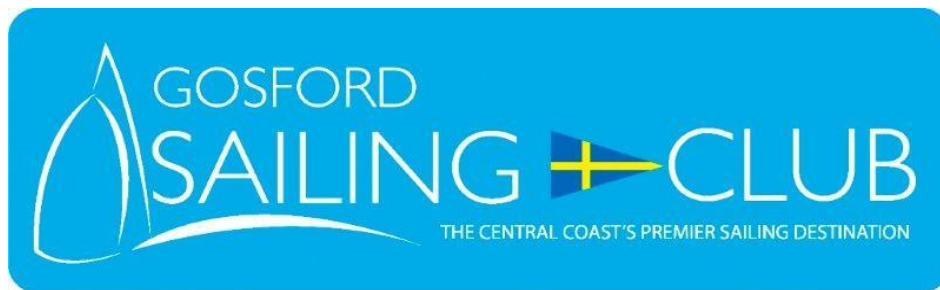


# GOSFORD SAILING CLUB



## CLUB BY-LAWS

(Updated March 28<sup>th</sup> 2017)



PART A RULES RELATING TO GENERAL CLUB ACTIVITIES DIVISION I

**1. Colours**

The official colours of the Club shall be royal blue (PMS 288) and gold (yellow PMS 123).

**2. Logo**

2.1 The Board may approve the display of any logo, graphic or other electronic media for the purpose of Club, regatta or event promotion. These items are considered as official logo and as such are considered as a Club icon.

2.2 The accepted graphic of the Club shall be the badge in use during the 1962/63 sailing season by the unincorporated body known as Gosford Sailing Club, as shown below. The official seal of the Club is a black stamp of the same nature. This is to be known as a Club icon.



**3. Pennant**

3.1 The official pennant of the Club shall be the pennant in use during the 1962/63 sailing season by the unincorporated body known as Gosford Sailing Club – royal blue with a gold cross, as shown below. This pennant will be flown on all occasions on water, and by all Gosford Sailing Club vessels involved in Club activities. This may be represented in logo format upon approval. This is to be known as a Club icon.



3.2 The formal Club pennant shall be the above mentioned with the inclusion of GSC. 'G' in the top canton, 'S' in the upper right canton and 'C' in the lower canton as shown below. This pennant shall be flown from the flag mast at the Club daily and on all official occasions and vessels as requested by protocol. This may be represented in logo format upon approval. This is to be known as a Club icon.



3.3 The official burgee of the Commodore shall be a swallow tail version of the official Club pennant in a squared flag, as shown below. This pennant may be flown from the Club house upon attendance of the Commodore, or upon the Commodore sailing upon any Club or associated vessel. This is to be known as a Club icon. The formal Commodore's pennant shall be the same mentioned with the inclusion of GSC. 'G' in the top canton, 'S' in the upper right canton and 'C' in the lower canton. Past Commodore's may have the letter 'R' added, and fly the pennant upon request from the current Commodore.

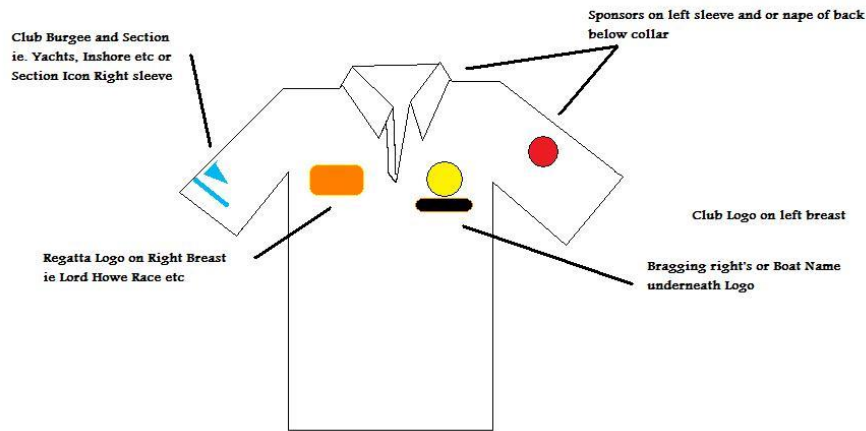


3.4 Each fleet of the Club may display a burgee with the Club designated colours and a distinctive symbol/s as approved by the Board. This may be represented in logo format upon approval. This is to be known as a Club icon.

