



**ROYAL ARTILLERY YACHT CLUB (RAYC) RULES AND BYE LAW**

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2018 EDITION  
Includes:  
Amendments 1 to 9 (1999 - 2014)

# **RULES OF THE ROYAL ARTILLERY YACHT CLUB**

## **I. DEFINITIONS**

### **Terminology**

1. For the purpose of these Rules:
  - a. 'Articles' refer the articles of association of the registered company called the Royal Artillery Yacht Club.
  - b. 'The company' refers to the registered company, the Royal Artillery Yacht Club, Company Number 10301950.
  - c. 'Directors' refer to those appointed as directors of the company in accordance with the articles.
  - d. The term 'retired' shall refer to an individual who is no longer serving in the Army but who has served in the Royal Artillery as an officer or a soldier.
  - e. A serving member of the RA is deemed as anyone in Regular, or Reserve service who wears or has worn a Gunner badge or RHA cypher. A past member of the RA is deemed as one no longer in Regular, Territorial or Reserve service but who has in the past worn a Gunner cap-badge or RHA cypher as part of Regular, Territorial or National Service.

## **II. CONSTITUTION OF THE CLUB**

### **Name and Object**

2. The Club, which is called the 'Royal Artillery Yacht Club', is a registered company limited by guarantee. Its objectives are to encourage sailing and seamanship, including sports such as windsurfing and kite surfing and others identified in these rules, among its members, and to promote sailing and other such sports in the Royal Artillery. 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.

### **Composition**

3. The Club shall consist of the Officers and the Full Members, Honorary Life Members, Life Members, Associate Members and Temporary Members.

### **Directors and Officers**

4. The Company shall have no maximum number of directors and the minimum number will be three. The directors shall consist of:
  - a. The Commodore
  - b. At least one other flag officer
  - c. The Honorary Secretary
  - d. The Honorary Treasurer
  - e. And any such other directors as may be appointed from time to time in accordance with the articles of the association.

5. The Officers of the Club shall consist of the Flag Officers, Honorary Secretary, Honorary Treasurer and such officers as may be appointed by the Committee.

### **Flag Officers**

6. The Flag Officers of the Club shall be an Admiral, a Commodore, a Vice Commodore, and up to five Rear Commodores, normally elected from those members resident in the United Kingdom. The Committee may invite any Flag Officer who expects to reside abroad to resign from his office.

7. With the exception of the Admiral, no Flag Officer shall normally hold the same rank for more than three years consecutively. The Admiral may remain in office for six years, but this term may be extended by one year if necessary to avoid the Admiral and Commodore being replaced in the same year.

8. Vacancies in the Flag Ranks shall be filled by election at the Annual General Meeting (AGM). Vacancies shall be published in the Club Notices and any two members under Rules 36, 38 and 39 may propose and second any other full or life member for Flag Rank by writing to the Honorary Secretary 28 days before the relevant AGM.

9. The directors may appoint a director to fill a vacancy or to co-opt an additional director. The holder of any such appointment must retire at the next AGM but may be re-appointed by the members at the meeting.

10. The Committee is empowered to elect a member to fill an unforeseen vacancy in the Flag Ranks. A Flag Officer so elected shall hold office until the next AGM.

11. The Army Sailing Association (ASA) has directed that the Commodore RAYC should nominate an officer to be the Chairman of the ASA Army Inshore Sailing Centre (AISTC). He will be an ex-officio ASA Flag Officer and will be responsible for the governance of the AISTC, with particular emphasis on the relationships with Thorney Island Station, the RAYC and the Thorney Island Sailing Club. This appointment shall not in any way be construed to mean that there is any incorporation of the businesses of the ASA, AISTC or RAYC and none shall have rights, voting or otherwise, over the other(s).

### **Committee**

12. The duties and responsibilities of the directors are defined in the articles.

13. The affairs of the Club shall be managed by a Committee of Full Members which shall consist of:

- a. The Flag Officers
- b. The Honorary Treasurer and Honorary Secretary and other Honorary Officers as approved by the Committee
- c. Seven serving members of whom at least 2 shall be soldiers\*
- d. Three retired members\*
- e. One representative from each Group of the Club
- f. Co-opted members as necessary.
- g. Elected for a period of three years

14. Vacancies among the elected members of the Committee shall be filled by election at the

AGM. Nominations, which may be submitted by any member under rules 36, 38 and 39, shall reach the Honorary Secretary 28 days before the relevant AGM.

15. The Committee shall meet at least four times a year. Eight members shall form a quorum.

16. The senior Flag Officer present, other than the Admiral, shall take the chair at meetings of the Committee, but if there is no Flag Officer present, the members shall elect a Chairman.

### **Powers of the Committee**

17. No amendments may be made without a unanimous resolution at a general meeting convened for that specific purpose to the rules which would allow a change to the following:

- a. Article 4 – Rule 2 – The object
- b. Article 9.1 – Rule 2 – Income distribution
- c. Article 9.3 – Distribution of property on the winding up or dissolution of the Club.

18. Otherwise the Committee shall have power to alter or add to the existing rules, except Rule 47, and such alteration or addition shall operate at once subject to ratification at the next General Meeting.

19. The Committee shall have power to make bye-laws as necessary for the regulation of the Club's activities and, if necessary, to appoint auditors for the Club account.

### **Subordinate Committee**

20. The Committee may delegate details or any portion of management to subordinate committees, the composition and duties of which shall be determined by the Committee. Such delegation may be withdrawn at any time. The composition and byelaws for each permanently established subordinate committee are at Section V.

21. Each subordinate committee may co-opt members who, in special cases, need not be members of the Club.

### **Officers of the Club**

22. The Committee shall appoint an Honorary Secretary, an Honorary Treasurer, and such other officers as may be necessary for the administration of the Club.

23. The Honorary Treasurer shall account for all monies accruing to and expended by the central funds of the Club. He shall close the central fund account annually on 31st October and, after an internal inspection, shall present it to the Committee. In addition he will be required to present company accounts as part of the annual returns to Companies House and HMRC.

24. The duties of the other officers shall be as laid down by the Committee from time to time.

### **Annual General Meeting ('AGM')**

25. Annual and other general meetings of the company will be held in accordance with Article 12.

26. The AGM shall be held once a year, usually in February. The accounts for the previous year will be presented at the AGM for approval by the Members.

27. The date of the AGM, the Agenda and a request for nominations for office and any resolutions proposed by Members will be published in Gunner and on the RAYC website at least

28 days before the date of the AGM. Notice drawing attention to the website will also be sent by suitable electronic means where members have provided the membership secretary with a suitable electronic address.

28. Any Member may submit a draft Resolution, properly seconded by another full member, for consideration by the AGM, so long as the draft, duly seconded, is submitted to the Secretary at least 28 days before the AGM. In this event a revised Agenda will be posted on the RAYC website at least 14 days before the AGM.

