

# **EAST ANTRIM BOAT CLUB**

## **RULES AND CONSTITUTION**



**January 2019**

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# **EAST ANTRIM BOAT CLUB**

## **RULES AND CONSTITUTION**

### **NAME**

1. The name of the Club shall be the EAST ANTRIM BOAT CLUB. The Burgee of the Club shall be a blue pennant with a gold tower upon a red star.

### **OBJECTS**

2. The objects for which the Club is formed are: -
  - (a) to promote and facilitate the sports of boating, canoeing, yachting (including yacht and dinghy racing), swimming and water sports in general;
  - (b) to provide and maintain a Clubhouse, slipway, pier and mooring areas for the use of members;
  - (c) to afford the members all the privileges and advantages of a Club.

### **MEMBERSHIP**

3. Any person, whether the owner of a boat or not, is eligible for membership under the Rules. The number of members shall be limited as the Committee shall from time to time decide, but at no time, those not having voting rights shall not exceed three times those having such rights. All members shall carry membership cards while on the premises of the Club.

### **TYPES OF MEMBERSHIP**

4. The Club shall consist of Family Members, Full Members, Cadet Members, House Members, Junior Members, Outport Members, Sailing Associate Members, Honorary Members, Spouse/Partner Social Members Temporary Members, Parent Guardian Members and Sailing Crew Members. Each member shall pay the Annual fee appropriate to his/her category at the rate agreed at an Annual General Meeting and within the time limit prescribed by these Rules.

#### **4 (a) Family Membership**

Family Membership shall comprise of a couple plus Junior Membership for all associated children up to the age of 18 years. Both adults shall have full voting rights in all the affairs of the Club and both are eligible to hold office on the General Committee.

#### **4 (b) Full Membership**

Full members shall be those over the age of 18 years. They have the right to use all the facilities of the Club and have voting rights in all the affairs of the Club and are eligible to hold office on the General Committee.

#### **4 (c) Cadet Membership**

Cadet Members shall be those who have reached the age of 18 years and are under the age of 25 years who are undergoing a course of full-time education or a recognised apprenticeship. They are entitled to use all the facilities of the Club but shall have no voting rights except as defined in Rule 13(d).

#### **4 (d) House Membership**

House Members shall be those over 18 years of age. They are entitled to use the facilities of the Clubhouse but not the sailing facilities. Admittance to this category is at the discretion of the General Committee. A House Member has no vote in the affairs of the Club.

#### **4 (e) Junior Membership**

Junior Members shall be those under 18 years of age on the 1<sup>st</sup> of January of the current year and those under 16 years of age must have a least one parent or guardian who is a member of the Club. Junior Members have no voting rights except as defined in Rule 13(d).

#### **4 (f) Outport Membership**

Outport Members shall be previous members of the Club, currently residing outside Northern Ireland. Outport Members shall have no voting rights.

#### **4 (g) Sailing Associate Membership**

Sailing Associate Members shall be those who are presently Full Members of a recognised Sailing Club (details to be supplied on application form). The fee will be 50% of the current cost of Full Membership of the Club. Sailing Associate Members will not have voting or keelboat storage rights and cannot hold a position on any committee in the Club but will be able to participate in sailing activities and have the use of Club facilities.

#### **4 (h) Honorary Membership**

On the recommendation of the General Committee, Honorary Members may be elected in recognition of outstanding services to the Club. Such members must be elected at any General Meeting of the Club and two-thirds majority of the members present and voting shall be necessary for such election. Honorary Members shall be entitled to vote at General Meetings of the Club.

#### **4 (i) Temporary Membership**

Any person whose permanent residence is outside a radius of 25 miles from the Club premises may be admitted to Temporary Membership of the Club for a period not exceeding one month on payment of the prescribed fee.

The owner and crew of visiting yachts may be authorised to use the premises of the Club by any member of the General Committee of the Club and shall be regarded as a Temporary Member.

Any person who is a competitor in any race or event organised by or on behalf of the Club and any person who is a member of the crew of such competitor for such purposes of the race or event is entitled to use the Club premises, for the period of the event and shall be regarded as a Temporary Member.

Any two members of the General Committee may expel, temporarily or permanently, any person who has abused the privilege of Temporary Membership under this Rule.