3.5 The Club may fly a flag with the Club logo or other graphic as a display/promotion or as otherwise directed by Board. This may be represented in logo format upon approval. This is to be known as a Club icon.

#### **4. Icon use**

4.1 The display of Club icons and sponsorship icons shall be determined by the Board. Display includes all, internal, external media including electronic media and on all Club general wear items. Display on shirts is mentioned below. Approval is by the Board of Gosford Sailing Club.



4.2 The Club Tie shall have a design approved by the Board. This is to be known as a Club icon.

4.3 Any or other forms of uniform style dress, badges, caps or Club designated attire and promotional item shall be approved by the Board.

4.4 The commercial sales of items or issue of items with the Club icons or colours involved shall be approved by the Board.

4.5 No member or section of the Club may assume the Club icon or colours without Board approval.

4.6 All items displaying the above mentioned may only be accepted for display manufacture or commercial sale by the Board.

## 5. Signage, placement and advertising

5.1 For the purpose of the by-laws, signage and placement refers to all promotional signage, Self promotion, sponsorship (corporate partnership) signage and advertising signage internally and externally about the Club. This placement extends to all current forms of media, printed, electronic or otherwise.

5.2 Advertising refers to any form of promotion containing Club activity, electronic or otherwise and on the payment of monies or otherwise.

5.3 The Board may delegate the approval of such signage, placement or advertising in whole or a reduced authority to the CEO.

5.4 The Board may delegate the usage of Club Icon's for use in signage, advertising, promotion and corporate partnership agreements in whole or as a reduced authority to the CEO.

5.5 The CEO shall inform the Board of major or significant placement of items that may be political in nature, contrary to Board direction, contrary to any corporate agreement, inappropriate or be deemed as controversial prior to placement.

## **6. Dress of Club Officials**

6.1 Officials of Gosford Sailing Club are considered to be those members representing Life Members, the Board and Sub Sections.

6.2 Directors of the Club may dress in a collared shirt, Club tie, trousers and jacket on all official occasions. The dress code shall be determined by the master of ceremony. Preferred dress includes a light blue collared shirt, Club tie and beige trousers. The Club jacket shall be navy blue and in the form of a blazer. Any Club logo shall be affixed to the left hand pocket and is in the form approved by the Board. A badge of office may be worn if issued by the Club. All Commonwealth, State and Sailing fraternity awards may be displayed on any such dress in accordance with correct State and Commonwealth protocols. In the absence of the above, Directors should dress in Lounge Suit attire.

6.3 The Patron and Life Members may be dressed in the above mentioned style. The patron may be issued a Club Blazer by approval of the Board and in accordance with the GSC Governance Policy and Club Manual. All Commonwealth, State and Sailing fraternity awards may be displayed on any such dress in accordance with correct protocols.

6.4 The Board may approve the issue of badges to signify Club Position Title such as Life Member or the like. Badges shall be worn in accordance with protocol design and naming in accordance with Club Governance Policy.

6.5 Sub Section and Fleet Officials of the Club may dress in the above mentioned style on approval of the Board.

6.5 The Commodore may wear formal "summer whites" during the sailing season or as requested by the Board or for ceremonial purpose. The Commodore may wear formal 'mess dress' for any such formal occasion as requested by the Board or for ceremonial purpose. All Commonwealth, State and Sailing

fraternity awards may be displayed on any such dress in accordance with correct Commonwealth and State protocols. On all other occasions the Commodore will comply with the above mentioned protocol for dress.

## **6. Protocol**

6.1 The President shall be the master of ceremony. The President will ensure the hierarchy of Directors in any ceremony and place the President, Vice President, and any Club official or visiting dignitary accordingly. The President may delegate this duty to the Commodore or a suitable Club member.

6.2 The Commodore shall be the initial point of contact from external entities for all sailing and ceremonial activities. In the absence of the Commodore the Club Captain or Secretary Manager may assume the contact role.

6.3 Order of Invitation, speech, presentation, dress and flags shall be determined by the Commodore for all Club official and associated activities. The Commodore may delegate this duty to a suitable Club member.

