



Rules & Byelaws

2020

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Introduction

These Club Rules and Byelaws have been developed over many years to ensure the smooth running of our Club. Each member is expected to observe and enter into the spirit of them so that fellow members are not inconvenienced.

These Rules & Byelaws were last changed at the AGM in October 2020.

Changes to both Rules and Byelaws are governed by Article 31.

Article 31.1, Rules, states:

“Any proposal to pass new Club Rules or to abolish or alter existing ones shall be put into the form of a resolution and shall be discussed at either the AGM or an EGM. To carry such resolutions a majority of two-thirds of the members voting at such a general meeting will be required and there shall be at least 75 voting members in attendance.”

Article 31.2, Byelaws, states:

A majority of two-thirds of the Board of Directors may make, suspend or alter Club Byelaws. Such changes must be ratified by a majority of two-thirds of the members voting at the next AGM as per article 31.1 above. During the intervening period the new, suspended or altered Club Byelaw shall be posted on the clubhouse notice board.

Club Rules

1 Structure of the Club

- 1.1 The Club burgee shall be a light blue triangular flag incorporating and superimposed thereon a Royal Air Force roundel. (To be flown as in Byelaws 3.1 to 3.6)
- 1.2 The Club ensign shall be the blue ensign of H.M. Fleet with the Royal Crown and a Royal Air Force Eagle superimposed on the fly. (To be flown as in Byelaws 2.1 to 2.8 and 3.6)
- 1.3 The Admiral's flag shall be a rectangular light blue flag incorporating superimposed red, white and blue discs with, in gold, The Royal Air Force Eagle holding an anchor in its claw.
- 1.4 The Flag Officers' flag shall be a rectangular swallow-tailed flag with markings as follows:
 - Commodore:
Light blue swallow-tailed pennant with red, white and blue discs superimposed
 - Vice-Commodore:
As Commodore's pennant, but with one white ball
 - Rear Commodore:
As Commodore's pennant, but with two white balls
 - Past Commodore:
As Commodore's pennant, but with a white cross in the first Canton

(All to be flown in place of the Club burgee, see 1.1 above)
- 1.5 The Membership Flag shall be a light blue rectangular flag incorporating superimposed red, white and blue discs over The Air Force Eagle in gold looking towards the hoist and to be flown as in Byelaw 3.6.

2 Visiting Sailors

- 2.1 The name and address of those persons using the Club under this heading shall be entered in the book provided for the purpose.
- 2.2 A member of a club with whom formal reciprocal arrangements have been made may be authorised by the Board to use the RAF Yacht Club premises as a Visiting member under the terms of that arrangement, with the proviso that proof of membership of the other club may be required. Visitors who are not members of such reciprocal clubs shall be limited to an aggregate of 14 days in any 12 month period.

3 Subscription and Entry Fee

- 3.1 An entry fee where appropriate shall be fixed by the Committee from time to time at their sole discretion.
- 3.2 No entry fee shall be charged for Under 35 members.