29. Votes by proxy shall not be accepted if details of the appointed proxy are received by the Secretary not less than 48 hours prior to the start of the meeting. Any Member unable to attend the AGM may vote on any Resolution included in the Agenda or any revised Agenda by post, submitting his postal vote to the Secretary at least 48 hours before the AGM. Any Member whose e-mail address has been submitted to the Secretary may exercise his/her postal vote by e-mail from the registered email address, or by such other method as the Committee may determine.

30. The quorum at an AGM is 2% of the voting membership. Postal votes shall not be counted towards the quorum.

31. Resolutions shall be passed at an AGM by a simple majority. In the event of a tied vote, the Chairman of the AGM shall have a second casting vote.

### **Special General Meeting (SGM)**

32. A SGM may be called by the Committee, or demanded by a written request from at least 5% of the total voting members of the Club. Such a written request, or notice given by the Committee, must specify the Resolution(s) which are to be voted on at the SGM. Members will be given at least 28 days notice that an SGM has been demanded, with details of the Resolutions to be considered at the SGM. Such notice shall be given on the RAYC website and circulated by e-mail to all Members who have provided an e-mail address to the Secretary. Notice will be given in Gunner where possible.

33. Members may vote by proxy or post. The provisions of Clause 21(a) shall apply to an SGM.

34. The quorum at an SGM shall be 2% of the voting membership. Postal and proxy votes shall not count towards the quorum.

35. A Resolution shall only be carried at an SGM if it is supported by a two-thirds majority of those present and those voting by proxy or post. Should there not be a clear two thirds majority, the Chairman of the SGM shall have a second casting vote.

### **Casting vote**

36. At all General Meetings, Committee and Subordinate Committee meetings, in the case of equality of votes, the Chairman shall have a second or casting vote.

### **Notice**

37. The normal medium for the publication to members of notices and other information shall be "Gunner" and the RAYC website.

38. Whenever by these rules or otherwise a notice is directed to be published it shall be deemed to have been given when it has appeared in "Gunner" at least the month before the meeting concerned, or in a circular letter or email despatched to members at least 28 days before the meeting.

### **Minutes & Records**

39. The Honorary Secretary, or in his absence a member of the Committee, shall make, distribute and preserve minutes of all proceedings of the Club at General and Committee Meetings. The Honorary Secretary shall also preserve all the records of the Club.

### **Honorary Rear Commodores**

40. The Committee may elect up to five Honorary Rear Commodores from those members who, in the past, have given distinguished service to the Club. An Honorary Rear Commodore may be appointed for a period of four years and on completion of his term of office is eligible for re-election. An Honorary Rear Commodore is not, as of right, a member of any Club Committee.

### **Registration of Yachts**

41. For the purposes of Registration of the Yachts owned by the Club and for bills of sale in connection with them, the ownership of the sixty four shares shall be vested in the Company. One member of the committee, normally the Honorary Treasurer, shall be nominated as the representative owner and will be responsible for legal documentation regarding the yachts.

42. The nominated representative owner shall have no power to dispose of any of the Club Yachts without written consent of the Committee.

43. The representative owner is appointed as manager of the yachts for the purposes of the Merchant Shipping Act (1894) and all relevant Statutory Instruments. Each succeeding Honorary Treasurer on appointment shall inform the Registrars of Shipping concerned of the consequent change in manager ship and shall prepare such documents as the Registrars may require.

## **III. MEMBERSHIP**

### **Full Membership**

44. All applications for Full Membership shall be approved by the Membership Subordinate Committee. The following are eligible to apply for Full Membership of the Club:

- a. All serving members of the Royal Artillery (Regular and Reserves).
- b. On being proposed and seconded by Full or Life Members: all past members of the Royal Artillery (Regular, Territorial, Reserves and National Service), and those who have only held Short Service Limited Commissions."

45. The Committee is empowered to elect ladies and gentlemen as Honorary Members of the Club. Honorary membership is conferred as a distinction and carries with it all the rights and privileges of members except that of speaking or voting at meetings or having any share in the management of the Club. Honorary Members shall not be called upon to pay subscriptions. Additional Honorary Members may be elected whilst they are part owners of a member's yacht provided they are not eligible for membership under any other category.

### **Honorary Life Membership**

46. When the Committee wish to confer honorary membership on those who are members under Rule 36, such members shall be elected Honorary Life Members and shall retain their full right of speaking, voting and sharing in the management of the Club. Honorary Life Members shall not be called upon to pay subscriptions.

### **Life Membership**

47. A Full Member on joining the Club or at any time thereafter may become a Life Member on

payment of a single subscription as laid down in Rule 45. A Life Member shall not, however, be exempt from the provisions of rules 50, 51 nor, should the necessity of enforcing these rules arise, shall he be entitled to the return of any part of his subscription. The number of Life Members, other than Honorary, is limited to 100.

### **Associate Membership**

48. The following are eligible for Associate Membership of the Club:

- a. Officers who hold or have held Short Service Limited Commissions in the Royal Artillery.
- b. Serving or past members of the Armed Forces.
- c. Civilians employed by the MOD.
- d. Spouses, Partners and adult children of Full and Life Members.
- e. Personal friends of Full and Life Members, with an RA connection to the satisfaction of the Membership Committee.

49. Associate Members shall be proposed and seconded by Full or Life Members both of whom are to know the candidate personally. The committee shall approve all applications. Associate Members shall have all the rights and privileges of members, except that of speaking or voting at meetings or having any share in the management of the Club.

### **Temporary Membership**

50. The following are eligible for Temporary Membership of the Club:

- a. Any person eligible for membership under Rules 36 or 41, but who chooses not to commit to Full or Associate Membership.
- b. Any person who is not eligible for membership under Rules 36 or 40, but who sails in a Club yacht with a Full or Associate Member as sponsor, shall be required to become a Temporary Member.
- c. Any serving member of a Royal Artillery Battery or other sub-unit within a Royal Artillery Unit which has paid a block battery membership fee to the Club. Block battery membership is designed to encourage a number of soldiers of that sub-unit to participate in sailing.

51. Temporary Members shall have no rights within the Club save the privilege of the use of Club yachts dinghies and windsurfers whilst accompanied by a Full or Associate Member. They are to pay the individual Temporary Subscription rate, which is valid for 6 months from the date of payment, or Block Battery rate, which is valid for one year. The relevant rates are published in the Club Year Book and on the RAYC website.

### **Group Membership**

52. Spare

### **Subscriptions**

53. All Full and Associate Members shall pay an annual subscription to the RAYC. Life Members make a one-time payment to the RAYC. The rates are periodically reviewed at the AGM and are published in the Club Year Book.

54. All subscriptions shall be paid by Bankers Orders and are due on 1st May annually. Those joining after 31st October are not liable for any subscriptions until the following 1st May.

### **Defaulters**

55. A member whose subscription has not been received by 1st July will be sent a reminder and his name may, at the discretion of the Committee, be removed from the list of members unless payment is made before 1st November.

56. A person whose membership has thus lapsed will not be eligible to re-join the Club until he has furnished an explanation satisfactory to the Committee who may require payment of all or part of the arrears before allowing re-entry.

### **Resignations**

57. Any member may resign from the Club by notifying the Honorary Membership Secretary.

58. Any member shall resign from the Club on being requested to do so by the Committee in accordance with Article 10.6, subject to the right of appeal to the directors who are obliged to consider any representation made.