6.4 All media or information releases internal or external shall be forwarded to the President and Chief Executive Officer or Board selected committee for approval prior to release to members of GSC, the media or the general public.

PART B RULES RELATING TO SAILING ACTIVITIES DIVISION II

**1. Sailing Administrator / Marina Manager**

1.1 It shall be the duty of the Sailing Manager to allocate and approve boat racks and marina berths. These shall not be changed without the approval of the Sailing Manager.

1.2 In providing for the housing of boats in the boatshed, hardstand and marina, the Sailing Administrator:

- shall give preference to existing members over subsequent members in the housing of boats;
- may refuse permission to any person to house boats that do not take part regularly in Club races;
- shall ensure that no boat maintenance is done within the Club unless he has given prior approval for such work;

shall ensure that boats and gear are not left in the passageways and that boat property is stored neatly,

shall be responsible for the tidiness of the boatshed and marina and the maintenance and organisation of the equipment necessary for the conduct of races.

Shall ensure the compliance of all safe work regulations, marina protocols and all other of the like

1.3 The Sailing Administrator shall make available to the Sailing Committee such boats as deemed necessary for the conduct of races in the Club and abide by any reasonable request of the Sailing Committee in respect of any event not covered by the Club's annual programme.

1.4 The Sailing Manager shall be the secretary for the purpose of the Sailing Committee.

1.5 The Sailing Manager will actively seek promotion of the sport and Club for hosting of regatta, events and functions.

1.6 The Sailing Manager will ensure the sailing instructions and aquatic licences relevant to any such event or on water activity for the Club.

1.7 The Sailing Manager will be responsible for the continued update of all sailing and accolades on the relevant display media, and the procurement and update of all Club trophies, engravings and formal awards as directed by the Board.



## 2. Commodore

2.1 The Commodore's duties shall generally be to organise and supervise all sailing and boating events, regattas and races conducted by the Club and, to that end, call regular meetings and act as Chairman for the Sailing Committee.

2.2 The Commodore shall ensure that sail, boat measurers and equipment auditors are allocated to each section.

2.3 The Commodore shall recommend the appointment prior to the start of each season a Sailing Committee which may include the Club Captain and shall include at least one member nominated by each of the sections sailing in the Club and the Sailing Manager.

2.4 The Commodore shall be Chairman of the Sailing Committee and shall record such decisions and recommendations as passed by a simple majority present at Sailing Committee meetings. Sailing Committee decisions shall be reported to the Board.

2.5 The Commodore shall recommend the appointment prior to the start of each season a Vice-Commodore who, in the absence of the Commodore, shall assume all ceremonial duties carried out by the Commodore.

2.6 The Commodore shall recommend the appointment prior to the start of each season a Race Committee which shall include at least one member nominated by each of the sections sailing in the Club, the Sailing Manager and the Starter or their nominated deputy. Each section will have a Race Committee.

2.7 The Commodore shall be Chairman of the Race Committee and shall record such decisions and recommendations as passed by a simple majority present at Race Committee meetings. Race Committee decisions shall be reported to the Sailing Committee.

2.8 A quorum of the Race Committee shall consist of three members.

2.9 The Race Committee shall:

- Conduct the sailing programme for individual sections for the nominated event.
- Amend such sailing rules and instructions as are necessary for the conduct of races within the section for the nominated event.
- Make a recommendation to the Sailing Committee on section appeals or

redresses under any rules affecting the races held by a particular section; and  
➤ Meet at least once a month during the sailing season and as required during the winter season. This may occur in conjunction with the Sailing Committee.

### **3. Sailing Committee and Race Committee**

3.1 The Commodore shall recommend the appointment prior to the start of each season a Sailing Committee which may include the Club Captain and shall include at least one member nominated by each of the sections sailing in the Club and the Sailing Administrator.

3.2 The Commodore shall be Chairman of the Sailing Committee and shall record such decisions and recommendations as passed by a simple majority present at Sailing Committee meetings. Sailing Committee decisions shall be reported to the Board.

3.3 The Commodore shall recommend the appointment prior to the start of each season a Vice-Commodore who, in the absence of the Commodore, shall assume all duties and exercise all functions usually carried out by the Commodore in relation to the Sailing Committee.