- 3.3 A member resigning and subsequently wishing to rejoin is required to be proposed and seconded and pay the entry fee unless there are special circumstances in which case the Committee may waive all or part of the entry fee.
- 3.4 The amount of the annual subscription for each class of member in respect of each subscription year shall be fixed by the voting members in the Annual General Meeting and posted on the Club notice board together with the entry fee.
- 3.5 Overseas subscription applies to any member who resides permanently overseas (which shall include Ireland, Isle of Man and the Channel Islands) and who expects to remain overseas for a period of six months in any subscription year.
- 3.6 Any member wishing to avail himself of an overseas subscription shall give due notice to the Secretary in writing stating the facts upon which the member claims the privilege. In the event of an overseas member returning to the United Kingdom for a period of 6 months or more, he shall forthwith be liable for the full appropriate subscription.
- 3.7 The subscription rate payable by members of the age of 35 or above shall be known as the basic subscription. Subscription rates for other categories shall be set as follows:
- 3.7.1 Up to 35 years of age the percentage of the basic subscription will be determined by the directors from time to time and may be split into age bands
- 3.7.2 A member shall be entitled, upon written application to the Honorary Secretary for approval by the directors, to pay 75% of the basic subscription from the commencement of the next subscription year provided that all three of the following criteria are met before the start of that subscription year:
- The sum of the member's age in whole years plus the number of whole years of membership exceeds 79 and
 - the member is aged 65 years or older and
 - the member has been a full member for a minimum of ten current consecutive years.
- 3.7.3 A member shall be entitled, upon written application to the Honorary Secretary for approval by the directors, to pay 50% of the basic subscription at from the commencement of the next subscription year provided that all three of the following criteria are met prior to the start of that subscription year:
- The sum of the member's age in whole years plus the number of whole years of membership exceeds 99 and
 - the member is aged 75 years or older and
 - the member has been a full member for a minimum of twenty current consecutive years.
- 3.7.4 Overseas subscription is 33.33% of basic subscription.

- 3.8 All subscriptions shall be due and payable by direct debit or cheque on the first working day of January in each year. Any member who wishes to do so, may, after notifying his intention to the Secretary, pay by Visa card or by twelve equal instalments by direct debit, commencing on 1st January and finishing on 1st December each year. Payments by Visa card will attract a premium of 3% and payment by monthly direct debit will attract an administrative charge equal to 5% of the current year's subscription.
- 3.9 If any member shall fail to pay his subscription in full or by monthly direct debit or by Visa by the 1st February, a notice of such non-payment shall be sent to him by the Club Manager to the last recorded address. If the subscription is not then paid by 1st March the defaulter shall cease to be a member unless he can excuse his default to the satisfaction of the Committee.

4 Membership Responsibilities

- 4.1 Members personally introducing guests shall write their names in the book kept for the purpose and shall be responsible for them in every way.
- 4.2 An individual may be introduced as a guest on not more than SIX different days in any one calendar year, irrespective of whether such introductions are made by the same or by more than one member.
- 4.3 No member shall introduce as a guest a person who has been suspended, rejected, required to resign or expelled, or whose name has been struck off the register of members either for non payment of subscription or for any other reason. The Committee has the right to advise that a guest or guests should not be invited without stating any reason.
- 4.4 No member of the Club shall act in any way so as to involve the Club in any claim by any third party for any loss, damage or injury. No member shall, unless duly authorised by the Committee in writing, charge the Club property or pledge the credit of the Club in any manner whatsoever and any member purporting to do so shall be personally liable therefore.
- 4.5 No member shall at any time run, use, promote or otherwise operate a private business venture from any part of the Club premises, but members may use the mid-week conference facilities for private business by prior arrangement with the Secretary and on payment of the fees agreed.
- 4.6 Smoking is not permitted anywhere in Riverside House
- 4.7 It is a requirement that members of the RAFYC will comply with all Rules and Byelaws of the Club. Membership of the RAFYC implies acceptance of the Rules and Byelaws of the RAFYC.

