the Club grounds).
- 4. You agree where possible to provide reasonable assistance to the Club, or to DIO's contractors or subcontractors, if your boat or equipment needs to be moved.
- 5. From time to time, access to the Club and its facilities (including but not limited to launching and recovery facilities, and recreational and organised sailing activities) may be restricted by the Club if necessary or desirable to facilitate the DIO works. This may happen on short notice and / or without any prior notice being given by the Club, but the Club will where possible give members advance notice of any such restrictions.
- 6. Please note that if you require to recover a vessel and the Club's facilities are not available, you will require to make alternative arrangements. The Club will advise you if any assistance from DIO's contractors or subcontractors is possible in such a case. The Club will request (but cannot guarantee) DIO to make suitable alternative recovery arrangements, however these may not be at the Club.

Boat Information

Boat Type <small>(Dinghy / Yacht / Power Boat)</small>	Boat Name	Boat Class	Boat Length

All boats kept at, moored, or sailed from DBSC must have third party liability insurance for a minimum of £3,000,000 at all times.

Your signature on this document will be taken as indicating compliance with this rule.

Signed.....(Signature of Member)

Name..... (Full name)



Community Amateur Sports Club (CASC)

DBSC benefits from CASC classification, saving the club in the region of £6000 per year.

The CASC Scheme was originally introduced in 2002 and enables amateur sports clubs to register with HMRC and benefit from a preferential tax status. More info is available from the RYA website.

CASC regulations require 50% participating members.

Participation includes on the water activities, patrol boat cover, officer of the day, laying a course, coaching, providing first aid, moving equipment, preparing and maintaining facilities and equipment, being an officer of the club or a committee member; and undertaking training courses.

In order for members to qualify as a participating member they must participate in the sporting activities of the club (as listed above) on at least 12 separate days during the year.

Starting with the 2016/17 season the club will require members to confirm whether, for the preceding season, they have participated enough times to be considered as a participating member for CASC purposes. This will be a very simple check box response. **For new members, this is purely informational. They will need to complete this as part of their first renewal.**



Please complete and return this page

DALGETY BAY SAILING CLUB LIMITED
MEMBER FORM OF ELECTION FOR ELECTRONIC COMMUNICATIONS

To:
The Membership Secretary
Dalgety Bay Sailing Club Limited
The Wynd
Dalgety Bay
Fife
KY11 9SJ

I, being a Member of Dalgety Bay Sailing Club Limited (the "Club"), request that, until I give notice to the contrary, I wish to receive by e-mail all notices and documents issued by or on behalf of the Club to Members, at my e-mail address given below.

Any revocation of or amendment to this election shall be given by me in writing to the Membership Secretary at the address above.

While this election remains in force, I understand that it is my responsibility to notify the Club in writing of any change to my e-mail address.

The Club reserves the right, irrespective of your election, to revert to sending hard copy documentation by post, whenever it considers it necessary or desirable to do so.

Signed.....(Signature of Member)

Name..... (Full name)

E-mail address

Postal address.....

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Date.....

DALGETY BAY SAILING CLUB LIMITED
Data Privacy Notice



This document identifies the personal data we hold, what we use it for, where it came from and who we share it with.

What data we hold	Basic information	Name, Address, Phone number, Email address, Volunteer preferences, Boat ownership	
	Sensitive information	For Junior and Family-Child members	Date of birth
		For training participants	Relevant medical information such as: <ul style="list-style-type: none"> • allergies • disabilities • medicines
Preferences	<ul style="list-style-type: none"> • Receive official club communications by email • Receive the club news letter • Join the club Facebook group • Listed in Dutyman (Racing duties) 		

What the data is used for	Basic information	Membership management	
	Sensitive information	Date of birth	Eligibility for Junior and Family-Child membership
		Medical information	For safe care of training participants
Preferences	For management of communication with members		

Where the data came from	Data is collected via <ul style="list-style-type: none"> • the Membership Application form • the Membership Renewal form • the Training Registration form
	Data can be updated by emailing the Membership Secretary

Who we share the data with	Member information is not shared with any other organisation without the express consent of the member
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