### **Customs**

59. A conviction in a Court of Law for any infringement of Customs regulations for smuggling in a yacht shall result in the member being expelled from the Club, subject to the right of appeal to the Committee.

## **IV. FLAGS OF THE CLUB**

### **Flags of the Club**

60. Ensign. The Blue Ensign of Her Majesty's Fleet defaced with a golden field gun, with muzzle towards the hoist, surmounted by a crown. The Warrant granting this Ensign to the Club is dated 22nd March 1936. The Ensign may be worn only by yachts holding the appropriate Ministry of Defence Warrant or Permit. When worn on a private yacht the holder of the Warrant or Permit must be in charge of the yacht.

61. Burgee. Azure with a golden field gun with muzzle towards the hoist, surmounted by a crown.

62. Racing Flag. The "distinguishing flag" for yachts owned by the Club when racing is a blue rectangular flag with a red zigzag from hoist to fly. This flag shall not be used by a privately owned yacht unless she is entered by, and is representing the Club. The authorised design is at the Appendix to these Rules.

63. Flag Officers, including Honorary Rear Commodores, may fly the Club flags appropriate to their ranks.

64. Admiral's Flag. A square flag of the same colour and defacement as the burgee. This flag may be flown by both the serving and past Admirals.

65. Commodore's Broad Pennant. A swallow-tailed flag of the same colour and defacement as the burgee.

66. Vice Commodore's Broad Pennant. As for the Commodore within the addition of one ball, of the same colour as the defacement, in the upper canton.



67. Rear Commodore's Broad Pennant. As for the Vice Commodore but with two balls horizontally in the upper canton.

## **BYELAWS OF THE ROYAL ARTILLERY YACHT CLUB**

### **V. BYE-LAWS FOR SUBORDINATE COMMITTEES**

#### **Executive Committee**

68. Composition:

- a. Flag Officers of the Club.
- b. Honorary Treasurer.
- c. Honorary Secretary.
- d. Co-opted members as required.

69. Chairman: Senior Flag Officer present, other than the Admiral.

70. Duties:

- a. To relieve the Officers of responsibility for decisions on points of urgency which, though important, are not of sufficient substance to justify the convening of a Committee Meeting.
- b. To act as the Selection Committee for the skipper of any yachts, entered by and representing the Club, in the Fastnet or other major races or exercises.

#### **Offshore Subcommittee**

71. Composition:

- a. A Flag Officer.
- b. Honorary Offshore Captain of Boats.
- c. Honorary Offshore Booking Secretary.

72. Duties:

- a. To act as the Club Authority for administering any Club offshore yacht not managed by a group.
- b. To co-ordinate and organise all activities of the Club in connection with offshore yachts.

#### **Dayboat Sub-Committee**

73. Composition:

- a. A Flag Officer.
- b. Honorary Dayboat Secretary.
- c. Honorary Dayboat Racing Secretary.

74. Duties:

- a. To co-ordinate and organise all activities of the Club in connection with dayboats.

- b. To act as the Selection Committee for crews representing the Club in such dayboat events as the ASA Regatta, ASYC Gold Cup and Clutterbuck Trophy.

### **Windsurfing Sub-committee**

75. Composition:

- a. A Flag Officer.
- b. Honorary Windsurfing Secretary.

76. Duties:

- a. To co-ordinate and organise all activities of the Club in connection with windsurfing.
- b. To act as the Selection Committee for crews representing the Club in such windsurfing events as the ASA Regatta.

### **Yachts Registration Sub-Committee**

77. Composition:

- a. Commodore.
- b. Two other Flag Officers.
- c. Honorary Treasurer.

78. Duties:

- a. To manage and register the Club yachts under the provisions of the Merchant Shipping Act 1995 and any amendments of subsequent acts or instruments relating to the registration of shipping in the name of the company.
- b. To appoint a representative owner.

### **Membership Sub Committee**

79. Composition:

- a. Honorary Membership Secretary.
- b. Honorary Treasurer.
- c. Honorary Secretary

80. Duties:

- a. To consider and ratify applications for membership.

## **VII. BYE-LAWS FOR CLUB OFFSHORE YACHTS**

### **Management**

- 81. Club offshore yachts shall be managed by the Offshore Subordinate Committee.
- 82. An Honorary Offshore Captain of Boats will be appointed together with an Honorary Offshore

## **Booking Secretary**

83. The Committee appointed Representative Owner, normally the Honorary Treasurer, shall be responsible for the legal management of the yachts for the purposes of the Merchant Shipping Act (1995) and all relevant Statutory Instruments and insurance.

## **Honorary Offshore Captain of Boats**

84. The Honorary Offshore Captain of Boats shall be responsible for putting into effect the instructions of the Offshore Subordinate Committee. He is authorised to conduct all ordinary business but may not incur expenditure of more than the limits laid down by the Committee and published in the Year Book. He shall obtain appropriate handicap rating certificates.

## **Honorary Offshore Booking Secretary**

85. The Honorary Offshore Booking Secretary shall be responsible for publicising the availability of club owned yachts for charter and any sailing programme or plan set out by the Committee, using all available means: website, social media and direct contact. He shall seek to maximise the use of the yachts by the club membership. He will maintain a close liaison with the Honorary Offshore Captain of Boats, keeping him informed of all booking details, and will be prepared to amend charters when maintenance factors so demand. He shall ensure that yachts are booked by Full or Associate Members only and that the nominated skipper is qualified under the rules published in the Year Book. He shall, in consultation with the Honorary Treasurer, ensure that yachts are adequately insured for the uses to which they are to be put and shall ensure that the correct payments and temporary subscriptions are paid.

## **Minimum Qualifications**

86. The minimum qualifications required of crews are as laid down in the Club Year Book. These qualifications are mandatory. The conditions governing the use of Club yachts and the crew qualifications required on adventurous training are laid down in DCIs/AGAs. Skippers are responsible for ensuring that their crews are sufficient in numbers and experience to meet any conditions likely to be met during their race or cruise. Only suitably qualified members under Membership Rules 37- 41 may skipper RAYC owned yachts. All crewmembers are to be members of the Club under Membership Rules 37 to 43.

## **Sailing Programme**

87. The programme for the season will be published by the Rear Commodore Offshore on the website before the AGM. From time to time throughout the season the Honorary Offshore Booking Secretary shall give wide publicity to vacancies in the sailing programme.

## **Charter Bookings**

88. Members who wish to charter offshore yachts should use the online booking system <http://www.rayc.org.uk/booking.shtml>. Members only may make a booking to charter a yacht. It is the charterer's responsibility to ensure that the minimum manning requirements are observed in finding the skipper and crew. Bookings may be for any number of days, but those of over 14 days will require special approval. The Honorary Offshore Booking Secretary will try to meet all members' requests, favouring longer bookings when possible.

89. Bookings will be confirmed by the Honorary Offshore Booking Secretary through the online booking system once booking conditions listed on the RAYC website Yacht Bookings pages have been met. The charter will then be authorised using the Account Sheet and Crew List form. This form is subsequently to be completed by the charterer to declare the charter account and crew list as detailed below.