Club Byelaws

1 General

- 1.1 All members and guests shall pay for every expense they incur to the Club, before leaving the Club House.
- 1.2 Members who cancel from functions less than 24 hours preceding the event or who fail to attend, having booked, will be liable for the full cost of their original booking.
- 1.3 The Secretary or Honorary Secretary shall by virtue of his office may be invited to attend Committee and sub-Committee meetings.
- 1.4 No pet animals are permitted in bedrooms, the dining room or other Club rooms except the Bar, where they are permitted provided they are always under the control of the owner and are on a lead. They must not be allowed to create a disturbance or nuisance or to foul Club premises and must be removed if requested to do so by either another member or the Secretary. Any damage caused by animals will be charged to the member bringing the animal into the Club. The Club does not accept any liability for any personal injury caused to members by an animal on the Club premises, from whatever cause. Such liability rests firmly with the owner of the animal.
- 1.5 No member shall take away from the Club any article belonging to or hired by the Club unless authorized to do so by a Flag Officer.
- 1.6 Any member who shall wilfully or negligently damage any property of the Club shall make good the same at his own cost.
- 1.7 Small craft, trailers, cars, boat equipment and outboard motors kept on Club Premises shall be registered with the Club. Items abandoned or not registered, and which remain unclaimed after three months, or are not taken away or removed from the premises after due public notice has been given, will be disposed of at the discretion of the Management Committee. Small craft shall be register initially for the issue of an identity tag and annually for the issue of a coloured year sticker. An annual charge, determined by the Management Committee, will be levied including an administrative charge for craft under twelve feet.
- 1.8 Cars registered with the Club will be issued with a Riverside House pass which shall be displayed when the car is parked on Club premises. Road trailers shall not be kept in the dinghy or car parks but may be kept in the Upper Dinghy Park on payment of a fee determined by the Management Committee. Short term guests of members that require parking may apply, in advance, to the office for a short term parking permit, otherwise they may not park on the premises.
- 1.9 No member shall give a drink or any gratuity to any staff employed by the Club, except through the staff fund.
- 1.10 Members shall not reprimand the Club staff.

- 1.10.1 All complaints about staff, members, service or other domestic arrangements of the Club shall be made to the Secretary in writing. The Secretary shall deal with these complaints as quickly as possible, referring them, together with a note of the action taken, to the next meeting of the appropriate sub-committee or to the appropriate Flag Officer.
- 1.11 The permitted hours for the supply of intoxicating liquor to members shall be decided by the Committee as permitted by the licensing authorities and will be posted on the Club notice board.
- 1.12 Except for members and guests staying in the Clubhouse, the Club shall be open and closed as the Committee determined from time to time. Such times will be shown on the Club notice board.
- 1.13 The maximum period of letting bedrooms will be seven days, but in the event of the room not being required by another member, an extension may be allowed, subject to 24 hours notice to vacate.
- 1.14 Application for a bedroom or rooms shall be made to the Club Office stating the date on which the room is required and the duration of the stay. The tariff for each bed will be posted on the Club Notice Board, as directed by the Committee. A room which has been booked but not occupied will be charged for, unless the room can be let to another member.
- 1.15 Members may not lend their rooms to any other person, member or otherwise.
- 1.16 When a bedroom has been booked for a specific period, the room must be vacated before 11:00 hrs or the charge for that day will be made.
- 1.17 Meals will be served only at the times as shown on the notice board.
- 1.18 Members wishing to entertain a party or more than 12 guests at one time, must notify the office in advance and agree the necessary arrangements in order that members shall not be inconvenienced.
- 1.19 Children under the age of 14 shall be allowed in all bar areas until 21:00hrs. Children must be accompanied by an adult. Between 21:00hrs and closing time, children will not be allowed in the bar areas. Bar areas are defined as being from the restaurant partitions to the main door and back to the door from the entrance hall. The secondary bar area being the Riverside Room to the restaurant partition.

Children are not permitted at the bar at any time.

- 1.20 Members of the club, including temporary and affiliated members, their guests and visitors, may use the Club premises, and any other facilities of the Club entirely at their own risk and accept that:
- 1.20.1 The Club will not accept any liability for any damage to or loss of property belonging to members, their guests or visitors to the Club. For the avoidance of doubt this includes any motor or other vehicle left in the Club's car park or dinghy, outboard motor or other equipment stored on Club premises.

