



BTOSC COMMITTEE HANDBOOK

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HISTORY

Issue 3	Generally updated & enhanced September 1993 (Annexes in particular updated)
Issue 3a	Addition of "Introductory Letter" Appendix 11.
Issue 3b	Finance & Approved Skippers altered, Addition of Annex 12
Issue 3c	Re-numbering of section. Auto indexing & referencing
Issue 4	Re-formatted July 1994, Committee updated
Issue 4a	Training Secretary duties added. Cruising Secretary duties amended.
Issue 5	Cruising Secretary duties further amended. Operation updated & timetable added. Constitutional amendments from 1995 A.G.M. incorporated.
Issue 6	Committee Updated, Constitutional amendments added, & Committee Agreements section added.
Issue 6a	Minor corrections to Issue 6
Issue 6b	Commercial / Publicity member duties added, skipper's collision responsibilities added.
Issue 7	Committee Updated, Constitutional amendments & Committee Agreements amendments added, amendments to duties of Commodore, Chairman and Social secretary plus addition of Vice Commodore role.
Issue 8	New Issue. September 2002 "Introduction" substantially expanded. "Objectives" now fully sail based. "Constitution": Membership Clause amended; Vice Commodore introduced (A.G.M. 1999); non-profit clause introduced (A.G.M. 2000); financial 'Examiners' (formerly 'Auditors') introduced. "Finance 7.2" substantially updated. Numerous general updates.
Issue 9	General Revision of complete Handbook to issue 9
Issue 10	Quorum number revised to 5 at A.G.M. May 2005 A.G.M. voting to include email option All references to club library removed following disbandment Revised definition of family Membership Add electronic fund transfer to methods of payment Section 6.9 remove reference to Membership Cards
Issue 11	Complete revision April 2011
Issue 12	Complete revision October 2018 to June 2019

SECTION 1 INTRODUCTION

This Handbook is intended to complement the Club Constitution, which is included.

A contemporary Club offering Cruising, Racing and Training charters must, have safety as its major concern. Our Club has already embraced the safety culture and this is embodied in our Safety Policy, which also reflects our “duty of care to others”.

A Handbook of Club roles and procedures is a vital link in any demonstration of our good intentions in these areas and Committee members are accordingly invited to note its contents, especially the template forms in “Part 2 Appendices”.

The Committee Handbook has been prepared to assist members of the Committee to perform their various roles safely and with care for others. It is also an introduction to the Club for newly elected Committee members and a checklist for others.

Chairman

SECTION 2 CLUB OBJECTIVES

To support the sport of sailing and other related functions, as may from time to time be decided, by:-

- (i) providing Club members with opportunities to sail and skipper, on sail cruising yachts,
- (ii) providing Club members with opportunities to sail and skipper, on sail racing yachts,
- (iii) providing sail training opportunities for members,
- (iv) organising social events for members,
- (v) managing Club operations safely and efficiently,
- (vii) keeping members informed of Club activities by Newsletter, email, Website and any other suitable means.

SECTION 3 CLUB CONSTITUTION

1. TITLE.

The Club shall be called BTOSC, hereinafter referred to as the Club.

2. PURPOSE

To support the sport of sailing and other related functions as may from time to time be decided by the members.

3. MEMBERSHIP

Membership of the Club may be refused or revoked at the sole discretion of the Committee.

The Club shall have the following categories of membership:-

LIFE

The Committee may bestow Life Membership upon a member who, in its opinion, has rendered the Club substantial service over a number of years or has otherwise made an outstanding contribution to the Club and shall have full voting rights.

FULL

Full Membership shall be available to all suitable applicants and shall carry full voting rights.

ASSOCIATE

Associate Membership shall be allowed at the discretion of the Committee and shall not carry voting rights, except that an Associate Member elected to the Committee shall have the right to vote in the Committee.

Whilst not qualifying as a Full Member an Associate Member is likely to be an asset to the Club.

FAMILY

Family Membership shall be available to the immediate families (comprising spouse or partner and children under the age of 18 years) of all members except Temporary Members. Family members shall not have voting rights.

TEMPORARY

Temporary membership enables people to come sailing with us (BTOSC) on a one-off basis, so they can pay £10 and become members for one event only, ever. The next time they wish to sail with the club they must pay the full membership fee. If it is in the same year as the temporary membership we will take the cost of the temporary membership off the price of the full membership.

4. MANAGEMENT

The management of the Club shall be vested in a Committee that shall be elected annually by the members. The Committee shall be composed of a Chairman, Secretary, Treasurer (Rear-Commodore) and nine others. Five shall form a quorum. The Committee shall have the right to co-opt more members; co-opted members shall not have voting rights. Sub-Committees to organise specific activities may be set up at the discretion of the Committee.

Each year the Committee may appoint a Commodore and Vice Commodore for the ensuing year. The Commodore and Vice Commodore will have the right to attend all Club Committee meetings but will have no voting rights. The Commodore and Vice Commodore may however concurrently hold another Committee post and exercise the voting rights of that post.

5. SUBSCRIPTIONS

A Membership Subscription shall be collected from each Member (except Life Members) for the period 1st February each year to 31st January the following year.

The Subscription shall be separately determined for each category of membership by the Committee. Life Members shall not be required to pay a Membership Subscription.

Fees for specific activities or events e.g. chartering boats shall be independent of and additional to the Membership Subscription.

6. FINANCE

The Club financial year shall be from 1st February to 31st January. The Treasurer shall maintain a full record of the Club receipts and disbursements and shall prepare an 'examined' annual statement of accounts at the end of each financial year showing a summary of all transactions during the year.