#### **4 (j) Parent/Guardian Membership**

Parent/Guardian members shall be those Parents/Guardians of Junior Members who will be responsible for their Junior members and will be available to assist with junior training/events. Parent/Guardian members have no vote in the affairs of the Club and this category is only applicable in the first year of membership after which upgrading to Full Member as defined in Rule 4 (b) will apply.)

#### **4 (k) Sailing Crew Membership**

Sailing Crew Members shall be new members who crew for full members during club racing. Sailing Crew Members will not have voting or keelboat storage rights and cannot

hold a position on any committee in the Club but will be able to participate in sailing activities and have the use of Club Facilities. The fee will be 1/3 of the current cost of Full Membership of the Club for the first year, without any pro-rata deduction, rising to 2/3 of the current cost of Full Membership for the second year, leading to Full Membership in the third year

#### **4 (I) Spouse/Partner Social Membership**

Spouse/Partner Social Members shall be the Spouse/Partner of a Full, Honorary or House member. They are entitled to use the facilities of the Clubhouse but not the sailing facilities. A Spouse/Partner Social Member has no vote in the affairs of the Club.

### **ELECTION OF MEMBER**

5. A new member other than an Honorary Member shall be elected by the General Committee. Candidates for membership must be proposed by one Full Member and seconded by another. Both the proposer and seconder must have been full members for at least three years, shall not be part of the same family membership, and shall if demanded by the general committee provide written evidence in support of the new member. The names and addresses of all candidates, with the names of the proposers and seconds, shall be sent to the Hon. Secretary, who shall forthwith post the same at the Club for not less than 14 days. An interval of not less than three weeks must elapse between the nomination and election of a new member, the election to be decided by a simple majority of those present and voting. Should the newly elected member not pay the subscription due within one month after receiving notification of election, this election will be null and void.

### **OFFICERS**

6. The Officers of the Club shall be a President, Vice-President, Commodore, Vice-Commodore, Rear Commodore, Captain, Honorary Secretary, Honorary Sailing Secretary, Honorary Treasurer and Yard Manager.

### **GENERAL COMMITTEE**

7. The management of the Club shall be in the hands of a General Committee, consisting of the Officers (with the exception of the President and Vice-President), and not more than four full Members of the Club.

- (a) The General Committee shall manage the finances of the Club and have power to engage, control and dismiss the Club's servants and shall carry out the objects of the Club, in accordance with these rules.
- (b) The General Committee shall meet at least once every two months and at such times as shall be considered necessary. The Honorary Secretary shall notify members at least four days in advance.
- (c) Five members shall be required to form a quorum.
- (d) A record of members' attendance shall be kept.
- (e) A representative of the Sailing and Junior Committees may attend each meeting of the General Committee but shall not be considered as members thereof.

### **ELECTION OF OFFICERS AND GENERAL COMMITTEE MEMBERS**

8. The Officers and General Committee Members shall be elected at the Annual General Meeting in each year to hold office until the conclusion of the next Annual General Meeting. The retiring Officers and members of the General Committee shall be eligible for re-election.

- (a) All candidates for election to any office or membership of the General Committee shall be proposed and seconded by Full Members of the Club. Nominations showing the consent of the candidate shall be sent to the Hon. Secretary not later than 5 days before the Annual General Meeting.
- (b) If the number of candidates duly proposed and seconded exceeds the number of vacancies to be filled, the election shall be by ballot by simple majority.
- (c) If a casual vacancy occurs, the General Committee may co-opt a member to fill the vacancy.
- (d) The General Committee shall have the power to add additional members to their number by co-option, if they feel this would benefit the Club. The number co-opted shall not exceed the number of ordinary members of the general committee. *(Last sentence requires approval at the next AGM)*

## **HONORARY SECRETARY**

**9.** The Honorary Secretary shall:

- a) keep a register of the Club members' names and addresses.
- b) conduct the correspondence of the Club, and any business requiring an immediate decision shall be dealt with in consultation with the Officers and decisions so made shall be reported and ratified at the next meeting of the General Committee.
- c) ensure safe custody of all Club documents.
- d) keep full minutes of all meetings of the Club and the General Committee which shall be confirmed and signed by the Chairman upon the agreement of the Club or the General Committee at the next following meeting of the Club or the General Committee
- e) see to the maintenance of such insurance policy or policies as may be needed to fully protect the interests of the Club and its members, and to protect the liabilities of any member serving on any committee of the Club.
- f) maintain contact with the Club's Legal Adviser to ensure that the Club's affairs are managed in accordance with current law.