- 1.20.2 The Club will not accept any liability for personal injury arising out of the use of the Club premises, and any other facilities of the Club, or out of participation in any race organized by the Club, whether sustained by members, their guests or visitors, or caused by the said members, guests or visitors, to the maximum extent permitted by law.
- 1.20.3 Before inviting any guests or visitors onto the premises or to participate in events organized by the Club, members will draw their attention to this rule.
- 1.21 Private notices or advertisements relating to yachts, boats, ships gear, wanted or for sale, members requiring crews, crew members requiring berths, and notices of a similar nature, must be handed to the Office for exhibition on the notice board specifically kept for that purpose. The Office may refuse to exhibit any such notice without stating the reason for so doing and shall then refer the matter to the Management Committee. No notices or advertisements shall be accepted from any yacht broker, agent or other person in the nature of their business under this Byelaw. No other notice, petition or advertisement shall be placed or exhibited in the Club without the authority of the Management Committee. No wall mounted picture, photograph, or similar are to be moved or affixed to the Club walls without the express permission of the Management Committee.
- 1.22 Every member who owns a yacht should ensure that his vessel has adequate insurance protection for Third Party and Passenger liabilities.
- 1.23 Only Full Life and Honorary members are entitled to wear the Club insignia.
- 1.24 The charterer of a yacht belonging to a member is entitled neither to Club privileges nor to fly the Club burgee, unless he is a member of the Club in his own right
- 1.25 When a yacht is chartered partially by a member and partially by a non-member a member's burgee may only be flown when the member is aboard.
- 1.26 A member chartering his yacht for hire, or lending her to anyone other than a member shall remove all Club papers, books, burgees, ensigns and regulations governing defaced Blue ensigns.
- 1.27 A number of moorings for vessels on the Hamble River are rented by the Club. Available moorings are allocated to members annually by ballot in the month of November or December. To be eligible for the mooring ballot, applicants must have been members for three years at the time of the draw. In the event of joint ownership, all owners must be a member of the Club and meet the above conditions.

Once a mooring is allocated to a member(s), that member will automatically be offered a new annual license for a maximum consecutive period of three years. At the end of this three-year tenancy the member(s) will be placed back onto the waiting list and enter the subsequent mooring ballot, should vacant moorings be available. One of these moorings shall be allocated each year for the use of the Commodore if required. Any unallocated moorings shall be made available to members of less than three years' standing, supervised by Rear Commodore Sailing.

- 1.28 When using the Club House, restaurant, bar or lounge areas, the dress of members shall be conventional, clean, tidy, shore-going wear. Shorts will be not be allowed after 1900 hrs between 1st October and 30th April. During the summer months (1st May to 30th September) members may wear tailored shorts. No sports shorts will be allowed. For Club formal and social occasions the Management Committee shall advise the mode of dress required for each event at the time of publishing the advance programme. At no time will swimwear, bare feet, oilskins, sea-boots, anoraks, outer garments or similar sea-going apparel or the wearing of hats or caps be allowed in the bar, restaurant or lounge areas.
- 1.29 Members of the Club, including temporary and affiliated members and their guests, acknowledge that when taking part in any and all waterside activities organised by the Club that it is up to them to personally assess whether any event or activity on the water is within their capability, and to ensure that their personal safety or that of their crew will not be endangered. They acknowledge that the safety of their boat and her entire management including insurance is solely their responsibility, and they must be satisfied the boat and crew are adequate to face the conditions that may arise in the course of the event. By putting to sea they imply the suitability of their boat and the competence of skipper and crew for the expected or forecasted conditions.
- 1.30 Whilst purchasing drinks and items from the bar, members on production of their membership card shall be entitled to membership discount on the non members bar price list.
- 1.31 The use of mobile phones and electronic games that emit noise in the bar and restaurant areas is forbidden. Members and visitors to these areas who need to keep their mobile phones turned on should ensure that their phones are in vibrate mode only and if receiving an incoming call take the call outside of the bar or restaurant areas. Initiating a call in these areas is forbidden.
- 1.32 As a facility to members the Club maintains a Crew List. The Club notifies all applicant crews and skippers that in providing this list the Club is not warranting the seaworthiness of the boats or the competence of crew and skippers. Applicants should satisfy themselves as to seaworthiness and competence and should make their own insurance arrangements.
- 1.33 Use of the bar:
- 1.33.1 As a senior representative of the license holder the Duty Bar Manager has the absolute discretion to refuse to serve any member at any time
- 1.33.2 Young people under the age of 18 are not allowed at the bar, except that before 21:00 they may approach the bar to purchase soft drinks, crisps and confectionery
- 1.33.3 Young people under the age of 18 are not permitted to purchase alcohol for their own or consumption by others, either on or off Club premises
- 1.33.4 Young people between the ages of 16 and 18, when eating a meal and accompanied by an adult, may have purchased for them a single alcoholic drink so long as that is limited to half a pint of beer or cider or a small glass of wine