The Club is a non-profit making organisation. All surpluses will be used to maintain or improve the Club's facilities and services. No surplus will be distributed. *(Agreed A.G.M. 6th May 2000)*

7. AFFILIATION

The Club shall be affiliated to any appropriate body agreed upon by the Committee. (e.g. RYA)

8. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held not later than the 30th June and not less than 35 days notice of the meeting shall be given to the members by the Secretary. The meeting will receive a report from the Secretary and the statement of accounts. It shall elect the Officers, Committee members, up to two financial examiners and deal with the general business of the Club. All motions must be proposed, seconded and forwarded in writing to reach the Secretary not later than 48 hours prior to the meeting.

9. SPECIAL GENERAL MEETING

A Special General Meeting shall be called by the Club on the minuted decision of the Committee, or a written formal request (including an agenda) to the Secretary by at least 20 per cent of the membership. The meeting shall be called within 35 days of the Committee minuted decision or the formal request being received by the Secretary. At least 21 days' notice of the meeting arrangements and the agenda shall be provided to the membership.

10. CONSTITUTIONAL AMENDMENTS

No alteration shall be made to this Constitution unless it be agreed by a simple majority of a General Meeting.

11. DEFAULT RULINGS

Where the rules are silent the Committee's decision shall be final.

12. DISSOLUTION

In the event of the Club being dissolved all assets shall be donated to the Royal National Lifeboat Institution.

SECTION 4 COMPOSITION OF COMMITTEE

Commodore (Non-Voting)

Vice Commodore (Non-Voting)

Rear Commodore (Hon. Treasurer)

Hon. Chairman

Hon. Secretary

Committee Members (Nine maximum)

Co-opted Members (Three maximum non-voting)

A Quorum shall consist of 5 voting Committee Members, which may include the Chairman, Secretary and Treasurer.

SECTION 5 COMMITTEE OFFICERS AND MEMBERS

A full list of current Committee Members can be found on the Club Website

www.btosc.co.uk/wordpress/

SECTION 6 COMMITTEE AND INDIVIDUAL RESPONSIBILITIES

Section 6.1 COMMODORE

The Commodore shall:-

Preside over any organised Annual Dinner.

At the Annual Dinner give the Commodore's overall view of the Club in relation to the past and coming year's activities.

Represent and further the Club's interests both internally and externally.

Review the Club policies in conjunction with the Vice Commodore, Chairman and main Committee to ensure that the policies are in accordance with the Constitution and Club objectives and take due account of external regulations and trends.

Where a Vice Commodore is not appointed, additionally undertake the duties of Vice Commodore.

Section 6.2 VICE COMMODORE

The Vice Commodore (when appointed) shall:-

Assist the Commodore in his activities and assume the duties of Commodore when the Commodore is not available.

Arrange in conjunction with the Social Secretary, for a guest celebrity to speak at the Annual Dinner, if required. Alternative entertainment may be considered.

Review the Club policies in conjunction with the Commodore, Chairman and main Committee to ensure that the Club policies are in accordance with the Constitution, Club objectives and any applicable regulations.

Review the Club's Constitution, Objectives and Committee Handbook as necessary with the Chairman and main Committee.

Section 6.3 CHAIRMAN

The Chairman shall:-

Assist the Vice Commodore in his activities and assume the duties of Commodore or Vice Commodore when either or both are unavailable.

Co-ordinate and manage the Club activities in accordance with the Constitution, Club Objectives and Committee Handbook.

Review the Clubs Constitution, Objectives, and Committee Handbook with the Commodore, Vice Commodore and main Committee, as necessary.

Be responsible for the updating, distribution and retrieval of the Committee Handbook.

Hold and chair main Committee meetings on a regular basis that shall be not less than Quarterly intervals.

Assist in forming meeting agenda.

Chair the A.G.M. and any special meetings.

Open the A.G.M. with a report on the Club's activities over the previous year and into the future.

Have overall responsibility for any Annual Dinner each year.

Represent and further the Club's interests at external events and meetings.

Section 6.4 TREASURER (Rear Commodore)

The Treasurer shall:-

Conduct the financial matters of the Club in accordance with the Constitution, the Handbook (Section 7.2 Finance) and Committee decisions.

Manage all personal data in accordance with GDPR and any other applicable regulations.

Operate a suitable double signature current bank account and bank all received cash and securities as soon as possible after receipt. All payments shall be by Club Cheque or Bank Transfer.

Operate suitable investment account(s) to which funds not required in the current account, can be efficiently lodged.

Require a Payment Request Form (PRF) for all expenditure together with receipts, invoices or evidence of payment, where possible. No payments shall be made without the minuted agreement of the Committee, unless **(i)** in the case of urgency or expediency the payment shall be authorised by at least two Committee Members in writing PRF that shall be sent to the Treasurer and forwarded to the next main Committee meeting for ratification and **(ii)** if Payment is less than the 'Minor expense' maximum. *See Section 7.2 Finance*

Keep adequate records of all income and expenditure transactions for financial examination purposes. File all supporting paperwork e.g. letters; invoices; payment lists; PRF; in a 'Reference file'.

Produce a brief report to each Committee meeting of the Club's current financial status e.g. cash flow and budget statements, reconciliation of current bank and Club transactions and bank account totals.

Report to the Committee during the year on the overall financial state of Club activities.

Produce a year-end financial summary of the yearly accounts in time to be presented to the Committee and next A.G.M.

Arrange to have the accounts and accounting system 'examined' in good time before the A.G.M. each year, using the Examiner(s), if any, elected at the previous A.G.M. The Examiner shall produce a Certificate of Examination.

Briefly report to the A.G.M. on the past year's finances.

Take responsibility for keeping up to date the Appendices '*Sailing Charter Account*'; '*Event Account*'; and '*Payment Request Form*'.

Section 6.5 CLUB SECRETARY

The Club Secretary shall:-

Conduct the role in accord with the Constitution, Handbook. and Committee decisions.

Manage all personal data in accordance with GDPR and any other applicable regulations.

Conduct and co-ordinate the day-to-day business of the club, corresponding with outside organisations or other people on relevant matters, excepting those matters specific to other Club Officers.