## **HONORARY TREASURER**

**10.** The Honorary Treasurer shall keep correct books and accounts showing the financial affairs receipts and expenses of the Club and shall at the Annual General Meeting present a full and accurate statement of accounts, duly audited by an approved Auditor as defined by the Registration of Clubs (N.I.) Order 1987. The financial year of the Club shall run from 1<sup>st</sup> October in one year to 30<sup>th</sup> September in the following year.

- (a) Any bank account operated by any Committee shall be in the name of EAST ANTRIM BOAT CLUB, with any two members of the Committee in question required to sign any papers in connection with any changes to any bank account. Only one signatory is required to Authorise financial transactions.
- (b) No money or property of the Club or any gain arising out of the carrying on of the Club shall be applied otherwise than for the benefit of the Club, and at no time or under no circumstances shall assets of the Club be distributed among members, either on an interim or on a winding-up basis.

## **AUDITOR**

**11.** At the Annual General Meeting each year, an approved Auditor shall be appointed as defined in the Registration of Clubs (N.I.) Order 1987.

## **SUB-COMMITTEES**

12. The General Committee may appoint such Sub-committees as it may think fit, provided that the General Committee is represented thereon, and that the membership of the Sub-committee be not less than four. The Commodore, Honorary Secretary and Honorary Treasurer shall be considered ex-officio members of all Sub-committees. The General Committee shall not delegate to any Sub-Committee the power to elect or to reject members. All Sub-Committees retire at the Annual General Meeting.

## **SAILING SUB-COMMITTEE**

13. The Sailing Sub-committee shall consist of the Honorary Sailing Secretary and up to seven other members, except House Members, Outport Members, and Sailing Associate Members.

(a) The Sailing Sub-committee shall have a quorum of three.

(b) The members of the Sailing Sub-committee shall be elected at the Annual General Meeting in each year to hold office until the conclusion of the next Annual General Meeting. The retiring members shall be eligible for re-election. If fewer than seven are nominated at the Annual General Meeting, the Sailing Sub-committee shall have powers of co-option.

(c) All candidates for election to the Sailing Sub-committee shall be proposed and seconded by any members of the Club, except House Members, Outport Members, and Sailing Associate Members. Nominations showing the consent of the candidate shall be sent to the Honorary Secretary not later than 5 days before the Annual General Meeting.

(d) If the number of candidates duly proposed and seconded exceeds the number of vacancies to be filled, the election shall be by ballot by simple majority. Cadet Members and Junior Members shall have voting rights for the purpose of electing the Sailing Sub-committee.

## **RESIGNATIONS**

14. A member may resign by giving notice in writing to the Honorary Secretary before the first day of March in each year, otherwise the member shall be liable for that year's subscription.

## **CONDUCT OF MEMBERS**

15. Every member, upon election and thereafter, is deemed to have notice of, and impliedly undertakes to comply with, the Club Rules and the current By-laws and Regulations of the Club. Any refusal or neglect to do so, or any conduct which, in the opinion of the Committee, is either unworthy of a member, or otherwise injurious to the interest of the Club, shall render a member liable to reprimand, suspension or expulsion by the General Committee.

In the case of gross misconduct any three Officers (with the exception of the President and Vice-President) acting together may immediately suspend the member from the premises and grounds of the club until such time as the disciplinary process has been completed.

Gross misconduct includes acts such as violence, threatening behaviour, endangerment of members and possessions, use of illicit drugs, and malicious damage to property.

Any member having cause for complaint about the conduct of another Club member, whether within or without the Club premises, shall send the same in writing to the Honorary Secretary, who shall submit the matter to the next meeting of the General Committee.

The General Committee shall appoint a hearing panel, consisting of three members of the Officers and General Committee, who will investigate the complaint and make a recommendation to the General Committee.

The hearing panel shall meet with the complainant by giving at least 7 days prior notice in writing of such a meeting. The complainant may either attend in person to clarify the original statement or do so in writing to the Honorary Secretary for forwarding such information to the hearing panel.

The member whose conduct is in question shall be given at least 7 days prior notice in writing of such a meeting, with details of the nature of the complaint. That member may either attend to give an explanation or may send such explanation in writing to the Honorary Secretary for forwarding such information to the hearing panel.

