

# Shetland Inter-Club Yachting Association

## Constitution

Adopted at the Annual General Meeting in 2009

### 1. Name

- 1.1 The title shall be Shetland Inter-Club Yachting Association hereafter referred to as “the Association”.

### 2. Aims and Objects

- 2.1 To provide the opportunity of competitive racing between affiliated sailing clubs in Shetland.
- 2.2 To arrange and organise the annual “Inter-Club” end of season regatta and associated activities.
- 2.3 After reasonable reserve for the continuing and future purposes of “the Association” has been made, to donate the free proceeds of any function of “the Association” to such organisations as the members in General Meeting shall determine.

### 3. Membership

- 3.1 Annual affiliation to “the Association” for all existing clubs will be by payment of the affiliation fee at the Annual General Meeting. Newly formed clubs or clubs whose affiliation fee has lapsed for a period of five years or more, must have the application seeking affiliation supported by at least 3 affiliated clubs, to be considered at the Annual General meeting or Special General Meeting.
- 3.2 The affiliation fee to be paid will be decided one year in advance at the Annual General Meeting

### 4. Office Bearers and Committee

- 4.1 There shall be one commodore, one vice-commodore, one rear commodore, a starter/timekeeper, a handicapper, a secretary and a treasurer, all of whom shall be elected at an Annual General Meeting.

- 4.2 The secretary and the treasurer shall be paid an honorarium to be agreed at the Annual General Meeting, and will be non-voting members of “the Association”.
- 4.3 The management of the “the Association’s” business shall be invested in a committee. The committee shall consist of:-
- 4.4 The office bearers of “the Association”  
A maximum number of ten management committee members.
- 4.5 The committee shall meet as often as business requires, but not less than twice during the year.
- 4.6 All appointments and re-appointments to the committee, with the exception of the office bearers and co-opted members of “the Association” shall be for one year, but those retiring shall be eligible for re-election.

## **5. Finance**

- 5.1 The financial year of “the Association” shall be decided from time to time by the Annual General Meeting.
- 5.2 All monies shall be banked or invested in the name of “the Association”, and all orders on any accounts shall be signed by the commodore and treasurer or any such person/persons as “the Association” may determine.
- 5.3 An audited statement of accounts shall be presented at the Annual General Meeting.

## **6. Management/General Meetings**

- 6.1 There shall be an Annual General Meeting of “the Association” at which the Annual Committee report shall be presented, and the election of office bearers and committee shall take place. Not less than fourteen days notice shall be given of the Annual General Meeting. As far as possible, the Annual General Meeting shall be held during February or March every year.
- 6.2 The Annual General Meeting shall be attended by the office bearers and committee of “the Association” and two delegates from each affiliated club.
- 6.3 Voting will refer only to matters of which due notice has been given in the notice calling the meeting.

- 6.4 Voting may be by show of hands or by ballot as may be decided by the Meeting concerned.
- 6.5 Votes on all matters at the Annual General Meeting of “the Association” shall be from club delegates, office bearers and committee members. Committee members who are nominated club delegates have the right to only one vote.
- 6.6 An Extraordinary General Meeting may be convened at any time at the request in writing of not less than three affiliated clubs who shall notify the secretary of the nature of the business to be transacted. No other business shall be transacted at an Extraordinary General Meeting other than that for which it shall have been expressly organised. The secretary shall give at least seven days notice of such meeting and the business to be transacted.
- 6.7 Any proposals, changes to the constitution or instructions to be considered at the Annual General Meeting should be in the hands of the secretary by 20<sup>th</sup> February each year but no constitutional alterations shall be valid unless it is confirmed by at least two thirds of the persons present and voting on the proposals at the Annual General Meeting. Minor amendments to motions may be accepted at the Annual General Meeting. Major amendments to motions should be submitted to the secretary at least two weeks prior to the Annual General Meeting.
- 6.8 The commodore or vice-commodore shall preside at all General Meetings of “the Association”.

## **7. Procedure**

- 7.1 The quorum at General Meetings shall not be less than eight present and entitled to vote.
- 7.2 The quorum for the committee and all sub-committees shall consist of one-third of all the members entitled to vote.
- 7.3 Casual vacancies among the office bearers or ordinary members of committees occurring during the year shall be filled by co-option.
- 7.4 All co-opted members of the committee and sub-committees shall be regarded as full members and entitled to vote.
- 7.5 Subject to the provisions of Articles 8 and 12 hereof, a plain majority of those present and voting shall be sufficient to carry any resolution.
- 7.6 The chairman at all meetings shall have a casting vote.

7.7 If neither the commodore or vice-commodore for any meeting can be present, the meeting shall appoint a chairman for that meeting.

## **8. Powers and duties of the Committee**

8.1 The powers and duties of the committee shall be:-

8.2 To carry out the affairs of "the Association" in accordance with the aims and objects thereof, and subject to the provisions of this constitution.

8.3 To appoint as the need arises standing or advisory sub-committees.

8.4 To receive reports from all sub-committees and to consider recommendations from the advisory committees.

8.5 To raise funds by which the work of "the Association" can be carried on.

8.6 To conduct the financial business of "the Association", keeping and publishing the accounts thereof, and making rules governing operations in "the Association's" banking or other accounts.

## **9. Dissolution**

9.1 If the committee shall decide at any time that it is necessary to dissolve "the Association", they shall instruct the calling of an Extraordinary General Meeting to consider a resolution to that effect. The committee's decision must be confirmed by at least two-thirds of those present and voting at such a meeting. Any assets remaining after the satisfaction of any debts and liabilities shall be given into the care of the Shetland Islands Council Department of Education and Community Services or equivalent committee, to be held until such time as "the Association" is re-established under the same constitution. If at any time, such committee shall consider that there is no prospect of "the Association" being re-established, they shall apply such assets towards such purposes charitable in law as they may decide.