Form all main meeting agenda in consultation with the Chairman.

Arrange in good time Committee (or Special) meetings; cause hospitality and meeting rooms to be arranged; inform the Committee and the Membership (if necessary) of agenda, dates, times and venue.

Review and update Club business at each Committee meeting.

Check that Committee meeting action points are being progressed.

Arrange minute taking at all main meetings, minutes to be circulated, electronically or by post etc, to Committee members as early as possible or at least 14 days prior to the next Committee meeting.

Keep a running record of Club affairs, i.e. chronological records of events; letters; Committee and A.G.M minutes; Committee papers; Constitution; etc.

Maintain Club Affiliations i.e. RYA (via Treasurer).

Keep up to date the Appendices attributed to this role in Section 8.

Section 6.6 CRUISING SECRETARY

The Cruising Secretary shall:-

Conduct the role in accord with the Constitution, Handbook, and Committee decisions.

Manage all personal data in accordance with GDPR and any other applicable regulations.

Arrange a suitable Cruising Programme each year, in time to be published and ready for distribution at the Annual Dinner, by the end of January or earlier.

The following duties of the Cruising Secretary, with respect to individual events, may be delegated to an Event Manager for that event (the Event Manager may be the Skipper for the event).

Produce publicity material for the Cruising Programme in collaboration with the Newsletter Publisher.

Charter suitable boats for Cruising, Training, Racing and Skipper assessment programmes as necessary and co-ordinate the financial and operational aspects of the charter operations. Arrange the payment of boat charter costs and damage waiver (if applicable), arranging for the charter company to send an invoice (or other) to the Treasurer.

Arrange Club Rallies (usually May and December) with the assistance of the Social Secretary, other Club Officers and Event Manager, where appointed.

Allocate crew berths on events.

Endeavour to arrange all events to be self-funding or within the budget agreed by the Committee. Make clear what costs are included in the berth fee and any costs that the crew will subsequently be responsible for e.g. damage waiver, fuel, gas, marina fees, supplies etc.

Arrange with the Treasurer and Event Manager for all event berth fees to be collected and all event costs to be paid.

Send all relevant information to the cruising charter skipper, including marina address, boat name, crew names and their contact details.

Send out to crew going on cruising, racing and training events their joining information, maps and crew charter conditions. A telephone contact number should be given in case of problems.

Maintain and make available to Committee members, a spreadsheet of cruising, training, and racing berth vacancies, Skippers and Event Managers, on a regular basis.

Report on the status of the Cruising Programme at each Committee meeting.

Produce a review of the previous year's Cruising Programme to the A.G.M.

Maintain a list of all boats owned by Club members.

Chair a Cruising sub-Committee if necessary, and present the minutes to the next main Committee meeting.

Keep up to date the Appendices attributed to this role in Section 8

Section 6.9 MEMBERSHIP SECRETARY

The Membership Secretary shall:-

Conduct the role in accord with the Constitution, Handbook and Committee decisions.

Manage all personal data in accordance with GDPR and any other applicable regulations.

Maintain an up-to-date list of Club members. Produce from time to time a list of contact details of Club members for use by the Committee.

Receive and deal with new and renewal membership applications. Send out Standing Order forms and receipts as required, electronically or otherwise.

Work with the Treasurer to ensure the collection of all membership dues.

Advise the Communications Manager ASAP of any new member joining the club so they can be added to the Contact List in accordance with GDPR and any other applicable regulations.

With the Treasurer, advise the Communications Manager of any lapsed member, so that their status can be updated in the Contact List, in accordance with GDPR and any other relevant regulation.

Report on membership status to each Committee meeting.

Organise an annual recruitment drive in conjunction with other Committee members as required, e.g. the Communications Manager.

Keep up to date the Appendices attributed to this role in Section 8

Section 6.10 Communications Manager

The Communications Manager shall:-

Conduct the role in accord with the Constitution, Handbook, and Committee decisions.

Manage all personal data in accordance with GDPR and any other applicable regulations.

The primary role is to keep members up to date with club activities. This will be done in the first instance via e-mail though members without email accounts will receive regular postal updates.

Maintain a master Contact List, including an email distribution list and postal distribution based on the current membership list. The Membership Secretary will advise the Communications Manager ASAP of any new member joining the Club so they can be added to the list. The Membership Secretary and Treasurer will advise the Communications Manager of any lapsed members, so that their status can be amended on the master Contact List.

The Contact List or subsets of it will be made available to Club Officers, Club Skippers and Event Managers as required, but limited to what is necessary for the discharge of their duties and in accordance with GDPR or any applicable regulation.

Produce 'ad hoc' publicity material as necessary.

Cull appropriate news-items from Committee Members, other members and other suitable sources.

Assist in any annual recruitment drive.

Section 6. 11 SOCIAL SECRETARY

The Social Secretary shall be responsible for Club members' Social Events and shall:-

Conduct the role in accord with the Constitution, Handbook and Committee decisions.

Manage all personal data in accordance with GDPR and any other applicable regulations.

Organise and manage throughout the year suitable social events on a self-funding basis and/or within the budget agreed by the Committee, taking into account all costs plus a contingency factor.

With the Treasurer and Event Manager ensure that: all event fees are collected, all event costs are paid and an accurate record of event finances is maintained.

Keep up to date the Appendices attributed to this role in Section 8.

Section 6.12 SKIPPER LIASON AND DEVELOPMENT MANAGER

The Skipper Liaison and Development Manager shall:-

Conduct the role in accord with the Constitution, Handbook and Committee decisions.

Manage all personal data in accordance with GDPR and any other applicable regulations.

Maintain a strong Pool of Approved Skippers, with the necessary qualifications required by the Club, to meet the planned activities of the Club.