90. The charterer is responsible for ensuring that all boat fees and other charges are paid by his crew and that in conjunction with the skipper the Account Sheet & Crew List is correctly completed. This form shall show names, dates of joining the leaving of each member of the crew together with all boat fees, temporary membership fees and engine charges, due from them to the Club. The completed Account Sheet & Crew List (ASCL) shall be sent as soon as possible to the Honorary Offshore Booking Secretary together with payment to cover the total amount owed less those items charged to the Club for which receipts are to be produced.

91. The Honorary Offshore Booking Secretary will attempt to assist a Member who wishes to sail, but not make a booking, by putting him/her in touch with those who have reserved a yacht to see if a berth is available.

92. The Chairman of the Offshore Subordinate Committee will approve all racing skippers in consultation with his Subordinate Committee except for major races and exercises for which the Executive Committee will select the skipper. The Chairman of the Offshore Subordinate Committee will be consulted on the correct course of action when there is a conflict involving bookings or when a Member is to be told his booking is to be cancelled or altered because a yacht is damaged or otherwise not available.

93. Priority for the allocation of yachts is determined by the Committee and governed by the need to maintain a balanced sailing programme for Club members. The Committee will aim to encourage the younger Club members and agree a reasonable allocation of resources to adventurous sail training for RA units.

### **Charges**

94. The Committee will lay down boat charges and these will be promulgated in the Year Book. In addition entry fees for all races, except those in which the crew represents the Club in Army, Inter Services or RORC races shall be charged to the crew. Harbour dues and mooring fees are payable by the crew, except at the yacht's main base.

### **Damage and Financial Loss**

95. In the event of damage or financial loss to the Club it will be normal for the Committee to require the Skipper or member responsible to contribute wholly or partially towards the cost.

### **Payment of Running Expenses**

96. Gas, fuel and oil and items of essential maintenance will be paid for in cash and may be charged against the Club on the crew sheet. Skippers shall not incur Club expenditure on fancy or non-essential items.

### **Duties of the Skipper**

97. The skipper is responsible for:

- a. Ensuring that he has the number of hands with the requisite qualifications in accordance with the Byelaws and Club Year Book.
- b. Reading and acting on the yacht's Standing Operating procedures, a copy of which is kept on board.
- c. Ensuring that the yacht is adequately insured for the dates, sea areas and cruising or racing that is planned.
- d. Ensuring that day-to-day maintenance of gear, engines, sails, batteries, etc. is carried

out.

- e. Maintaining a log, normally completed once per hour.
- f. Ensuring that law and etiquette of the wearing of flags is strictly observed. He shall check that the Admiralty Warrant or Permit for the Club Blue Ensign is on board.
- g. In the event of damage, having minimum repairs carried out at once to make the yacht seaworthy in all respects. He shall not, however, incur a large expenditure without authority from the relevant Flag Officer. Full details of damage or incidents which may involve insurance or salvage claims shall be reported on the forms provided on board as soon as possible to the Honorary Offshore Booking Secretary or the Honorary Offshore Captain of Boats and to the Honorary Treasurer who will lead with any insurance claim.
- h. Ensuring that all insurance claims are to be processed by the Honorary Treasurer to whom any subsequent correspondence is to be forwarded.
- i. Ensuring before handing over, that all gear, sails, etc. are correctly stowed, that all maintenance has been completed, that tanks are full and that the ship is thoroughly clean.
- j. If the skipper is the charterer, ensuring that all boat fees and other charges are paid by his crew and that the Account Sheet & Crew List is correctly completed. This form shall show names and dates of joining the leaving of each member of the crew together with all boat fees, temporary membership fees and engine charges, due from them to the Club. The completed Account Sheet & Crew List (ASCL) shall be sent as soon as possible to the Honorary Offshore Booking Secretary together with payment to cover the total amount owed less those items charged to the Club for which receipts are to be produced.
- k. If the skipper is not the charterer, ensuring the Crew List is completed.
- l. Briefing the crew on customs regulations and ensuring these are complied with.
- m. Encouraging eligible non-members of the RAYC to join the Club.

### **VIII. Spare**

### **IX. BYE-LAWS FOR MEMBERSHIP AT DAYBOAT AND WINDSURFING REGATTAS**

98. The Race Committee of the day shall be empowered to accept for regatta membership of the RAYC an RA soldier competitor who is neither a member of the RAYC, nor a Group Member. Regatta membership is limited to membership of the RAYC for the purpose of competing in that specific regatta.
99. The payment for each Regatta Member shall be as laid down in the Club Year Book.
100. If an officer or soldier from another corps is eligible, as a team member, to take part in a RAYC competition, and is not already a Group Member, he shall be treated as a Regatta Member as in Paragraph 1 above.
101. Any RA officer, who is not a RAYC member, shall be required to become a full member of the RAYC.

## X. BYE-LAWS FOR THE ORGANISATION AND CONDUCT OF ADVENTUROUS SAIL TRAINING EXPEDITIONS OR RACING ON RAYC OWNED YACHTS

1. The RAYC strongly supports the use of its offshore yachts for MOD sponsored Offshore Adventurous Sail Training Expeditions (ASTE) and approved offshore races. The aim of this byelaw is to provide guidance and instruction for the key personnel, both military and civilian, participating in MOD sponsored ASTEs and approved offshore races, involving the charter by the MOD of the RAYC non-publicly funded yachts.
2. This byelaw is a part of the RAYC Rules and Byelaws. It is issued as a stand-alone document to be read in conjunction with relevant Army Instructions dealing with ASTEs<sup>1</sup>. The bye law is issued in four parts:
  - a. [Part 1](#) – **Multi-Leg Expeditions**. If the expedition consists of multiple legs then an Expedition Project Officer (EPO) will be nominated either by the RAYC Committee or the CO, he will oversee the project whilst Unit Expedition Leaders (UEL) manage individual legs on behalf of the individual units.
  - b. [Part 2](#) – **Single Leg Expeditions**. Expedition is run by a single UEL. He/She is from the Unit sponsoring the ASTE or offshore race.
  - c. [Part 3](#) – **The Skipper**, who could be one or both of the above, but is often recruited from elsewhere. In the latter case he/she is actually the Subject Matter Expert with responsibility for the management and safety of the yacht and crew<sup>2</sup>.
  - d. [Part 4](#) – RAYC Responsibilities and Contacts.
3. Command responsibility for an ASTE rests with the officer who signs off the Expedition JSATFA, and the GOC HQ Sp Comd through his SO2 AT. Experience has shown that where possible it is more efficient to raise a single JSATFA for an ASTE, whether it is a single or multiple leg event, which makes the management of the expedition by the SO2s AT in Sp Comd and others involved in the staffing process easier. This does however greatly increase the onus of responsibility and tasking on the EPO.