## APPENDIX 1

Adopted in 2009

1. The Inter-Club regatta shall be an annual event.
2. All races shall take place in Lerwick Harbour unless decided otherwise at an Annual General Meeting.
3. All entries for the regatta shall be on a form provided by "the Association" and must be in the hands of the secretary by the date and time stated in the letter accompanying the issue of entry forms for completion.
4. For the Inter-Club Regatta all rating measurements will be detailed on the entry form and countersigned by the club representative responsible.
5. All races shall be started by blanket flying method unless otherwise decided by the sailing committee.
6. Three boats or three teams must start to constitute a race.
7. The time limit to compete in any race shall be 3 hours for a seven and a half mile race and adjustments for shortened races pro rata. As no time is available to re-sail races, the sailing committee has the power to stretch this rule within reason to obtain a decision.
8. Every boat entering a race shall be supplied with special instructions and information regarding starts, courses, safety etc. The sailing committee shall have the power to change the instructions providing reasonable notice is given before the starting signal is made.
9. In the event of unfavourable conditions of wind, tide or any other valid reason, the sailing committee can, at their discretion:
  - a. Postpone any race. Whenever possible a definite time will be given for the re-sail.
  - b. Cancel or abandon any race.
  - c. Shorten course either before the start of a race or during it. Time allowance, if any, shall be reduced proportionately.
10. If any mark be missing or moved from the vicinity of its stated position, the sailing committee shall, if possible, replace it in its proper position or substitute a new one. If this is not possible in time for competitors to pass

round it, the race may be re-sailed or declared void at the discretion of the committee.

11. Buoyancy aids to the current British standard must be worn by everyone taking part in races organised by “the Association” and must be worn throughout the entire race and in this connection it shall be the duty of every competitor to be properly equipped.
12. Every boat shall carry on each side of its mainsail the number submitted on its entry form. Any change to this number must be notified to the committee and permission for the change granted.
13. All races shall be sailed under the RYA sailing rules.

### **SHETLAND MODEL TEAM RACES**

14.
  - a. All boats competing in the team races shall be of the traditional Shetland model type, constructed and rigged according to SMCA class rules.
  - b. Two team races shall be sailed over a minimum distance of 10 miles.
  - c. Three boats shall constitute a team. In the case of a teamed boat suffering damage at the regatta and being unable to sail in a team race, a reserve boat can take her place subject to the approval of the Committee. Reserve boat to be nominated on entry form.
  - d. Only one team to be allowed from each club.
  - e. The low points system will be used for the team races.
  - f. A boat can only sail for the club for which it is entered.
  - g. Clubs with insufficient boats to form a team can amalgamate. The team must be entered in the name of an affiliated club or of the North Isles or West Side Associations.
  - h. In the event of the team referred to in “g” having the greatest number of points, the trophy will be presented to that team and in the name of the club represented.
  - i. Points will not be awarded to any boat disqualified.

- j. Any boat that starts and subsequently retires will be awarded one point.

## **DINGHY RACING**

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- a. All Dinghy races, with the exception of the pursuit race, will be for dinghies with Portsmouth Yardstick numbers under 1200.
- b. Entries for dinghies with P.Y. numbers over 1200 may be accepted at the committee's discretion.
- c. Junior races will be sailed in Mirror Dinghies.

## **DINGHY TEAM RACES**

16. a. Scoring for Dinghy Team Races will be by the low points system.

## **APPENDIX 2**

### **SHETLAND INTER-CLUB YACHTING ASSOCIATION**

#### **Safety Procedures and Regulations 2003**

#### **Management Committee**

1. The Management Committee will ensure that the areas of water chosen for each event are suitable for the type of boat competing, taking account of wind, tide, surface conditions, and also being fully aware of weather forecasts for the period of the race.
2. The committee base will liaise with L.P.A Port Control at all times and advise them of the time and place of all events (and obtain approval for these) as well as take account of information on predicted movement of vessels in these areas.
3. Suitably sized committee boats adequately equipped with VHF etc are required for overseeing and management of each event taking place at any time.
4. Senior officers have an overall responsibility for the management and supervision of the events, but it is also necessary to allocate and clearly define the duties of the individual Committee members for each event; e.g. Race Officer, Starter, Time Keeper. Each race committee will keep radio watch on the regatta channel and on the Port Control channel. If the need arises, the Race Officer can communicate direct with Port Control.
5. The Race Officer for each event will be responsible for keeping a check on the actual numbers of boats in the race and the number of retirals. The latter statistic will be checked out by radio with the member stationed in the committee base at the small Boat Harbour.
6. The Committee will ensure that an adequate number of suitably manned and equipped guard boats are available for each race, taking account of the number of boats in each event.
7. Guard boats will carry a competent crew and must be equipped with VHF radio, towing rope, heaving line, boat hook, knife and First Aid kit. The crew will be issued with details of call sign, VHF channel and the area of water allocated for supervision. The guard boat crews will wear approved buoyancy aids or life-jackets at all times.
8. In the event of an incident involving a competitor requiring urgent medical attention, the guard boat crew involved will immediately notify the senior

officials on the Committee boat and pierhead who will contact Port Control or Coastguard to call for an ambulance to rendezvous at the most convenient shore point to deal with the casualty.

9. The Management Committee have adopted the foregoing procedures and regulations taking account of the special local conditions relating to the Inter-Club event.