Maintain an accurate and up to date database of Approved Club Skippers to include:

- Full Contact details
- Validity and level of qualifications
- Experience
- Availability to take responsibility as boat skippers for Club sailing events
- Any limitations to their approval imposed by the Committee

Organise a Skipper's Briefing and Development weekend in time for the start of the new sailing season to meet the needs of the Club's requirement to maintain a pool of Approved Skippers.

Maintain a regular communication with individual Skippers, and the Pool as a group, so as to keep the skippers informed of the objectives and activities of the Club.

Liaise with the Cruising Secretary to arrange the required number of Club Skippers for each event. Keep Club Skippers updated as to the status of each event, its viability, tentative and firm bookings.

Encourage feedback from Skippers and Club members participating in all Club Sailing events.

With the Cruising Secretary, monitor feedback from members participating in Club events to ascertain levels of satisfaction as to the content and conduct of those events. From time to time summarise and report on these findings to the Committee Meeting.

Assist the Cruising Secretary in the development of the Sailing Programme, specifically in the area of feeding in events proposed by Club Skippers and advising on the viability of longer events.

Identify members who offer the potential to become Approved Club Skippers and assist and encourage their development to achieve Approved Skipper status.

Regularly review qualification and experience levels of all Approved Club Skippers and encourage and assist individuals to achieve the highest levels of skills and competence. Report and recommend to the Committee any changes in qualification levels thought to be necessary to protect the integrity of the Club.

Act as a first point of contact to receive any complaint of the conduct of an approved Club Skipper, to investigate objectively any complaint, and report the findings to the Club Committee Members.

Keep up to date the Appendices attributed to this role in Section 8.

Section 6. 13 EXTERNAL RELATIONS

Section 6. 13. 1 Commercial

The Role of the Commercial Committee Member shall be:

To conduct the role in accord with the Constitution, Handbook, and Committee decisions.

To negotiate costs of the charter of boats with charter companies for use in the cruising and training programmes, and attempt to make arrangements where boat handover / running cost payments can be simplified.

To investigate and advise the Committee of other areas (other than the Solent) where BTOSC can economically charter boats.

To ensure that the BTOSC maintains its autonomy in any commercial contracts entered into.

To advise on the commercial contracts such as insurance.

Section 6. 13. 2 Publicity & Website

The Role of the Publicity & Website Committee Member(s) shall be:

To conduct the role in accord with the Constitution, Handbook, and Committee decisions.

Manage all personal data in accordance with GDPR and any other applicable regulations.

To create publicity material for use in advertising the Club's existence within BT, and promoting the Club's image in order to recruit new members in a reducing market.

To exploit opportunities in which the Club can get involved outside our own published programmes i.e. Civil Service events, or commercial ventures that provide additional sailing opportunities for Club Members.

SECTION 7 OPERATION OF THE CLUB (How it works!)

Section 7.1 Timetable

Month	Event	Action
January	Annual Dinner. Outline Sailing Programme	Cruising/Training/Racing Secs. Chairman/Secretary
February	Start of Financial Year Agree Sailing Programme & Budget Skippers Refresher Feb or Mar	Treasurer:- Close books and submit for audit. Committee
March	Arrange A.G.M. date & Venue Issue reminder of Club Conditions Finalise May/Spring Rally.	Chairman/Secretary Editor Chairman/Secretary
April		
May	Spring Rally	Cruising / Social Secretaries
June	A.G.M. must be held by 30th.	
July		
August	Agree date of Annual Dinner Start arrangements, Venue, Speaker	Chairman / Commodore/Vice Commodore Social Secretary
September		
October	Agree Dinner arrangements/Speaker Autumn Rally, Finalise Xmas Jolly.	Committee Cruising / Social Secretaries
November	Make arrangements for Committee Christmas Dinner and Xmas Jolly	
December	Xmas Jolly	

Section 7.2 FINANCE

Section 7.2.1 Club Accounts

The Club will operate a minimum of one Current Account and one interest-bearing Deposit Account. These will be reviewed by the Committee on a regular basis and may be changed to best meet Club requirements and for maximum financial benefit to the Club. Any such changes will be authorised by minuted agreement at a Club Committee Meeting.

Section 7.2.2. Club Treasurer

The Treasurer is an Officer of the Club whose role is to oversee the financial operation of the whole Club. The Treasurer banks the income; writes cheques; transfers payments as required; administers the various Club accounts and advises on budgets. He reports the current financial position to the Club Committee meetings and the A.G.M. (See Section 6.3 Treasurer, for more detail).

Section 7.2.3. General Finance

The Club is *funded* by:-

**Membership subscription
Deposit interest and
Spurious income.**

These funds may not amount to a lot so Club events are arranged to be **self-funding** whenever possible. In practice self-funding means a level of income that equates to all known costs plus a contingency factor that will cushion late refusals, low take up and unexpected costs.

Event Income Required = All Costs + Contingency

The Treasurer presents the Year-End Club Accounts to the A.G.M. after they have been 'examined'. This is a rather formal process and is the reason for the formal procedures below. All income and expenditure must be accountable and traceable back to source to satisfy the Examiners.

Section 7.2.4. Club Financial Operation

The Treasurer shall receive as soon as practicable all of the income of the Club and shall credit it to the club's bank account as soon as possible. All invoices, receipts and supporting paper work shall be sent to the Treasurer as soon as practicable. All items of income and expenditure shall be entered into a suitable computer software and the funds administered via the "BT Offshore Sailing Club" current account. All funds

surplus to operational requirements shall be transferred to an interest-bearing deposit account. Deposit funds needed at short notice to fund boat security deposits (about £5000) are lodged in a linked Deposit Account (it has less interest but is quickly available by transfer).

The Club divides the deposit accounts into funds so identifying money for specific purposes. For example, the Club has a General Fund (generally free to spend), a Damage Waiver Fund, Legal Fund (main reserve providing stability and interest) and a Charter Reserve Fund (to help fund boat deposits before income arrives).