At the following General Committee meeting the recommendation of the hearing panel will be discussed. If a decision is made as to the reprimand, suspension or expulsion of any member, a ballot requiring a two-thirds majority of those present will be necessary. That member will be notified in writing of the decision of the General Committee.

The member reprimanded, suspended or expelled may appeal in writing to the General Committee stating the grounds of appeal and the Honorary Secretary must be in receipt of such letter within 14 days of being notified of the General Committee's decision.

At the next General Committee meeting, a review of the decision shall be made, and confirmation or change in the penalty shall be made by a ballot, a two-thirds majority of those being present being necessary. That member will be notified in writing of the decision of the General Committee.

All communications shall be in writing via the Honorary Secretary.

No member of the General Committee being a party to the complaint may take part in any of the foregoing process.

Any further appeal by the member reprimanded, suspended or expelled may be made in accordance with Rule 18.

Communications sent by recorded delivery or delivered by hand by two committee members to the member's address are deemed to be correctly delivered.

## **CHAIRMANSHIP OF MEETINGS**

16. The President shall chair all General Meetings of the Club. In the absence of the President, the Vice-President will deputise, or failing that, a person appointed by the meeting.

## **ANNUAL GENERAL MEETING**

17. An Annual General Meeting shall be held in the month of November, the date to be fixed by the General Committee. The business at the Annual General Meeting shall be: -
  - (a) the passing of the accounts, the appointment of the Auditor, the election of Officers, General Committee, and Sailing Sub-committee.
  - (b) any notice of motion demanded by at least 15 members in writing to the Honorary Secretary before the 1<sup>st</sup> November prior to such meeting.

## **GENERAL MEETINGS**

18. The General Committee may at any time call a General Meeting of the Club for any specific business. The discussion at such General Meeting shall be confined to the business stated in the notice convening the meeting. Fifteen members may join together to summon, or cause the Honorary Secretary to summon, by notice as heretofore mentioned, a General Meeting.



19. The Honorary Secretary shall, at least 14 days clear before the date of the Annual General Meeting, or any General Meeting, post, deliver or e-mail to each member notice thereof and of the business to be brought forward thereat.
20. At any General Meeting of the Club, each Full Member whose subscription has been paid shall have one vote. Cadet Members, Junior Members, House Members, Outport Members and Sailing Associate Members shall be entitled to attend such meetings, but only Cadet Members and Junior Members shall have a vote as specified under Rule 13(d). In the case of an equality of votes, the Chairman shall have a second or casting vote.
21. The Honorary Secretary shall record the attendance at the General Meeting.

## **ALTERATIONS TO RULES**

22. Club Rules may be altered or amended only at a General Meeting of the Club. The General Committee may propose such changes or may be required to do so upon receipt of a written request signed by at least 15 members. Such written request to be received by the Honorary Secretary before the 1<sup>st</sup> November if the same is to be proposed at the Annual General Meeting, or at least one month before any General Meeting at which the same is to be brought forward. Full particulars of any such proposed alterations or additions shall be set in the notice convening the meeting.
23. All proposed alterations or additions and amendments presented under rule 22 shall be put to the vote of the meeting, and provided that on a show of hands, or if demanded a ballot, a majority of two-thirds of the votes of those members present and voting shall be cast in favour of any proposed alterations or additions or amendments, then the same shall be deemed to be carried.

## **SUBSCRIPTIONS, CHARGES AND ENTRANCE FEES**

24. The annual subscriptions shall be fixed at the Annual General Meeting, notice of motion having been given for proposed change. The membership year will be from first day of March to the last Day of February. The subscriptions shall be payable to the Honorary Treasurer on or before the first day of March. The General Committee may abate a member's subscription in whole or in part in the case of long-term illness or other such hardship. The subscriptions for the time being in force shall be kept posted in a prominent place on the notice board in the Clubhouse and are set out in the schedule attached.
  - (a) Any member who has not paid the subscription due by the 31<sup>st</sup> March shall be requested in the name of the General Committee to pay the sum within fourteen days and if the subscription is not paid by such date, that member's name may be removed from the list of members by the General Committee.
  - (b) No member shall take part in any Club activity, or vote in any proceedings of the Club, until the subscription and any arrears have been paid.
  - (c) A member elected during any year shall be required to pay a subscription pro-rata to the number of months remaining in that year including the month in which they are elected.
  - (d) Members who use boat storage, dinghy parking and other Club facilities shall be subject to a charge as may be determined by the General Committee and ratified by the membership at the Annual General Meeting.