3.4 A quorum shall consist of three members.

3.5 The Sailing Committee shall:

- determine the sailing programme for the forthcoming season;
- determine such sailing rules and instructions as are necessary for the conduct of races within the Club;
- be responsible for conducting pointscore, championship and special races within the Club and any other sailing event that the Board decides upon from time to time to conduct; and
- Meet at least once a month during the sailing season and as required during the winter season.

3.6 Between meetings of the Sailing Committee, the Executive of the Club shall have power to deal with any emergency. Any action taken under this provision shall be reported to the next meeting of the Sailing Committee.

3.7 The Commodore shall recommend the appointment prior to the start of each season a Race Committee which shall include at least one member nominated by each of the sections sailing in the Club, the Sailing Administrator and the Starter or their nominated deputy. Each section will have a Race Committee.

3.8 The Commodore shall be Chairman of the Race Committee and shall record such decisions and recommendations as passed by a simple majority present at Race Committee meetings. Race Committee decisions shall be reported to the Sailing Committee.

3.9 A quorum of the Race Committee shall consist of three members.

3.10 The Race Committee shall:

- Conduct the sailing programme for individual sections for the nominated event.
- Amend such sailing rules and instructions as are necessary for the conduct of races within the section for the nominated event.
- Make a recommendation to the Sailing Committee on section appeals or redresses under any rules affecting the races held by a particular section; and
- Meet at least once a month during the sailing season and as required during the winter season. This may occur in conjunction with the Sailing Committee.

#### **4. Racing Sections within the Club**

4.1 All local fleets participating in the Organising Authorities activities shall abide by the Charter (Guidelines) for Gosford Sailing Club Fleets and Fleet Support Committees. This Charter is available on request or published on the Club website.

4.2 With the object of encouraging sailors to participate in National and International class vessels, the following are preferred classes:

- Junior/Youth - Sabot, Flying Eleven, Laser, 29er.
- Senior - Laser, Etchells, Fireballs, Yachts.

The foregoing shall not be interpreted to debar other class vessels from continued or future recognition as a Racing Section as herein provided.

4.3 To be recognised as a Racing Section with the Club, five (5) or more vessels conforming to the measurements and/or requirements of a sailing association shall have raced in the majority of sailing events listed in the Club's programme for the preceding sailing season. Recognised Racing Sections whose numbers fall below these requirements, must apply to the Board, through the Sailing Committee, to continue as a Racing Section.

4.4 Vessels belonging to Recognised Racing Sections with the Club shall:

- be entitled to benefit from any prize or trophy allocation scheme provided from time to time by the Club;

- have access to Travelling Funds in accordance with the rules of the fund;
- be considered by the Sailing Manager for boatshed and hardstand accommodation; and
- be automatically entitled to race as a class in the ensuing sailing season.

4.5 Provisional recognition may be granted to a Racing Section if there are five (5) or more vessels of a particular class registering regularly as starters in Club events. Where a Racing Section has provisional recognition, the owners and crews shall be required to be Club members and races shall be managed, conducted and controlled by the Sailing Committee. Vessels sailing under a Provisional Recognition shall not qualify for benefits granted by By-Law 9&12 Classes with provisional recognition for a minimum of one full sailing season, may apply to the Board through the Sailing Committee, to be a Recognised Racing Section.

4.6 In respect of each Racing Section (including those provisionally recognised), the owners, sailors and any Club member who assists the organisation of racing activities for that Section shall form a class committee which shall be entitled to appoint representatives to the Sailing Committee.

4.7 Each section shall appoint a secretary who shall maintain an accurate register of all vessels in their respective section showing all details that may be required by the Sailing Committee, make such register available at any time required, supply race reports to the Club Publicity Officer or Commodore, attend to entries for regattas and inter-club races, and recommend to the Sailing Committee the appointment of delegates to the respective sailing class associations.

4.8 For the purpose of racing with the Club, keel yachts and trailable yachts not otherwise included in a Racing Section shall be regarded as a Racing Section and deemed to conform to the "measurements and requirements of a sailing association" provided for by the Sailing Committee.

## **5. Delegates**

Delegates may be appointed to represent the Club at all associations with which the Club is affiliated. Delegates shall attend meetings of the associations to which they have been accredited and report proceedings of the meetings to the Sailing Committee. Delegates shall have the power to appoint a substitute to attend any meeting which such delegate may be prevented, for any reason, from attending.