Payments of authorised expenditure is normally made by bank transfer from the club current account, although in a few cases a cheque is required. At least one but no more than two other club committee members should have access to this account to make transfers should the treasurer be unavailable.

Authorised expenditure is defined as expenditure already agreed and minuted by the main Committee in advance of payment e.g. In the Sailing Programme, Budgets etc.

Payments not previously authorised.

- 1) *Exceptionally for urgency or expediency*, expenditure that is supported by two* Committee members on a PRF can be claimed. Complete the form and send it to the Treasurer who will present it to the next main Committee meeting for ratification.
- 2) *Minor expense claims* (supported by receipts etc) can be claimed from the Treasurer using the CCRF. Only one* supporting signature is required. The Committee defines the maximum of “minor expenditure” each year. It is currently £50.
- 3) *Refunds*. Complete a PRF* including as much helpful information and supporting paperwork as possible and forward it to the Treasurer. Please make clear whether a cheque or electronic transfer should be sent direct to the member/company or returned to you.

If payment is required by Bank Transfer then the sort code and account number of the account to receive the money is required. It is very important to ensure that the bank details are 100% correct Claim support is required as above.

* One *less supporting signature* is required on the PRF, if a Committee Member has already signed the claim's section.

Finance Returns to Treasurer.

Organisers of Club events need to keep accurate logistic and financial accounts. They may find that using the appropriate Club forms* or other agreed forms will help. Any income collected should be forwarded to the Treasurer as soon as possible after the event, together with, copies of the completed forms, invoices, receipts etc. The report form should also include all authorised expenditure and information identifying the event, date, names, fee paid, damage waiver paid and any other helpful information.

If **composite cheques** are received for different items e.g. Berth fee and Membership, please make clear how this is dealt with on the return, and cross-reference where necessary to the name, cheque number and total value.

Charters. It is suggested that Event or Charter forms are kept in a ring file or stored on disk if appropriate, so that they can be easily found, copied, filled in and/or amended to keep track of events.

**Useful forms are Sailing Charter Account Form Appendix 7 and Event Account form Appendix 8*

Accounting Procedures for Treasurer

Computer Accounts. *Software:* Software Microsoft Excel.

Make all entries of income and expenditure, into the programme, in chronological order as in an accounting daybook. Care is necessary at this stage because this is the data the programme uses for its computation of the reports made. Data can be put into suitable **categories** such as Cruising, Administration, Library, Account Interest, Membership, etc., and categories can be usefully split into **sub-categories** e.g. Membership; 2002.

The data can then be arranged, for instance, into a **Cash Flow** category report to date for, say, each Committee meeting and finally covering the whole financial year. The year-end **Balance** and **Surplus and Loss** account can be constructed from the year-end cash flow and year-end category accounts, or an easier year-end **Income/Expenditure** report (summary of categories).

Damage Waiver. The Club can cost into its charter berth costs, a small individual charge per berth* known in the Club as a Damage Waiver. This charge, which is not currently levied (April 2019) is made to indemnify the crew from paying a substantial initial charter insurance excess charge, often called a **Security Deposit**.

When charged, the Damage Waiver charge per berth is accrued to a special Damage Waiver Club Fund. The fund will pay the charter Security Deposit up to a £2500 maximum and **once only per charter**.

Alternatively, the skipper may use a personal Credit Card for the Security Deposit, which the club will indemnify in the event of an incident.

The Security Deposit is returnable to the Club should an insurance claim or damage/loss not occur during the charter. The fund is capped arbitrarily at approximately £2500 (Committee decision) and any surplus from the fund is fed into the General Fund and used to offset losses in other areas.

This service is not intended to be profit making, and the Club assumes the risk of losing the Security Deposit if damage or loss occurs.

All the crew members are still collectively responsible for paying up to the first £150 towards the cost of incidental damage and/or loss to the boat its fittings and equipment, which is attributable to them. This was thought by the Committee, to reinforce crew responsibility* for the care of the yacht.

**(Club Charter Crew Conditions Appendix 6.3)*

Cheque Book. As only one or two cheques a year are currently issued, the chequebook is no longer used as it used to be.

Section 7.3 MEETINGS

Section 7.3.1 ANNUAL GENERAL MEETING (A.G.M.)

The Club's Financial Year starts February 1st and the Annual General Meeting (A.G.M.) follows in May or June. A date is fixed for the A.G.M. at an earlier Committee meeting by the Chairman. The meeting notice invites agenda items and nominations for Committee posts, within the next two weeks and shall be sent out to the Membership by the Secretary via the Editor, at least six weeks before the meeting. *(See Appendix 1, Section 8 for a simple agenda)*

It shall be noted that at the 2004 A.G.M. that email voting was accepted by the Club membership for the first time. E-mail voting was ratified at Committee meeting no. 3 2004-2005 for members who cannot attend the A.G.M.

The meeting agenda will be compiled by the Club Secretary in conjunction with the Chairman and sent to the Membership by the Editor in a Newsletter or as a special postal circular at least 3 weeks before the meeting.

The A.G.M. chaired by the Chairman is the meeting at which the Club Constitution may be changed, (also at a Special General Meeting) and at which the Club's Officers and Committee are elected. The Club's financial position (Financial Accounts) and the year's events are also reviewed by the appropriate officer/s. Other relevant items of business can be put on the agenda by the Membership provided four weeks' notice is given. Club Officer and Committee vacancies are notified via the membership circular and nominations should be received (with the agreement of the nominee) at least four weeks before the meeting. It is also at this meeting that the Club's financial examiners(s) is (are) appointed.

Simple hospitality can be arranged by the Social Secretary at the A.G.M., with a small suitable charge, if required, from those attending.

In recent years the A.G.M. has been held after a Club rally. A Club social usually follows the A.G.M. in the form of a Club dinner where any Cups raced may be presented.