2 Admiralty Warrants

All members holding an Admiralty Warrant must comply with this section of the Byelaws

- 2.1 The Ministry of Defence will grant, subject to approval, a warrant to fly the defaced blue ensign to members owning yachts of 2 tons gross registered tonnage and above. Members wishing to apply for a warrant should apply to the Secretary.
- 2.2 The attention of members is drawn to the under mentioned notes regarding Admiralty Warrants:
 - 2.2.1 Return of Warrant. When the Yacht is sold or the owner ceases to be a member of the Club, the warrant must at once be sent to the Secretary of the Club, who is responsible for its immediate return to the Ministry of Defence (Navy).
 - 2.2.2 Presence of the Owner. The special ensign authorised by the warrant may not be flown unless the Owner is on board or in effective control of her when she is in harbour or at anchor near the shore.
 - 2.2.3 Tenders. The ensign may be flown by any boat which belongs to the Yacht for which the owner holds the warrant and can conveniently be hoisted on board her in the same configuration as a yacht.
- 2.3 Separate Warrant for each Club. If the owner belongs to more than one Club to which warrants to use special ensigns are granted, he must apply for a separate warrant from each Club.
- 2.4 Commercial Use. A yacht which is ever used for any commercial purpose is ineligible for a warrant.
- 2.5 Houseboats, etc. A yacht which is never used for cruising is ineligible for a warrant.
- 2.6 Charter or Loan. If the yacht is lent or chartered to another member of the same Club, the ensign may no longer be flown under this warrant.
- 2.7 Alterations. No alteration may be made in the warrant without the authority of the Secretary of State for Defence. If the name of the yacht is changed, or any alterations are made in her which affect the Register, the warrant must be returned to the Ministry of Defence for correction or re-issue.
- 2.8 Foreign Cruises. Owners of yachts cruising in foreign waters should take care to avoid any action which might result in complications with a foreign power. To this end it is requested that owners intending to visit foreign waters affected by war or serious disturbance will give particulars of their proposed voyages to the Secretary of the Club.

3 Ceremonial

- 3.1 The flagstaff on the lawn at the Clubhouse, Hamble is the main flagstaff of the RAFYC.
 - 3.1.1 The flagstaff comprises:- mainmast, topmast, yard and gaff. The flagstaff is orientated by looking at it from the river, with the yard parallel to the riverbank. The

gaff is taken to point aft with port and starboard yards designated accordingly. The point of attachment of the standing rigging to the ground is the 'deck'.

3.2 Daily Routine

3.2.1 In the absence of the Commodore from the vicinity of the Club, the ordinary Burgee of the RAFYC will be hoisted to the head of the topmast and the Blue Ensign of Her Majesty's Fleet, defaced in accordance with the Admiralty Warrant granted to the RAFYC will be hoisted to the gaff. All flags will be hoisted at 0800 hrs. BST and lowered at 2100 hrs. BST from 1st May until 30th September, and hoisted at 0900 hrs. lowered at sunset from 1st October to 30th April (or at such time as flags are hoisted and lowered by a vessel of HM Royal Navy when present in the river Hamble and visible from the Clubhouse).

3.2.2 The Commodore's broad pennant will be hoisted to the head of the topmast in place of the Club Burgee when the Commodore is present in the Clubhouse, on board his yacht in the river or when the Commodore is known to be within the confines of the village of Hamble. The Commodore's pennant is to be raised and lowered at the times previously stated or raised on his arrival and lowered on his departure if within those times.