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<sup>1</sup> [JSP 419 – Joint Service Adventurous Training, Joint Service Adventurous Training Form ALPHA and AGAI Vol 1 Ch 11 – Adventurous Training.](#)

<sup>2</sup> If a civilian, when his or her presence is authorised on a MOD sponsored AT expedition, he or she is deemed the Subject Matter Expert.

## PART 1 - MULTI-LEG EXPEDITIONS

- 1.1 If an expedition is to consist of a number of legs then an EPO must be nominated.
- 1.2 Units, Skippers, and others wishing to use a RAYC owned yacht for MOD sponsored ASTEs and approved Offshore Races, must initially appoint an EPO who will be responsible to the RAYC Committee for the conduct of the exercise in accordance with RAYC rules (see [www.rayc.org.uk](http://www.rayc.org.uk)) and relevant Army Adventurous Training Instructions. He/She should be a member of the RAYC and initially seek outline approval for the exercise from the RAYC Committee through the Rear Commodore Offshore (RC(O)). It will be important to book the yacht(s) in sufficient time, so outside dates (including maintenance days before and after) should be negotiated with the RAYC Offshore Booking Secretary (OBS) early in the planning. An outline plan, including unit participation, should be submitted to the RC(O) as soon as possible and, if approved, a provisional yacht booking will be made.
- 1.3 Funding for the expedition will have to be managed on a case by case basis with agreement by the RAYC Committee and the EPO in the form of an Exercise Charter Agreement. In principle the EPO will block book the yacht(s) through the OBS. A deposit will be paid as soon as practicable, usually by securing funding from individual units for their legs; this will demonstrate unit support and commitment to the exercise. Further interim payments will be made by the EPO to the OBS throughout the exercise as public funding becomes available. The expedition will not be authorised from an RAYC perspective until the financial plan and charter agreement have been agreed.
- 1.4 The EPO will be responsible for the JSATFA submission, including coordination of the relevant annexes from units participating in each leg, and all aspects of MoD funding of the exercise including the distribution of AT funds. The public funding may be placed in the EPO's Unit's Imprest Account and held by that unit's RAO. This will be disbursed by the EPO as part of his financial planning.
- 1.5 The unit and skipper are responsible for the submission of a Crew List which the EPO should subsume into a master list which he shares with the OBS to ensure all crew are RAYC members and therefore covered by RAYC insurance.
- 1.6 The EPO is also responsible for:
- a. The issue of the exercise instruction, which will include the relevant parts of these instructions, to participating units. The instruction should be approved by the RC(O) prior to release in order to ensure any RAYC specific administration is included<sup>3</sup>.
  - b. If appropriate, identifying, with their agreement, units to sponsor individual legs, determine the duration for each leg and specify locations and dates for handover/takeover.
  - c. Identifying Unit Expedition Leaders (if required) and Skippers for each leg and ensuring that they have a copy of this instruction.
  - d. Ensuring that Units/Legs understand and comply with both RAYC and JSP 419 qualifications and minimum manning levels, whichever is the more stringent. ([See para 3.5](#))
  - e. Submission of names of all civilian skippers or skippers<sup>4</sup> of St Barbara V to RC(O) for approval. The Skipper, whether military or civilian, has authority over all members of his/her

<sup>3</sup> Details such as maintenance periods and spares provision.

<sup>4</sup> The EPO should note that that all skippers for St Barbara must have a C\* rating before the start of the expedition. The definition of the C\* rating is "full familiarisation of the yacht and her systems and should include berthing and putting to sea". Application for the C\* rating should be made to the RC(O). Further details on the C\* qualification are in the RAYC Year Book or on the website [www.rayc.org.uk](http://www.rayc.org.uk)



crew in matters concerning the safe operation and maintenance of the vessel and the conduct and safety of personnel on board.

f. The EPO acts as a link between skippers, the sponsor unit (UEL) and the RAYC Committee. RAYC committee members' responsibilities are at [Part 4](#).

g. In consultation with the Captain of Boats (CoB), ensuring that sufficient handover/takeover and maintenance periods are included in the exercise programme, including before and after the exercise.

h. Ensuring that, in the absence of a Boatswain during handover/takeover between unit legs, a proper handover and takeover is conducted between sponsor units and skippers and that accountability of all the yacht's equipment and stores is safeguarded.

i. Ensuring that temporary MOD Loan stores have been signed for and accounted for and an auditable process is put in place to account for them on handover between legs.

j. Should it become necessary to leave the yacht unattended between legs of an exercise, the EPO is to ensure that the yacht will be safe and secure at the selected mooring and that the owners of the mooring have emergency contact numbers for the EPO and CoB. Should the yacht be left for longer than one week on a mooring the CoB or RC(O) is to be informed and consideration should be given to paying for security out of exercise funds.

k. Should he become aware of any damage to the yacht or equipment or loss of equipment the EPO is to inform the RC(O) as soon as possible.

l. Should he become aware of any incident that could result in an insurance claim he is to inform the RC(O) and the Honorary Treasurer as soon as possible.

m. The EPO should check that on the completion of a unit leg the skipper has completed the snag book on board, completed the log, reported any accidents, collisions or groundings and that the UEL has submitted the signed ASCL to the OBS within one week.

n. The EPO will act as mentor to UELs to assist in planning and organising of their particular leg where required, in order to both ensure the transition of the regulatory administration, but also to build experience within both the RAYC and Royal Artillery Junior leadership.

1.7 The EPO may wish to consider additional sources of funding for the expedition such as; non-public welfare and sports grants, BIBMTF, Ulysses Trust, GOC's Welfare Fund, ASCB/Sports Lottery, Regt and Corps Non-Public Funds<sup>5</sup>, sponsorship, personal contributions and so on.

1.8 The EPO is to monitor payments to the RAYC and is to ensure that the RAYC has been paid all dues by units on completion of individual unit legs.

1.9 The EPO is to ensure that a media plan is in place and executed, this should at the very least include articles to gunner Magazine, an expedition Blog and regular updates on the RAYC website and [Facebook](#) page.

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<sup>5</sup> Details of many of these can be found on the [ASCB Funding website](#).

## PART 2 - SINGLE LEG EXPEDITIONS

2.1 A UEL is responsible for a single expedition or a single leg of a wider multi-leg expedition. In the case of large or complex Offshore ASTEs the EPO, in his exercise instruction, will devolve responsibility for individual legs to a UEL, who will be responsible to the RAYC Committee for the correct conduct for that part of the exercise which the unit is undertaking, in accordance with RAYC rules (see [www.rayc.org.uk/rules](http://www.rayc.org.uk/rules)) and relevant Army Adventurous Training Instructions. The remainder of this section will focus on a UEL running a single leg expedition.

2.2 The contractual charter of the yacht is conducted between the Sponsor Unit UEL and the RAYC, represented by the Offshore Booking Secretary (OBS) (see Part 4). The booking for the charter is to be made using the online automated system at [www.rayc.org.uk/booking](http://www.rayc.org.uk/booking). The booking will only be confirmed once the deposit of half the charter fee has been paid by the Sponsor Unit<sup>6</sup>. The confirmation of the booking and authorisation of charter will then be by the issue of the Account Sheet and Crew List (ASCL) by the OBS. This document is the authority for that unit to use the yacht for the period allocated at the cost shown. This contractual arrangement will then oblige the Unit to conform to RAYC rules including these instructions and to pay all relevant charges and fees on completion.