	Timescale	Action	By	Details
1	A.G.M. date less 35	A.G.M. notice and request for agenda items & nominations	Club Sec and Comms Sec	
2	A.G.M. date less 30	Closing date for above	Members	Back to Club Sec
3	A.G.M. date less 25	A.G.M. agenda sent Voting details if required	Club Sec and Comms Sec	
4	A.G.M. date less 7	Closing date for electronic/postal votes	Club Sec and Comms Sec	Back to Membership Sec
5	A.G.M.	Check to ensure no double voting and final voting count if required	Impartial Member at A.G.M.	

Section 7. 3. 2 COMMITTEE MEETINGS

Committee meetings are held regularly, about every 6 weeks in the sailing season. The Club Secretary makes arrangements for a venue and an agenda, notifying the Committee members by sending out the agenda (*See Appendix 2 for simple agenda*) and the minutes of the last Committee meeting at least 14 days before the meeting. Chaired by the Chairman, the meeting conducts the business of the day.

The Committee consists of the Officers of the Club and nine functional members who are given specific responsibilities *recorded in Section 5*.

The Committee shall manage the day to day running of the Club and, among other things, set subscription levels, budgets, programs and also set the dates of the Annual Dinner; Rallies and the A.G.M.

Early in each year the Committee shall discuss the Budget and ratify the following items, thus authorising the Treasurer to accordingly release funds and monitor limits:

Outline Cruising and Racing Programme

Outline Training Programme

Social budget

Skipper Training budget

Recruitment budget

Admin. expenses and Committee Travel Limits

Minor Expense Limits

Misc.-(3rd Party Insurance/RYA affiliation/A.G.M.)

Contingency level (10%!)

Cruising Target (To balance shortfall in annual budget)

Training Course Subsidy Scheme limits

Sub-Committees. The main Committee may convene sub-Committees for a specific task, usually where the volume of work or complexity of the task warrants it.

Non-elected Committee members may also be co-opted on to the main Committee and sub-Committees from time to time, for a specific purpose (non-voting).

Section 7. 4 CRUISING CHARTERS

Cruising Programme. The Cruising Secretary proposes a cruising programme for the Club year, which is to be published at the Annual Dinner or Christmas Jolly preceding the cruising season. He will arrange yacht charters if there is enough response from members and, with the Skipper Liaison, be responsible for allocating to each cruising charter an approved Club Skipper; fixing a viable crew berth fee, and arranging collection and remittance of the same to the Treasurer. The Treasurer will also keep an account detailing the income, costs and any other payments received. Use may be made of the "Event Account" form or an agreed alternative form. Members will be invited to apply to the Cruising Secretary for places on Charters via the published Cruising Programme, the Website, email or other means. The boats are usually chartered from a known company and the charges paid by the Club.

Joining Instructions. The Cruising Secretary will notify the charter skipper of his crew and their contact information and also the boat details. Crew will receive, on payment of berth dues, their joining instructions and a copy of the form "Club Charter, Crew Conditions" (Appendix 5). A copy of the "Crew Disclaimer paragraph" (without 'next of kin' form) should also be incorporated.

The Skipper liaison secretary will be responsible for sending to the skipper, on his initial charter and at least annually, a copy of the Club's letter "Club Charter, Skipper Responsibilities" (Appendix 4) plus a number of other useful publications (See Section 6.7).

Club Charter, Crew Conditions (Appendix 6). On board, before commencing the charter, skippers must bring the *Club Charter, Crew Conditions (Appendix 19)* to the attention of the crew to read and understand before they name & sign the *Disclaimer/Next of Kin Form*, which must be retained by the skipper. (In case the Skipper or Club needs it to prove compliance). A second *Disclaimer/Next of Kin form* should be completed by the crew with their next of kin details before embarkation. This second completed form is then left with the Charter Company for safety reasons. If the first completed form can be retrieved from the Charter Company after the charter then only one form is necessary.

Also "Crew Conditions" should be sent out with original membership forms and the form amended to say they agree to the Club crew conditions when they join.

Section 7.5 TRAINING MATTERS

Section 7.5.1 General Training

Club Skippers Approval. Club Skippers are all approved by the Club Committee for suitability and approved qualifications (Yachtmaster Offshore or Yachtmaster Coastal. Yachtmaster Coastal Skippers shall be subject to additional restrictions as determined by the Club Committee).

The skipper liaison secretary will maintain a list of approved club skippers. Approval will be based on feedback from Club Events and current Club Skippers. The principle criteria are the safe conduct of the yacht and crew with respect to the prevailing conditions and limitations of the yacht and crew, and the conduct of Club Events in accordance with the objectives of Club, the agreed objectives of the event and the crew taking part.

Sub-Committee findings and recommendations to Charter Skippers.

- 1.** Another 'Crewing Skipper' who interferes with command of a charter (unless imminent boat or crew safety is at risk) is likely, in law, to share a skipper's absolute liability for the safety of crew and boat and to be open to prosecution.
- 2.** Charter Skippers should endeavour to arrive in good time to take over the boat and receive the crew.
- 3.** Because of hardening attitudes to 'duty of care' to crew members, skippers cannot afford to cut corners in their duties. They must be seen to be performing their obligations, e.g. safety brief.
- 4.** Food is an essential part of safe and enjoyable sailing and should be given adequate consideration.

Skipper Refresher Training Course

Each year at the beginning of the season Club Skippers are given the opportunity to take part in a Skippers Refresher Weekend.

The Skipper Liaison Secretary produces a full schedule of activities. There is a cost per skipper for the course but this is highly subsidised and subject to a budget each year. The training course is deemed to be of personal advantage to the skipper as well as to the Club's safety ethos.

Novice, Competent Crew and Day Skipper Training

Training Courses are run by the Club on the above. It has been decided by the Committee that a course run for an all novice crew must include a qualified mate for safety reasons.