## **6. Recording**

The secretary of each sailing section or the officials conducting the races shall hand all race results and records to the Commodore as soon practicable after the completion of the race. The secretary of each sailing class shall be responsible for the maintenance of the various sailing section pointscores which shall be exhibited in a prominent place within the Club and on the Club website.

## **7. Trophies**

7.1 The Club Championship trophy shall have the inscription "Gosford Sailing Club Champion" together with the season, the name of the winning vessel, skipper and may include crew. It shall be awarded by the Club to each Racing Section.

7.2 The Club shall award a trophy to each of the yacht section and the dinghy mixed fleets section. It shall have the inscription "Overall Pointscore Winner" with the name of the vessel and skipper.

7.3 Other trophies shall be the responsibility of the respective sections.

7.4 To encourage racing, the Board may allocate Club funds to purchase trophies or as prize money for racing sections.

## **8. Sailing Instructions**

The Sailing Committee shall prepare Sailing Instructions for Club races. Such Sailing Instructions shall be exhibited on the Club Notice Board and shall apply to such racing sections as stated therein.

## **9. Non-Active Vessels**

Non-active vessels are not entitled to be housed within the boatshed or on the hardstand. A vessel may be declared non-active by the Sailing Manager if it has failed to compete in three consecutive Club races or, if in the opinion of the Commodore, the vessel is not making a reasonable effort to complete races, or has failed to pay the prescribed boat storage fee as determined from year to year by the Board.

## PART C RULES RELATING TO THE CLUBHOUSE DIVISION III

### **1. Gambling**

No gambling, wagering or betting contrary to the Statutes of Legislation.

### **2. Behaviour**

2.1 Indecent, violent, quarrelsome conduct or behaviour offensive to the enjoyment of Club amenities officers and facilities by other members shall not be permitted in the Clubhouse. All members and guest shall abide by the values and code of conduct as posted on the website.

2.2 Rowdy or noisy behaviour by patrons leaving the premises or use of motor vehicles likely to annoy or inconvenience the residents of neighbouring homes shall not be permitted in the environs of the Clubhouse.

### **3. Payment for Goods and Services.**

Every member shall pay before leaving the Clubhouse for all goods purchased, refreshments supplied at their order and for all games played. Any member or employee, who allows credit to a member, shall be personally liable for the amount involved.

### **4. Trading Hours**

The trading hours of the Club may be determined by the Board from time to time with due regard to sporting and social functions being held in the Clubhouse. At the end of a day's trading, the bar shall be closed and all persons (except the bar staff) shall leave the Clubhouse within twenty (20) minutes thereafter.

### **5. Poker Machines**

5.1 No poker machine shall be "free played", regardless of whether such free playing of the machine be due to deliberate interference or due to mechanical or electrical malfunction.

5.2 A player who finds a poker machine out of order, or who has reason to believe a machine is not operating correctly, shall report the matter forthwith or the CEO, Bar Manager/Bar Supervisor.

5.3 Money shall be taken from receptacles in poker machines only when two or more staff members are present. The key shall be unsealed, the poker machine

takings shall be counted and checked, and the key shall then be resealed and returned to its approved place by those persons so authorised.

5.4 The Board may suspend the right of any member or visitor to play poker machines. Such suspension may be for a limited or indefinite period. The person concerned shall be informed of the decision by the President or CEO and the reason on which the decision was based need not be stated.

## **6. Dress Regulations**

6.1 Clean clothes, shirts with sleeves, shorts and footwear shall be acceptable during periods of normal Club trading. A notice of acceptable dress may be displayed at entry.

6.2 Special dress requirements for sporting or social functions may be exhibited on the Club Notice Board or Club Website or via correspondence.

## **7. Liquor Sales**

7.1 Drinks served shall not be taken from the Clubhouse and consumed in adjacent Public Reserves or roads.

7.2 Liquor sales may be taken from the Clubhouse only during lawful hours and only by members or those temporary members entitled to enter the Club.

7.3 Liquor and other beverages are not to be brought onto Club premises without prior approval of the CEO or the Board.

## **8. Breach of Rules (Disciplinary Matters)**

8.1 Any person contravening the Club Constitution (43) or a rule in the Club's By-Laws may be ordered to leave the Clubhouse by a member of the Executive, Club Captain, CEO or the Bar Manager/Bar Supervisor. The person so ordered shall leave the Clubhouse forthwith.