If at any time any such charges payable to the club by any member or former member shall be three months or more in arrears:

    - (i) The Committee shall be entitled to move the boat to any other part of the premises without being liable for any loss of or damage to the boat howsoever caused.

(ii) The Committee shall be entitled upon giving three months' notice in writing to the member or former member, at his last known address shown in the register of members, to sell the boat and to deduct any monies due to the club (whether by way of arrears of subscription, mooring or facility fees or otherwise) from the net proceeds of sale before accounting for the balance (if any) to the member or former member.

(iii) Alternatively, any boat which, in the opinion of the Committee cannot be sold may, upon such notice as aforesaid, be disposed of in any manner the Committee may think fit and the expenses recovered from the member or former member. Any arrears as aforesaid shall be deemed to be a debt owing to the club by the member or former member.

Further, the club shall at all times have a lien over the members' or former members' boats parked or moored on the club's premises or club moorings in respect of all monies due to the club, whether in respect of arrears or mooring fees or subscription or otherwise. Where a member is in arrears with the payment of monies owed to the club by at least six months, the club may in any event take possession of the member's boat.

(e) The General Committee shall have power to levy an entrance fee on new members.

## **MEMBERS' DUTY TO PROVIDE UP TO DATE ADDRESSES**

**25.** Every member must furnish in writing to the Honorary Secretary an up to date address, and/or e-mail address if available which shall be recorded in the register of members, and any notice sent to either of such addresses shall be deemed to have been duly delivered. Any member who has provided an e-mail address but who requires a printed copy notice must notify the Honorary Secretary in writing to that effect.

## **TRUSTEES**

**26.** The property of the Club shall be vested in the Trustees who shall: -

(a) be Full Members of the Club.

(b) be appointed at a General Meeting of the Club by a majority consisting of two thirds of the members present and voting at the meeting.

(c) be not less than four in number.

(d) have one member as an ex-officio member of the General Committee.

(e) hold office until death or resignation or until removed from office by a resolution of a General Meeting of the Club, and if by reason of death, resignation or removal the number of Trustees becomes less than four, the General Committee shall immediately appoint such further Trustee or Trustees so that the number exceeds four - such appointments to be ratified by the members of the Club in General Meeting.

**27.** All lands, buildings, hereditaments and premises acquired by the Club shall be vested in the Trustees for the time being for the benefit of the Club and its members to be dealt with as the General Committee shall from time to time direct, and the Trustees shall have power to purchase, take on lease, or otherwise acquire and hold, real and leasehold property and to sell, mortgage, charge or otherwise dispose of the same.

**28.** No Trustee shall be liable for any loss not attributable to the wilful commission by them of an act known by them to be a breach of trust and each Trustee shall be fully and effectually indemnified by the Club against all claims and demands, cost and expenses which may be made against them, or which he may incur in connection with the property vested in him as Trustee.

## **CLUB PREMISES**

29. The Club premises shall be open to members between such hours as the General Committee may from time to time determine.
30. The Club premises shall not be used for gambling, or any unlawful games.

## **SUPPLY OF INTOXICATING LIQUOR**

31. (a) No member of the General Committee and no manager or servant employed in the Club shall have any personal interest in the supply of intoxicating liquor therein or in the profits arising from such supply.

No person shall be paid at the expense of the Club any commission, percentage or similar payment on, or with reference to, purchases of intoxicating liquor by the Club. No person shall, directly or indirectly, derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club or members or guests, apart from any benefit to the Club as a whole.

- (i) Intoxicating liquor shall not be supplied to:  
any person under 18 years of age.

any persons who are not members of the Club for consumption outside the premises of the Club. members of the Club for consumption outside the premises of the Club except where the liquor is supplied in such quantities and during such hours, being hours within the hours specified in paragraph (ii) of the rule, and on such days as the Sub-Divisional Commander for the P.S.N.I. Sub-Division in which the premises are situate, may authorise in writing.

- (ii) The hours during which intoxicating liquor may be supplied for consumption on the premises of the Club are: -on weekdays, other than Good Friday or Christmas Day, between the hours of 11.30 a.m. and 11.00 p.m.

on Good Friday, between the hours of 5.00 p.m. and 11.00 p.m.

on Christmas Day between the hours of 12.30 p.m. and 10.00 p.m.

on Sundays, not being a Christmas Day, between the hours of 12.30 p.m. and 10.30 p.m.