Mates Programme

Over the years a number of BTOSC Club Skippers have gained a good deal of their skills and experience within the Club. They have benefited from the experience and

coaching of other Club Skippers, gained YM Coastal and YM Offshore Certificates of Competence and then to become Club Skippers.

The “Mates Programme” is intended for Club members who have achieved a good level of sailing competence and experience and who wish to become Club Skippers.

It is anticipated that such individuals will hold at least a Day Skipper qualification, though in some cases they may have exceeded this level of competence and experience, but ‘never got around to’ obtaining the relevant qualifications.

The Mates Programme aims to provide structured support towards achieving RYA Qualifications. It is based upon coaching from experienced Club Skippers and the opportunity to gradually undertake more of the responsibilities of a skipper while acting as Mate. These opportunities are obviously limited (within the Club) by the Club Sailing Programme. Further details about the programme may be found in this Guide to the BTOSC Mates Programme.

Section 7. 5. 2 Training Course Subsidies

The Club will reimburse, within a predetermined overall budget, some of the cost of formal RYA standard training courses attended at a commercial school and paid for by Club members whilst they are members of the Club and under/with the following conditions:-

1. Approval and agreement of the Committee must be obtained before attendance at the school.
2. The Club’s own courses are not included in this scheme because they are already subsidised.
3. A relevant course receipt and certificate or proof of attendance (if it is not a certificated course) is produced.
4. *Reimbursement will be at a rate of 10% of External RYA recognised courses, (not including residential or other extras) and not exceeding a maximum of £50 for each course, except for the CI where the Committee will agree a figure.*
5. If the overall training budget is exceeded, then the application may be carried forward to the next year or otherwise dealt with.
6. The Committee will set an overall budget at the first meeting after the A.G.M. each year.
7. Any Medical cost is NOT included.
8. The Committee decision in any dispute shall be final.
9. Budget. The Committee set an overall budget limit of £170.00. To be reviewed if this limit is reached.

Section 7. 6 RACING

Racing although not sponsored by the Club in recent times, has continued by taking part in published events such as the S E Challenge races, the Sunsail Spring Series and the Round the Island IOW Race. Other races have been entered from time to time when interest from Members has been sufficiently great.

Section 7.7 MEMBERSHIP

Membership of the Club can be gained by completing a Club Membership Form (*Appendix 10*). Payment may be by cheque, payable to BTOSC, or at a discount by completing a Club Standing Order. Apply to the Membership Secretary, contact details are on the Website.

Full Membership: Current Subscription is **£20** by Standing Order or **£25.00** by cheque.

New Members joining after 1st November and paying a year's subscription will be granted membership until the end of the following year (Jan 31st) i.e. up to three months' free membership.

Family: Current Subscription is **£35**

Temporary for 1 event only: Current Subscription **£10**

Section 7.8 SOCIAL EVENTS

Section 7.8.1 Annual Dinner/Trophies

The Chairman shall ask the Committee to set the date of the next Annual Dinner in August of the previous year when initial ideas are also sought for a venue and after dinner speaker or entertainment. The date should be publicised as soon as possible by the Editor. The speaker and venue should be firm by October and initial ideas for the menu sought. The menu should be fixed by the end of November and full notification of the Dinner by Newsletter, email or postal circular, including a booking form should be made to the membership by 1st week in December and followed up in the New Year by more publicity.

Overall responsibility for the event shall be vested in the Chairman. Arrangements for the after-dinner Speaker and/or prestige entertainment shall rest with the Vice-Chairman. The Social Secretary shall be responsible for all other arrangements.

A newsletter is usually timed for a suitable date prior to the Dinner to advertise the event.

Other matters to be decided are:-

Table arrangements; Wine for the Guests;
Club Guests; List of Attendees for the door;
Ticket sales; ticket price; Dress,
Cloakroom; pre-bar drinks; wine ordering,
Domestic arrangements-heating,
Vegetarians.

Trophies The Club Trophies may be awarded at the A.G.M. or Annual Dinner or on the Rallies or all, by the Committee. These are awarded as follows:-

Rosebowl	Winner of May Rally race
Yachtsperson of the Year	Most improved new yachtsperson of the year.
Commodore's Cup	Awarded for services to the Club
Bent Stanchion	Awarded to the most notable disaster of the year
Colin Foggatt MT	Organiser of the most successful Club Event

Section 7. 8. 2 Rallies

Club Rallies are usually held in the Solent in May and in December. Dates shall be decided by the Committee, taking into account the tides, etc. Boat owners are invited to participate by the Cruising Secretary at a small fee (£10) for the organisation. Yachts may also be chartered for members not able to be berthed on a Club member's yacht.

It is usual to incorporate some or all of the following: Social dinner; barbecue; family race for the Rose Bowl and a Pub evening.

The Cruising Secretary is responsible for the publicity and the overall rally organisation, and the Social Secretary organising the dinners; barbecues and/or pub.

It may be possible to book moorings and meals in advance.

Cruising Secretary shall organise the first and subsequent rendezvous' and check tides etc.

The May rally has usually incorporated the A.G.M.

Section 7. 9 WEBSITE

BTOSC has its own Website on which can be found items like the Club Constitution, Sailing Programme, Contact details and a lot more useful club information. This will be maintained in accordance with GDPR and any other applicable regulation.

BTOSC Website

www.btosc.co.uk/wordpress/

To add to or change the Website, please contact the Website Manager.

Section 7. 15 ONGOING COMMITTEE AGREEMENTS

[This section lists those agreements made by the Committee, and still current. They should be periodically reviewed and updated. These agreements should be brought to the attention of any incoming Committee Members. It does not cover one-off's, Agreed by the Committee on 15 July 2004.

See Appendices.