8.2 Where a person has been ordered from the Clubhouse, the matter shall be reported in writing to the President or CEO within 24 hours by the officer who has taken such action. The matter shall be recorded by staff in the Incident Report Document.

8.3 Any person who contravenes a rule (whether asked or not to leave the Clubhouse) may be informed orally of the breach by a member of the Executive, Club Captain, CEO or the Bar Manager/Bar Supervisor and the matter shall be reported in writing or any current electronic means to the

President or CEO within 24 hours by the officer who took such action.

8.4 Any person whose behaviour whilst leaving the Clubhouse contravenes our constitution should be reported to the President or CEO within 24 hours of the breach.

8.5 Any member or temporary member reported as mentioned above may be suspended by the President or CEO until such report has been considered by the Board. Oral advice shall be sufficient notification of this suspension. The CEO may bar any non member at their discretion.

8.6 Within seven days of receiving a report against a person, the Board shall notify the member, guest, or temporary member of the time and date when the disciplinary committee will consider the report, and request that both parties attend that meeting to give an explanation or defence if thought fit.

8.7 After hearing a report and the defence (if any), the disciplinary committee, comprising a maximum of three (3) Board members appointed by the President, shall make recommendations to the Board of its determination. If this recommendation is upheld by the Board, the person found guilty of an offence either in or out of the premises, may be fined, cautioned, or suspended.

#### **Part D DIVISION IV RULES RELATING TO MEMBERSHIP/FEES AND CHARGES**

### **1. Membership**

1.1 Gosford Sailing Club Constitution defines membership into various classes.

1.2 Gosford Sailing Club allows the reciprocal rights of various Registered and Sailing/Yachting Clubs and Organisations. The register of these associated Clubs are held by the CEO and shall be updated as required. Reciprocal rights shall only apply to full sailing members or the equivalent standard under Gosford Sailing Club Constitution. Rights of membership may be determined by a member of the Executive, Club Captain, CEO or senior staff member upon entry to the Club or facility usage. Persons under this arrangement are considered Temporary Members of Gosford Sailing Club with Sailing Member benefits.

1.3 Junior Members and Young Visitors. Junior members may use the Clubhouse only when in the company of a responsible adult. That adult shall control their behaviour at all times, having due regard for the comfort and enjoyment of other members and guests. That adult shall be answerable to the Board regarding any matters arising. Junior members shall not approach any Bar and not enter any Restricted or Gaming areas at any time.



1.4 Junior members shall not consume intoxicating liquor. Any person ordering for, or supplying liquor to a junior shall be dealt with as provided under State Legislation. Juniors contravening Legislation, Club Constitution, By-Law or guidelines shall be treated in a manner similar to members over the age of 18 years.

1.5 Volunteer membership. Volunteer members are considered members that volunteer services above and beyond standard members in the areas of Club, Sailing and Sailability activities. Members wishing to volunteer their efforts shall nominate to the management. Upon approval of nomination, the member shall be notified and placed on a register as a volunteer in the area requested. The register allows the organisation to protect the member and organisation in the workplace.

1.6 The Board has the discretion to categorise the varied forms of membership per participation and use of services or the Club facility. The following table may assist the Board in its determination of category:-

Membership	Constitutional Category	Australia Sailing Fee	Race Entry Fee	Member or Facility/other Fee
Sailing Members	Life Member	N	N	N
	Fully Paid up	Y	Y	N
	Active Sailor	Y	Y	Y
	Past Active Sailor	Y	N	Y
Non Sailing Members	Non Sailing Members	N	N	Y
	Fully Paid up non sailing	N	N	Y
Social Member	Social Member	N	N	Y
Junior Member	Junior Member	Y	Y	Y
Varied forms of membership category as determined by the Board				
Name appearing on Membership Card	Constitutional Association determined by Board	Fees as applicable from above Category		
Sailing Volunteer	Non Sailing Members	Y	N	Y
Sailability Volunteer	Social Member	Y	N	Y
Club Volunteer	Social Member	N	N	Y
Cruising Member	Social Member	N	N	Y
Marina Contractor	Social Member	N	N	Y

Associate Member	Non Sailing Members	N	N	Y
Associate Member	Past Active Sailor	N	N	Y
Game Fishing Adult	Social Member	N	N	Y
Game Fishing Junior	Junior Member	N	N	Y
Game Fishing Country	Social Member	N	N	Y
Game Fishing & Cruising	Social Member	N	N	Y
Golf Club Member	Social Member	N	N	Y
Other	?	?	?	?