2.3 The UEL is responsible for:

- a. Booking the yacht for the charter period, ensuring that his/her unit has paid the deposit for the charter and that he/she has obtained the RAYC ASCL from the OBS, which will authorise the charter.
- b. Advising on suitable insurance cover for crewmembers to cover loss of kit and cancellation etc. (Note that the existing yacht insurance covers third party liability in the event of an incident on board.)
- c. Identifying the skipper and afterguard for the expedition. (See Manning requirements at para 3.6.)
- d. The UEL has, on behalf of his CO, the overall responsibility for the conduct of the expedition, which does not impinge upon the responsibility of the skipper who in AT parlance is the Subject Matter Expert (SME)<sup>7</sup>.
- e. Liaising with the OBS and skipper. (It is possible that the skipper and some of the afterguard may come from a different unit). Ensure that the skipper has [Part 3](#) of these instructions.
- f. Responsible for funding (including mooring fees/ fuel) and for victuals and the drawing and accounting for CILOR for the expedition.
- g. Assisting the skipper with the takeover and handover of the yacht before and after the leg.
- h. Assisting the skipper with the management, control and safety of the yacht and crew.
- i. Should he become aware of any damage to the yacht or equipment or loss of equipment the UEL is to inform the skipper.
- j. Assisting the skipper by ensuring that the yacht is in good and clean condition on handover.

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<sup>6</sup> Payments should be made to the RAYC account by Bank Transfer (preferable), PayPal or cheque. Further details are at [www.rayc.org.uk](http://www.rayc.org.uk)

<sup>7</sup> AGAI Vol 1 Ch 11.

k. On completion of the expedition the UEL is responsible for ensuring that the ASCL is completed, signed and forwarded to the OBS within one week.

l. The UEL is responsible for ensuring that the balance of the charter fee and any other charges, such as temporary membership fees, are paid to the RAYC as soon as funds are made available. The availability of funds is to be notified to the OBS, after which full balance payment is to be made to the RAYC, preferably by electronic transfer, within one week.

m. Receipts for any chargeable expenses should be submitted with a paper copy of the ASCL.

2.4 For insurance purposes it is mandatory for any non-member of the RAYC to pay a £10.00 temporary membership fee when sailing on a RAYC yacht and these fees should be paid with the submission of the ASCL<sup>8</sup>.

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<sup>8</sup> Those eligible who wish to join the RAYC instead of paying a temporary membership fee will be welcome to do so, but are required to complete the application on board and the standing order for subscription or through [www.rayc.org.uk/membership](http://www.rayc.org.uk/membership).

## **PART 3 - THE SKIPPER**

### **Introduction.**

3.1 This instruction, particularly of benefit to skippers unfamiliar with the RAYC, is written to outline the responsibilities of skippers of RAYC yachts when conducting Offshore ASTEs and approved Offshore Races. This instruction does not supersede the comprehensive skippers instructions held on board the yachts, which should be read at the earliest opportunity. Whereas the skipper's instructions on board may not be available prior to embarkation, these guidelines are to be made available to skippers as soon as possible after appointment.

3.2 All civilian skippers or skippers of St Barbara V for ASTEs, racing, or legs of an exercise, are to be approved beforehand by the RC(O). The skipper is answerable to the RAYC, and ultimately to any military or civil inquiry, for the safe passage of the yacht, her crew, and for the safe use of all her equipment. He/she will ensure that all crewmembers comply with MCA, RYA, relevant Adventurous Training and RAYC instructions, rules and conditions. He/She will be in sole charge of the yacht and will be responsible for her safety and that of her crew, regardless of any AT exercise instructions or any directive from any exercise official.

### **Limitations for Skippers.**

3.3 For insurance purposes all skippers of RAYC yachts are to be Full or Associated Members of the RAYC. Skippers of St Barbara V must be authorised by the RAYC Committee by the award of the Club Rating C\*<sup>9</sup>. In some cases skippers may need to be MCA Commercially Endorsed, the RC(O) will advise.

3.4 Skippers' Limitations. Skippers are restricted to the following:

- a. Day Skipper. To waters with which the skipper is familiar, in winds not forecasted to exceed force 4 and between sunrise and sunset only. A member of the crew is to hold an HF (DSC) Operator's licence.
- b. Coastal Skipper. Coastal waters within 6 hours of safe haven, in winds forecasted not to exceed force 6. (Not across the Channel).
- c. Yachtmaster Offshore. Up to 150 miles offshore.
- d. Yachtmaster Ocean. May sail an unlimited range.
- e. RAYC yachts racing outside of the Solent shall be skippered by a Yachtmaster Offshore or Yachtmaster Ocean.

### **Manning Requirements.**

3.5 Skippers are not to proceed to sea if their crew does not meet the Minimum Manning Standards of either JSP 419 or the RAYC whichever is the more stringent. When in doubt the RC(O) should be consulted<sup>10</sup>.

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<sup>9</sup> All skippers for St Barbara must have a C\* rating before the start of the expedition. The definition of the C\* rating is "full familiarisation of the yacht and her systems and should include berthing and putting to sea". Application for the C\* rating should be made to the RC(O). Further details on the C\* qualification are in the RAYC Year Book or on the website: [www.rayc.org.uk](http://www.rayc.org.uk)

<sup>10</sup> The minimum manning stipulated in the tables is based on the manning requirements for JSATC yachts and is in the spirit of JSP 419. The whole crew may be trainees, albeit with previously held RYA qualifications (as per the requirement in the table) but desiring of qualification upgrades.

## St Barbara V Minimum Manning Requirement for AT Expeditions and Racing<sup>11</sup>

Ser	Activity	Skipper C* and	Mate	Minimum Crew	Minimum Crew	Max Crew
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Up to 20nm offshore <sup>12</sup>	Coastal Skipper	Competent Crew	One to hold HF (DSC) licence + 2 other	4	9
2	Within 6 hrs of refuge	Coastal Skipper	Day Skipper	1 x Competent Crew + 1 other	4	9
3	Up to 150 nm offshore	YM Offshore	Coastal Skipper	1 x Competent Crew + 1 other	4	9
4	Unrestricted	YM Ocean	YM Offshore	1 x Day Skipper 1 x Competent Crew + 2 others	6	9
5	Racing out of Solent	YM Offshore	Coastal Skipper	1 x Competent Crew + 1 other	4	9

## Bombardier III Minimum Manning Requirement for AT Expeditions and Racing<sup>13</sup>

Ser	Activity	Skipper	Mate	Minimum Crew	Minimum Crew	Max Crew
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Up to 20nm offshore	Day Skipper	Competent Crew	One to hold HF (DSC) licence + 2 other	4	6
2	Within 6 hrs of refuge	Coastal Skipper	Day Skipper	1 x Competent Crew + 1 other	4	6
3	Up to 60 nm offshore	YM Offshore	Coastal Skipper	1 x Competent Crew + 1 other	4	6
4	Unrestricted	Unauthorised				
5	Racing Out of Solent	YM Offshore	Coastal Skipper	1 x Competent Crew + 1 other	4	6

### Skippers' Responsibilities.

3.6 The skipper has responsibility for, and has authority over, all members of his crew in matters concerning the operation of the vessel, its safety and maintenance, as well as the conduct of the crew whether on board or ashore. In particular the skipper is to ensure:

- a. The safety and wellbeing of the vessel and its crew. It is the sole responsibility of the skipper to sail or not. Prior to sailing the skipper is charged with preparing a passage plan ([SOLAS Regulation 34](#)).
- b. The security and safe custody of the vessel, its equipment and stores. He should satisfy himself that a proper handover/takeover has been completed and that all the yacht's equipment and stores is safeguarded and that the handover/takeover certificate has been completed and signed, Annex A provides a useful handrail.
- c. That the vessel is seaworthy and equipped for the planned sailing activities.