SECTION 8. APPENDICES

Appendix	Appendix Title	File Name	Issue No	Owner
Appendix 0				
Appendix 1	A.G.M. Notice & Agenda	A01_AAg.doc	8	Club Secretary
Appendix 2	Committee Agenda	A02_CAg.doc	8	Club Secretary
Appendix 3	Annual Dinner Form	A03_ADF.doc	8	Social Secretary
Appendix 4	CC, Skipper Responsibilities	A04_SR.doc	8	Committee
Appendix 5	Charter Joining Instructions	A05_CA.doc	8	Cruising Secretary
Appendix 6	CC, Crew Conditions	A06_CC.doc	8	Committee
Appendix 7	Sailing Charter Account	A07_SCA.doc	8	Treasurer
Appendix 8	Event Account	A08_EA.doc	8	Treasurer
Appendix 9	Club Payment Request Form	A09_PRF.doc	8	Treasurer
Appendix 10a	Membership Application	A10_MA.doc	8	Membership Sec.
Appendix 10b	Bankers Order			
Appendix 13	Novice Weekend Letter	A13_nov.doc	8	
Appendix 14	Receipt/Contacts	A14_rec.doc	6	Cruising Sec.
Appendix 15	Feedback Form	A15_fbk.doc	8	Club Secretary
Appendix 16a	Membership Subs. Receipt (CHQ)	A16_TY.doc	8	Membership Sec.
Appendix 16b	Membership Subs. Receipt (BO)			
Appendix 17	Membership cheque account	A17_chq.doc	8	Membership Sec.
Appendix 18	Membership Card	A18_MCRD.doc	8	Membership Sec.
Appendix 19	Crew Disclaimer/Next of Kin Form	A19_CL.doc	8	Cruising Sec.
Appendix 20	Boat Check List	A20_BCL.doc	8	Cruising Sec.
Appendix 21	Safety Briefing	A21_SB.doc	8	Skipper Liaison Officer

Notes to Section 8 (next page)

Section 8.1 NOTES

- 1) Each Appendix is the responsibility of the Committee member shown.
- 2) An official Club Appendix shall have at its head a Club Logo and at the bottom centrally on a separate line shall be the logo 'BTOSC above, the Issue number (left) Appendix number (central) and the date (right).
- 3) Up dated versions should be deposited with the Club Secretary by the "owner" and agreed at the next Committee meeting. An updated version should then be distributed to all Handbooks.
- 4) It is the responsibility of each Handbook owner to update his Handbook for maximum usefulness and to pass on to a successor an up to date book.

PART 2 APPENDICES

APPENDIX 0 - ONGOING COMMITTEE AGREEMENTS

Charter Fees - 15 April 1996

Agreed Charter fee covers Damage Waiver, Gas. See Committee Papers 1/97 & 2/97.

Skippers on Club Events - 4 March 1996

It was agreed that skippers on yachts chartered for club events must be approved Club Skippers and hold RYA Yachtmaster with DOT Commercial Endorsement and First Aid certificates. Note. The requirement for a Commercial Endorsement has been subsequently removed.

Skipper Refresher Weekends - 4 April 1995

It was agreed these weekends were useful and should be continued at the beginning of each season.

Starting with the 1999 season, it was proposed to hold a single refresher weekend for all the skippers, including a joint shore-based session to revise club policy and update everyone on any new issues or changes. - 16 March 1998.

Membership Subscription

It was agreed that people joining after 1 November would get 3 months free membership. -10 June 1996

RYA Affiliation - 4 April 1995

[We are affiliated, since 1994.]

Postage - 13 January 1995

It was agreed the Club should pay for postage and envelopes on all external mail. This applies particularly to the Newsletter, of which a large proportion of recipients are no longer internal.

Expenses - 3 December 1996

It was agreed that Committee Members shall be entitled to claim back any reasonable travelling or admin costs incurred on behalf of the club.

- 23 September 1996

Amended to monitor this spend and to put a figure in the budget for next year (1997).

Third Party Insurance

[Note: The Club carries insurance which needs to be renewed each year]

It was agreed to insure through the RYA and use Fenchurch & Lambert when the current policy lapses.

- 28 January 1998

Proof of skippers' qualifications to be checked at the beginning of each season. Skippers to be supplied with a pack consisting of Crew List/Next of Kin Form, Safety Check List, Feedback Form, Crew Conditions/ Liability Form for use throughout the year. -16 Mar 1998.

Club Investments

It was agreed we invest £15,000 with Flemings - Save & Prosper. The interest is to be retained in the account and is paid net of tax. The account will be opened subject to the usual signatory procedures (2 signatories on each cheque). - 24 June 1998

It was decided to increase this amount to £18,500 and nominate the Club Officers as signatories for this account. - 4 August 1998

As the Cater Allan Account was no longer paying any interest on the money being held it was decided to transfer the money to the Scottish Widows Bank account December 2010

Skipper Briefing

The Committee agreed all skippers should receive a copy of Committee minutes for information. -30 April 1998

Signatories

List of signatories on Current Account will be Chairman, Treasurer, Club Secretary and Cruising Secretary -4th Aug. 98.

Annual Trophies

Rosebowl	- Winner of MAY Rally race
Yachtsperson of the Year	- Most improved new yachtsperson
Commodore's Cup	- Awarded for services to the Club
Bent Stanchion	- Awarded to the most notable disaster of the year – 4 th Aug. 98
Colin Foggatt Memorial Trophy	- First Race Christmas/December Jolly. -- Agreed – 29 th Nov. 01

Draft Complaints Procedure – 23rd Mar. 99

Club Crew Conditions

Skippers must bring these to the attention of the crew to read and understand before they sign the Disclaimer/Next of Kin Form.– 23 Mar 99. (Not specifically agreed.)

Damage Waiver

Committee agreed to set a capping limit on the Damage Waiver Fund of £2500 and put any surplus into the General Fund to offset losses.—23Mar 99

Handbook. Agreed Chris Dewhurst update – 15 July 04