1.7 The Board may review this item on an annual basis prior to membership and amend as required.

## 2. Resignation of Membership

2.1 The voluntary resignation of membership through conversation or any other form of electronic media shall be deemed as a breach of conduct which is unbecoming of a member. This resignation can be accepted by a Board member or Senior member of staff.

2.2 Upon a member resigning, a notation in the incident book detailing the name of the member and accepting party shall be recorded. The CEO shall at the first opportunity cite the person regarding their membership. This incident shall be referred to the Board for a Disciplinary hearing.

### PART E DIVISION V RULES RELATING TO MANAGEMENT

## 1. Management

1.1 The position and role of Secretary Manager is defined in the Gosford Sailing Club Constitution.

1.2 The Board may approve the use of the following titles in accordance with current industry standards. The following titles are governed by Board naming and irrelevant of pay/salary/wage scales applicable for title naming. The following titles may be granted by the Board to the constitutional position of Secretary Manager;-

- Chief Executive Officer (CEO)
- General Manager (GM)
- Secretary Manager (SM)
- Other ( as defined by the Board)

1.3 The Board considers Senior Staff;-

- CEO or as mentioned in 1.2
- Assistant Manager
- Sailing/Marina Manager or as mentioned in 2.3
- Shift Supervisor in charge of the Club premises at the time.

## **2. Sailing and Marina Management**

2.1 For the purpose of the By-laws, Sailing Management is considered those duties associated as mentioned in Part B.

2.2 For the purpose of Marina Management, this refers to the person appointed by the Board of Gosford Sailing Club Ltd. to Administer and manage the marina facility operated by the Club.

2.3 The Board may approve the use of the following titles in accordance with current industry standards. The following titles are governed by Board naming and irrelevant of pay/salary/wage scales applicable for title naming. The following titles may be granted by the Board:

- Sailing Manager
- Marina Manager
- Sailing and Marina Manager
- Sailing Administrator
- Other ( as defined by the Board)

## **3. Club Captain**

3.1 The Club Captain shall be responsible for the general supervision of the Clubhouse, all activities in and around the Club including involvement in sailing activities promoting the Club and for the good order and discipline of members while on the Club's premises. The Club Captain will liaise with the Commodore for all on water and in house activities supporting the interests of the Club and the sport of Sailing.

3.2 The Club Captain shall liaise with the CEO to achieve common purpose on all Club promotions and in house activities. The Club Captain may recommend in house tasks relating to these activities via the House Committee to the CEO and Board.

3.2 The Club Captain shall report to the Board any member whose conduct is considered to be prejudicial to the interests of the Club Constitutionally.

3.3 The Club Captain shall be in charge of all maintenance items and working bees unless otherwise determined by the Board. The Club Captain may appoint a committee or duty crew comprising of members to assist in the upkeep of the Club House and roster as required. The Club Captain shall report all issues relating to maintenance to the CEO.

3.4 The Club Captain will work with the Life Members in the preservation of Club memorabilia, historic items, currency of displays and future items for display.

#### **4. Financial Statements**

The Board may display the Club's financial Statements on the Club Notice Board following monthly Board meetings.

#### **POLICY VERSION CONTROL**

<b>No.</b>	<b>Date approved</b>	<b>Sections amended</b>
1	2002	Initial issue
2	15/06/2009	Race Committee
3	14/04/2010	Race Committee, Club Captain, Commodore, Sailing Manager
4	28/08/2013	Club Icons and Logo, Financial Statements
5	29/07/2014	Membership Fees/ charges/ classification
6	05/08/2014	Fleet Charter, Club Captain, Commodore, Sailing Manager
7	26/08/2014	Indexing , Disciplinary, Membership, Management
8	28/07/2015	Signage, Dress, Protocol, Management
9	28/01/2016	Management, Membership Resignation and Staff Categories
10	28/03/2017	Membership Fees/ charges/ classification