<sup>11</sup> St Barbara V will be MCA Coded Cat 0 (unrestricted) or Cat 1 (restricted to 150nm offshore).

<sup>12</sup> Although it will be unlikely for St Barbara to be restricted to 20 nm offshore in the planning of an expedition this activity is included so that the mate requirements may be relaxed for RYA training close inshore when AT funds are used.

<sup>13</sup> Bombardier is MCA Coded Category 2, which means that she is restricted to 60nm offshore.

- d. Compliance with all relevant military/civilian laws, rules or instructions including those governing Army Adventurous Training, sport and local bye laws. (The UEL has, on behalf of his CO, the overall responsibility for the conduct of the expedition, which must not impinge upon the responsibility of the skipper who in AT parlance is the Subject Matter Expert (SME).)<sup>14</sup>
- e. The crew is fully briefed before departure on all matters concerning the safe operation of the yacht and that the associated drills are practised at the earliest opportunity. (See para 3.21.)
- f. That pre-sailing and daily checks are completed.
- g. That ship's documentation is complete as shown at [Para 3.18](#) below.
- h. That all necessary Customs and Excise and Immigration regulations with respect of foreign ports visited are complied with.

### **Yacht Operation.**

3.7 Sail Plan. A sail plan is available on board. Skippers are to be held personally responsible for any damage caused by exceeding the limits set.

3.8 Rigging. The rig will have been professionally checked; thereafter it is not to be adjusted except in an emergency. Any concerns should be reported to the Boatswain.

3.9 Machinery and Batteries. Yacht machinery such as engines, generators, the fresh water maker and batteries are to be operated in accordance with the Skippers' Instructions and other handbooks held on board. Skippers are encouraged to delegate responsibility for relevant equipment to those appointed by him as navigator, engineer, purser etc. But ultimately it is the skipper who is responsible for ensuring that the yacht's machinery is used safely and is properly maintained.

3.10 Foreign Ports. Visits to ports within the European Community are unrestricted, but must be planned in accordance with [AGAI Volume 1 Chapter 11](#) for all Adventurous Training passages. Except in an emergency, all other foreign visits are to be cleared in advance using these regulations. Visits to ports in countries not specifically authorised in the exercise instruction is forbidden, except in emergency, and could risk arrest, the impounding of the yacht and lack of insurance cover, the considerable financial risk of which would then have to borne by the skipper and crew.

### **Collisions and Groundings.**

3.11 Any accident, collision, grounding or incident involving damage is to be recorded in the Ship's Log, reported on the hand-over/take-over form and an [Incident Report](#) submitted. Serious incidents, incidents which may affect the yacht's seaworthiness or incidents likely to involve an insurance claim are to be reported by the quickest possible means to the RC(O), Captain of Boats and Hon Treasurer. An insurance claim incident is one that involves damage estimated in excess of £350; in these instances no work is to be carried out until authorisation is received from the Hon Treasurer.

3.12 Any discussions with third parties are to be conducted on the basis of "without prejudice". These words imply that the action proposed to be taken does not involve any acceptance of liability. Third parties should be told that discussion with regard to the incident should be directed only to the yacht insurers.

3.13 In the event of damage to the yacht, or to another vessel, or to property, as the result of a collision or other incident, the skipper is to ascertain:

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<sup>14</sup> AGAI Vol 1 Ch 11.

- a. Name of the other vessel/Name, address and description of property.
- b. Name and address (including telephone number) of the owner of the other vessel/property.
- c. Place where the other vessel can be found if a joint survey is required.
- d. Names and addresses of any witnesses (including 'RAYC Yacht' crew members).
- e. Names of any other vessels/details of property and owners who may be involved in a claim.
- f. Statements from individual witnesses (including RAYC crew-members).
- g. Note the extent of the damage to each vessel and/or property and any injuries to personnel. (Photographs will assist with detailed statements).
- h. Complete a written report to be submitted to the RC(O) without delay.

3.14 Whenever there is a grounding of a RAYC yacht, or significant contact with an object below the water line, irrespective of whether she is damaged, a report is to be made to the CoB or Boatswains so that arrangements can be made to hoist the yacht out for inspection as soon as possible. Details are to be written up in the log.

3.15 The RAYC Committee may ask for a report from the skipper of any damage, collision or grounding and may request him/her to contribute towards to the cost<sup>15</sup>.

#### **Yacht Equipment.**

3.16 As soon as practicable the skipper should do a full inventory check of all equipment held on board. Where possible this will be conducted as part of the handover of the yacht. If a full inventory check is not initially possible a full check on all safety equipment must be completed before passage.

3.17 Skippers are obliged to report to the RAYC (if only for the safety and convenience of subsequent users) if any equipment has been lost or damaged in any way, or found to be damaged from a previous charter. A snag report form is held on board for the purpose of minor mishaps but serious damage or loss of equipment must be reported verbally as soon as possible to the Captain of Boats.

#### **Documentation.**

3.18 The following are accountable documents and are maintained on board.

- a. **Registration Certificate.** St Barbara Certificate of British Ships Register; Bombardier Small Ships Register.
- b. UK MCA Code of Practice For Small Commercial Vessels Disc. St Barbara V - Category 1<sup>16</sup>; Bombardier - Category 2. (Displayed on window)
- c. **UK Distress & Security Beacon Database Disc (EPIRB)**
- d. **RORC IRC Certificate** – for racing only

<sup>15</sup> Normally £350 to cover the excess, however for overseas AT this may be £1000.

<sup>16</sup> Category 0 may be applied for.