- (b) The hours during which intoxicating liquor may be supplied for consumption on the premises of the Club may be fixed or varied as necessary at the determination of the General Committee as to any lesser period or periods within the above-mentioned hours.
- (c) A statement printed in plain type of the hours during which intoxicating liquor may be supplied on the premises of the Club shall be exhibited in a conspicuous part of the Club premises.
- (d) The hours during which intoxicating liquor may be supplied for consumption on the premises of the Club may be extended by the General Committee on not more than twenty occasions in any year duly authorised by the Sub-Divisional Commander for the P.S.N.I. sub-division in which the Club premises are situate, when such supply would otherwise be a contravention of these rules.
- (e) An alphabetical list of the names and addresses of every official and member of the Club shall be kept on the premises of the Club.
- (f) No person under 18 years of age shall be permitted to enter that part of the Club premises in which intoxicating liquor is being supplied or consumed after the hour of 9.00p.m.

## **GUESTS**

32. Members may introduce friends as guests to the Club premises, provided that:

- (a) the same person, except where that person is a parent, spouse, civil partner or child of a member shall not be admitted as a guest to the Club premises on more than ten days in any calendar year.

- (b) the member shall, immediately on the admission of the guest to the Club premises, enter the name and address of the member concerned and the name and address of the guest in a book which shall be kept for that purpose and which shall show the date of each visit.
- (c) the member shall be responsible for the guest strictly observing the rules and shall not leave the Club premises before the guest, and a guest of a member shall not be supplied with intoxicating liquor in the Club premises unless upon the invitation and in the company of a member.
- (d) no member shall, under any circumstances, introduce into the Club premises as a guest anyone who has been an unsuccessful candidate for membership, or whose membership is suspended or cancelled, or anyone who has failed to secure re-election, or whose reputation or conduct, in the opinion of the General Committee, is or has been objectionable.

## **DISSOLUTION OF THE CLUB**

- 33.** The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve the Club's facilities. No profit or surplus will be distributed.
- 34.** A resolution to dissolve the Club shall be passed only at a General Meeting specially summoned for the purpose of such resolution if supported by not less than 75% (seventy-five per cent) of those present and entitled to vote. In the event of the Club being dissolved, surplus assets remaining after the satisfaction of debts and liabilities shall be held in Trust by the Trustees until transferred by them to a Sports Club in Northern Ireland, with objects similar to those of East Antrim Boat Club, provided that such a Sports Club's Rules similarly preclude the distribution of such assets to its members.

## **GENERAL**

- 35.** Any question not covered by these Rules shall be referred to the General Committee, whose decision shall be final. No alteration shall be made to these Rules except at a General Meeting of members, when notice of proposed alterations shall be given in the circular convening the meeting.
- 36.** The General Committee shall have power from time to time to make such bye-laws and regulations (consistent with these rules) as they may think necessary for the well-being of the Club.
- 37.** The use of Club premises and other facilities of the Club by the members, guests and visitors shall be deemed to be at their own risk and the Club shall not be liable for any damage to or loss of property belonging to them howsoever such damage or loss was caused. A notice to this effect shall be exhibited in a prominent place.

## **APPENDIX A**

The Club shall operate a Child Protection Policy in accordance with the Children (NI) Order 1995. We in East Antrim Boat Club (the Club) are committed to a practice which protects children from harm. Members, instructors, coaches and volunteers/helpers in the Club accept and recognise their responsibilities under the Children (Northern Ireland) Order 1995 about safeguarding children and will endeavour to carry these out by: -

- (i) having an awareness of the issues which cause children harm.
- (ii) adopting child protection guidelines for Members, instructors coaches and volunteers/helpers.
- (iii) providing information about child protection and good practice to members,

- children, parents, instructors, coaches and volunteers/helpers.
- (iv) sharing information about concerns with children, parents and others who need to know.
  - (v) following carefully the procedures for the recruitment and selection of instructors, coaches volunteers/helpers and the management of the Club.
  - (vi) being involved in training.
  - (vii) keeping child protection policies under regular review.
  - (viii) providing information as required to the Executive Committee of the Club and to the Royal Yachting Association (Northern Ireland Council).