3.3 Procedure on the arrival of foreign yachts to the Port of Hamble:

3.3.1 When a foreign yacht arrives in the river, the Club Manager, or a person acting under his instruction, is to hoist to the starboard yardarm, as early as possible, the National maritime flag appropriate to that yacht. On the arrival of other foreign yachts of different nationalities, the appropriate National maritime flags will be hoisted on the other halyards on the yardarm in sequence from the right.

3.3.2 Ensigns will be lowered on the departure of the appropriate foreign yacht or when all flags are lowered, whichever is the earlier.

3.4 Procedure for the dressing of the mast on National and other special occasions.

3.4.1 The flagstaff will be dressed on the following National days:

- Her Majesty the Queen's natural birthday
- Her Majesty the Queen's official birthday
- The birthday of H.R.H. Prince Philip

3.4.2 The flagstaff will be dressed on other days at the discretion of the Committee, when requested by members or considered necessary.

3.4.3 When the flagstaff is dressed, the Commodore's pennant, or Club Burgee will be hoisted to the head of the topmast and the ensign to the gaff in the usual way.

3.4.4 The flagstaff is dressed by hoisting the signal flags, in sequence, commencing at the port shroud attachment to the deck:

E, Q, p3, G, p8, Z, p4, W, p6, P, p1, I, Code flag, T, Y, B, X, 1st sub, H, 3rd sub, Masthead, D, F, 2nd sub, U, A, O, M, R, p2, J, p0, N, p9, K, p7, V, p5, L, C, S

3.4.5 These hoists will be made up permanently and kept for this purpose. The Club Secretary is to make the necessary arrangements for these flags to be cleaned and repaired as necessary, and available before the days stated.

3.5 Procedure for dressing the flagstaff on Battle of Britain Day

3.5.1 On this day and this day only, the Blue Ensign of Her Majesty's Royal Air Force will be hoisted to the head of the flagstaff. The Blue Ensign of the RAFYC will be hoisted to the gaff. No other arrangement of flags, ensigns or bunting of any description is to be hoisted to the RAFYC flagstaff.

3.6 Members Flag Etiquette

3.6.1 No flags to be flown when the vessel is not in commission

3.6.2 In harbour the ensign and burgee will be hoisted at 0800 hrs. in the summer (March 25th – September 20th) and 0900 hrs. in the winter time (September 21st – March 24th) or later when the sun rises, if possible taking the time from any vessel from the Royal Navy or Yacht Club ashore. The ensign is always lowered at Sunset

3.6.3 The defaced blue or the red ensign will always be worn in the after part of the vessel preferably from the ensign staff whilst under way, in port, moored in a river or at anchor. Alternatively yachts gaff rigged aft may wear the ensign from the peak of the gaff, but only when under way.

3.6.4 Sailing yachts racing; no ensign will be worn.

3.6.5 The blue defaced ensign will only be worn at the same time as the Club burgee.

3.6.6 The Club burgee is always worn at the main masthead, unless it is impracticable then it may be flown as a Senior burgee from the starboard spreader.

3.6.7 When a member of the RAFYC is a member of another Club or Clubs, he may fly the burgee of that Club at the principal masthead and the appropriate ensign, but should then fly the members flag of the RAFYC at the starboard signal halyard. The members flag should not be flown in isolation. It is normal to observe this procedure when in the waters of the Club concerned.

3.6.8 Courtesy ensigns of the countries being visited will be flown from the starboard crosstrees or yardarm when foreign visiting.

3.6.9 When flagstaffs are dressed yachts should be dressed overall, in the same sequence as detailed for the Club flagstaff but only when anchored, moored, etc. Ensigns should be hoisted to the masthead in addition to the normal position of the ensign when the vessel is under way. Vessels should not be dressed overall when under way.