- e. **Insurance Certificate.** It is the skipper's responsibility to check that insurance cover is in place for the geographic area sailed.
- f. **Ship's Deck Log.** To be retained on completion of the voyage for collection by RAYC Boatswains. (It is a legal requirement to complete and retain the Ship's Log).
- g. **Snag Book.** All defects, losses, faults and damage are to be recorded in the snag book. The crew are encouraged to repair as you go. Repairs should also be noted in the snag book.
- h. **Handover / Takeover Certificate.** The Hand-over / Take-over Certificate is a key document in the management of the yacht and is the skipper's authority to sail.<sup>17</sup> It is, where possible, to be completed by the RAYC Boatswain and Skipper at the beginning and end of each charter, and retained by Boatswain.
- i. Blue Ensign Warrant.
- j. **Equipment Handbooks / Servicing Certificates.** A copy of the appropriate handbook for the engine, other machinery, navigation instruments or performance monitoring equipment and safety equipment is to be kept on board.
- k. **ASCL.** The Account Sheet and Crew List is to be completed by the skipper at the conclusion of the voyage and passed to the UEL for forwarding with payment to the OBS. This document, listing all the crew, is required for legal and insurance purposes.
- l. Copy of the exercise instruction, JSATFA authority for the expedition, Diplomatic Clearance Authority and Temp Loans Stores Issue Sheet.

## Safety.

3.19 Safety is paramount and the crew should be briefed (and rehearsed where appropriate) on the following as soon as possible.

- a. Safety harnesses and lines
- b. Liferaft
- c. MoB drill
- d. Sail changes
- e. Maintaining Radio Watch at Sea
- f. Starting the Engine
- g. Safe operation of the LPG system
- h. Fire
- i. Storage of petrol and other inflammables
- j. Winch and windlass operation

## Running Expenses.

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<sup>17</sup> The handover/takeover certificate is mandatory under MCA MGN280. (See Annex A).



3.20 Skippers may claim for unforeseen and essential yacht running expenses, but not for mooring fees or fuel, which is an exercise accounting responsibility. They are authorised to spend a maximum of £200 in total on minor items for the yacht. Items above this limit are to be approved by the CoB. All such expenditure is to be supported by receipts, which are to be attached to the ASCL. The EPO is to be consulted with regard to any expenses which may be charged to adventurous training incidental running expenses.

3.21 In the event of serious damage which may jeopardise the safety of the yacht or crew immediate action to make the vessel safe should be taken. In this event the RC(O) and the Hon Treasurer should be informed as soon as possible. Authorisation for major expenditure (above £1,000) will come from the Treasurer but this authorisation is not to delay immediate action if the vessel is unsafe.

3.22 On leaving the vessel the skipper is to ensure that:

- a. All crew personal equipment and belongings are removed.
- b. Appropriate checks have been completed.
- c. All damage and gear failures have been reported.
- d. The vessel is refuelled.
- e. The vessel is secure.
- f. Temp Loan Stores have been accounted for and laid out for the next unit to take over.
- g. The vessel is in a clean condition.

**ANNEX 8 TO UK MCA MARITIME GUIDANCE NOTE 280 - HANDOVER PROCEDURES FOR OWNERS/MANAGING AGENTS WHO BARE-BOAT CHARTER A VESSEL**

**Familiarisation at Handover.**

1. The owner/managing agent or appointed representative with intimate knowledge of the vessel should be present at the handover of the vessel to the chartering skipper and crew in order to complete, as a minimum, the following familiarisation process:
  - a. A demonstration of the stowage of all gear and the method of use of all lifesaving and firefighting appliances on board the vessel should be given.
  - b. The location and method of operation of all seacocks and bilge pumps should be explained.
  - c. A demonstration to ensure familiarisation with all mechanical, electrical and electronic equipment should be carried out.
  - d. Details of routine maintenance required for any equipment should be declared.
  - e. Checks to be carried out on the engine prior to starting, whilst running and after stopping to be demonstrated.
  - f. The method of setting, sheeting and reefing each sail should be shown.

**Documentation.**

2. The owner/managing agent or appointed representative, as detailed in 1. above, should ensure that the Vessel's File is shown to the chartering skipper. The Vessel's File should contain at least the following:
  - a. Registration papers
  - b. Copies of the insurance policy
  - c. Other necessary certificates
  - d. Details of permitted operating area
  - e. Instruction manuals
  - f. Electrical wiring and piping/plumbing diagrams
  - g. Inventory of the vessel's equipment
  - h. Plan(s) showing the stowage position of all the movable equipment necessary for the safe operation of the vessel.
  - i. A list of names and telephone numbers (both in and out of office hours) of persons who may be contacted if the chartering skipper or the vessel is in need of assistance.
3. The owner/managing agent or appointed representative, as detailed above, should ensure that the Stability Guidance Booklet, and Stability Information Booklet if applicable, are shown to the

chartering skipper.

4. The skipper chartering the vessel should sign an acceptance note after the handover procedure with regard to the inventory, condition of items demonstrated and the amounts of fuel and other consumable items on board which may be chargeable.

**Procedure on Return of the Vessel to the Owner/Managing Agent.**

5. At the end of the charter the owner/managing agent or appointed representative together with the chartering skipper should observe the following procedure:

- a. The chartering skipper should advise the owner/managing agent of any lost or damaged equipment.
- b. The chartering skipper should advise the owner/managing agent of any defects or damage to the vessel.
- c. The owner/managing agent should be present to review any matter deemed important.
- d. The above details should be noted on an appropriate form which is to be signed by the owner/managing agent or appointed representative and the chartering skipper.

## PART 4 - RAYC RESPONSIBILITIES AND CONTACTS

Contact details and responsibilities of relevant RAYC officers are:

	Responsibility	Email
Rear Commodore (Offshore)	The officer responsible to the Committee for all offshore matters. Initial contact for planning an ASTE. Clearance of outline plan, names of skippers and requirements for crew qualifications. The RAYC PoC for any major incident or problem. Expenditure up to £1,000.	<a href="mailto:rear_com_offshore@rayc.org.uk">rear_com_offshore@rayc.org.uk</a>
Captain of Boats	Routine maintenance and supervision of the yachts. Deployment of boatswains as necessary for handover/takeover or maintenance. Yacht documentation. Clearance for expenditure over £200 on yacht stores (limit £500).	<a href="mailto:captain@rayc.org.uk">captain@rayc.org.uk</a>
Boatswains <sup>18</sup>	Where possible supervise handover/takeover. Collection of snag reports and completed deck logs. Queries regarding yacht equipment and use and repairs. Yacht stores.	<a href="mailto:boatswains@rayc.org.uk">boatswains@rayc.org.uk</a>
Hon Booking Secretary	Clearance of dates of Ex, including pre, during and post ex maintenance days. Monitors qualifications of skippers. Collects Deposit payment. Issue of ASCL which is confirmation of unit booking. Collection of completed ASCL. Collects balance payment.	<a href="mailto:bookings@rayc.org.uk">bookings@rayc.org.uk</a>
Hon Treasurer	Matters relating to registration, coding, IRC or insurance. Immediate PoC for all insurance matters including claims. Expenditure in excess of £1,000.	<a href="mailto:finance@rayc.org.uk">finance@rayc.org.uk</a>

<sup>18</sup> The boatswains will have been responsible to the EPO, UEL and if necessary skipper, for the preparation of the vessel for the expedition before departure, serviceability of all stores and accountability of RAYC and possibly MOD Temp stores associated with the Expedition.

**APPENDIX TO THE RULES AND BYELAWS  
IV - FLAGS OF THE CLUB**

Rule 56. Racing flag. The authorised design for the racing flag is:

