



## **RULEBOOK**

### **Introduction**

This Rulebook contains the rules on which Swords Sailing & Boating Club "SSBC" operates.

All members (Including Temporary Members), Guests of the club are subject to and agree to be bound by these rules.

These rules can be added to and amended by the club committee in the management of the club as they see fit from time to time, subject to section 2.3 and 2.5 of the constitution.

Copies of all documentation and regulations are available via the club website. [www.swordssailing.ie](http://www.swordssailing.ie)

### **Complaints and Disciplinary Procedures**

Any complaint that Members (including Temporary Members) have breached any provision of the Club's Constitution, club policies and Rulebook or has brought the club into disrepute, will be investigated in accordance with the Club's Complaints and Disciplinary Procedures.

### **Code of Conduct**

We expect all members including juniors and guests to follow the club's Code of Conduct at all times.

#### **1. Membership**

1. Only fully paid up members have a right of access to the facilities of the club.
2. Fees: As per the constitution, the membership period runs from 1st March until the last day of February in the following calendar year (section 4.3). Membership ceases if a member is in arrears on the last day of February (section 4.5) If fees are not paid by the last day of February, the former member is required to remove all their possessions including their craft, trailers and associated equipment from the club premises.
3. Deceased Members: The club will endeavour to contact family members to ascertain as to what they would like to do with the craft, trailer and associated equipment. If after a period of 1 year the family has not made its intentions clear the craft, trailer and associated equipment will become the property of the club.



## **2. Craft Ownership and Pen**

1. Only fully paid up members have the right to store craft, trailers and associated equipment in the club pen, provided there is space and they have permission of the club pen master, who shall confirm same, by club email to the member.
2. Members who would like to store their own regularly sailed craft in the club pen must seek the pen masters permission via Club email communication before the craft can enter the pen. This also includes trailers. The pen master will allocate a space if it is available.
3. You will be issued with a pen key giving you access to your craft at any time. Note you will be responsible for the security of the club in making sure the pen is locked with the padlock inside the enclosure. The pen must be locked if left unattended.
4. The pen key must be returned to the club if you sell your craft or/and leave the club.
5. If you do not renew your membership, your craft must be removed from the pen.
6. Former members who are owners of craft, trailer and associated equipment, no longer have the right to access to the pen.
7. Any craft coming into the pen/sailed/paddled at the club must have appropriate insurance. There is a section on the club membership form to confirm that you have appropriate insurance. If you buy a craft after you have filled in the membership form, you must fill out the membership form again and follow the same procedure by contacting the pen master before the craft can enter the pen.
8. Please contact the pen master via the Club email to check before you take out membership.
9. Existing members with Craft in the pen – If you sell your Craft, please inform the club pen master by Club email immediately. Please state whether you have sold the craft outside of the club and what date the craft will be removed; or if you sell to another member and state who that member is.
10. Sailing members who wish to store their Kayaks in the club pen must first contact the pen master to see if there is space Club Email (Note: There is limited space and Sailing craft will take priority over Kayaks). If the designated kayak space is available, then the kayak must be placed there and tied down. As with all craft entering the pen, they must have appropriate third party insurance as a minimum.

## **3. Craft, Trailers and associated Equipment**

1. Your craft, trailers and associated equipment should be safely parked and securely tied down at all times in the space allocated by the pen master.
2. Sails and boat gear should be stored with the boat and must not be stored or left in the clubhouse.



3. Craft, trailers and associated equipment should not be stored on the patio beside the clubhouse.
4. Road trailers should be clearly marked with your name and left in the trailer designated area the pen master has allocated.
5. Craft will be identified by a club sticker which will be applied by the pen master.
6. Where the ownership of craft, trailers and associated equipment left at the club cannot be established, the committee shall post photos of these on the club's whatsapp and club email requesting potential owners to identify themselves. If the identity of said equipment cannot be determined within 3 months of the Club communication, the Club shall take ownership of said equipment.
7. Where the ownership of craft, trailers and associated equipment can be identified, the owner will be required to clearly mark their craft, trailers and equipment and pay any outstanding fees if applicable.

#### **4. Vehicles**

1. Vehicles are not permitted in the boat pen on club racing days.
2. Vehicles must not be used to tow club safety boats and the club committee boat for launching or to recover them from the water.
3. Vehicles must not park on the Rigging Green.
4. Vehicles should be parked along the club access road (including the tarmacing area) behind the club pen outside the boat pen in an orderly manner, not between the pen gate and the club front main gates on club racing days.

#### **5. Security**

1. During non-club racing days, members should ensure that the pen gates and the club front main gates are locked when afloat or when they have temporarily left the club premises.
2. Members should not give access to facilities to non-members.

#### **6. Health & Safety**

1. Members must adhere to the requirements of the club "Health & Safety" Manual.
2. Members must follow all club Standard Operating Procedures (SOPs)
3. Parents must supervise their children at all times and adhere to the club's Code of Conduct policy.

#### **7. Use of Club's Safety Boats and Committee Boat**

1. Members must follow the club's powerboat Standard Operating Procedures (SOPs)
2. Only members with ISA National Powerboat Certificate qualification or above (or recognised alternative qualifications approved by our club insurer) shall operate the club's Safety Boats and Committee Boat.



Swords Sailing & Boating Club  
Estuary Road  
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## **8. General**

1. Members are responsible for disposal of their own rubbish, this includes electrical tape, rope, water bottles etc - The Club has no rubbish facility. PLEASE BRING YOUR RUBBISH HOME WITH YOU PICK IT UP!
2. The use of Mobile Phones is prohibited in the changing rooms / toilets areas.
3. Usage of tap water should be kept to a minimum. The clubs supply is metered, so we pay for what we use.
4. Members should not commit the club to any event, purchase, or service without the approval of the committee.
5. Wash down hose - Last one to wash their boat down must hang the hose up neatly on its hanger to the side of the tap.
6. No ball games on club premises including the pen.



**Document Version Control & History:**

|  | <b>Name</b>         | <b>Position</b>   | <b>Date</b> |
|--|---------------------|-------------------|-------------|
| Drafted<br><b>Constitution<br/>Committee</b> | by: Patrick Wodhams | Commodore         | Feb 2023    |
|  | Sub- Karl Leavy     | Hon. Sec.         |             |
|  | Jim Duggan          | Pen Master        |             |
|  | Donal Dwyer         | Committee Member  |             |
| Reviewed & Approved<br>by: <b>Committee</b>  | Siobhan Broaders    | Vice Commodore    | Feb 2023    |
|  | Keith Leonard       | Treasurer         |             |
|  | Robert Mckay        | Sailing Secretary |             |
|  | Darragh Dunne       | Junior Officer    |             |
|  | Jackie Malone       | Committee Member  |             |
|  | Dermot McHugh       | Bosun             |             |
|  | Julian Carroll      | Committee Member  |             |

| <b>Revision</b> | <b>Date</b> | <b>Reviewed by</b> | <b>Modification or Description</b> |
|-----------------|-------------|--------------------|------------------------------------|
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