



THE ROYAL ENGINEER YACHT CLUB

FOUNDED 1846

Constitution, Rules and Bye-Laws 2011

Adopted on 25 March 2011
Revised 20 Jun 2017

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RULES OF THE ROYAL ENGINEER YACHT CLUB

PREAMBLE

The Rules of the Royal Engineer Yacht Club (REYC) as a distinguished yacht club of special and historic standing were adjusted to encompass its wider responsibility for sailing in the Corps as an Army sport which was previously vested in Royal Engineers Sailing Association (RESA). This process, begun in 1979, of bringing Corps Sailing together under a single REYC burgee with one committee, and one set of rules and accounts and was completed in January 1992. The Rules have been further amended to take account changes in the Law governing charities and the most recent guidance from the Charity Commission and Service Authorities; they come into force on 25 March 2011.

GENERAL RULE

1984 Data Protection Act

Membership of the REYC and acceptance of these Rules and Bye-laws by the Member, will be deemed to constitute consent to the holding of their relevant personal data for the purposes of the Data Protection Act 1984.

CONSTITUTION OF THE ROYAL ENGINEER YACHT CLUB

Adopted on 25 March 2011

PART 1

1. Adoption of the Constitution

The Association and its property will be administered and managed in accordance with the provisions in Part 1 and 2 of this Constitution.

2. The Name

The Association's name is **The Royal Engineer Yacht Club (REYC)** and, in this document, it is called the Charity.

3. The Object

The Charity's Object (the Object) is 'the promotion of efficiency of the armed forces of the Crown by the provision and support of facilities and activities for the efficiency and well-being of Service personnel'.

4. The Charity Trustees

The Charity Trustees (in this document they are together called the Trustees), who collectively form a management committee (Board of Trustees) and are thereby responsible for controlling the management and administration of the Charity, are:

- a. The Commodore of the REYC, elected by the Club Members at an AGM (Chairman).
- b. The Vice Commodore of the REYC, elected by the Members at an AGM.
- c. Two further Trustees, who are both long standing members of the Club and who have previously served as Officers of the Club, elected for a renewable term of 5 years by Club Members at an AGM.

5. Duties of the Trustees

The Trustees must manage the business of the Charity and they have the following powers in order to further the Objects (but not for any other purpose):

- a. To raise funds. In so doing, the Trustees must not undertake any substantial permanent trading activity (unless it is primary purpose trading) and must comply with any relevant statutory regulations;
- b. To buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- c. To sell, lease otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the trustees must comply as appropriate with Sections 36 and 37 of the Charities Act 1993;
- d. To borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. In exercising this power, the Trustees must comply as appropriate with Sections 38 and 39 of the Charities Act 1993;
- e. To cooperate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- f. To establish and support any charitable trusts, associations or institutions formed for the Object.

- g. To acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for the Object;
- h. To set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- i. To obtain and pay for such goods and services as are necessary for carrying out the work of the Charity.
- j. To open and operate such bank and other accounts as the Trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- k. To all such other lawful things as are necessary for the achievement of the Object.

6. **Membership**

Uniformed personnel of the Regular and Reserve Armed Forces of the Crown, qualifying civilians and other civilians may be admitted to membership subject to the provision of the appropriate Single Service Instruction and the Rules of the REYC.

7. **Application of the Income and the Property**

- a. The income and the property of the Charity shall be applied solely towards the promotion of the Object.
- b. A Trustee may pay out of, or be reimbursed from, the property of the Charity reasonable expenses properly incurred by him or her when acting on behalf of the Charity.
- c. None of the income or the property of the Charity may be paid or transferred directly or indirectly by way of a dividend bonus or otherwise by way of profit to any member of the Charity. This does not prevent:
 - i. A member, who is not also a Trustee, from receiving reasonable and proper remuneration for any goods or services supplied to the Charity;
 - ii. A Trustee from buying goods or services from the Charity or otherwise enjoying the facilities provided by the Charity upon the same terms as other members;
 - iii. The purchase of indemnity insurance for the trustees against any liability that by virtue of any rule of law would otherwise attach to a Trustee or other officer in respect of negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Charity but excluding:
 - a) Fines.
 - b) Costs of unsuccessfully defending criminal prosecutions for offences arising out of fraud, dishonesty or wilful or reckless misconduct of the trustee or other officer;
 - c) Liabilities to the Charity that result from conduct that the Trustees or other officers knew, or ought to have known, was not in the best interests of the Charity, or in respect of which the person concerned did not care whether that conduct was in the best interests of the Charity or not.
- d. No Trustee may be paid or receive any other benefit for being a Trustee.

8. **Dissolution**

- a. If the Charity is to be dissolved, either by resolution of the members or by any directive of the Ministry of Defence, the trustees will remain in office as the Charity Trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.
- b. The Trustees must collect in all the assets of the Charity and must pay of make provision for all the liabilities of the Charity.
- c. The Trustees must apply any remaining property or money as directed by the appropriate Service higher authority:
 - i. Directly for the Object;
 - ii. By transfer to any charity or charities for purposes the same as or similar to the Charity;
 - iii. In such other manner as the Charity Commission for England and Wales (“The Commission”) may approve in writing in advance.
- d. The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the Charity and the Trustees must comply with the resolution if it is consistent with sub-clause (c.) above.
- e. In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity.
- f. The Trustees must promptly notify any United Kingdom charity regulator with which the Charity may be registered that the Charity has been dissolved. The Trustees are obliged to comply with the requirements of any such regulator for the submission of final accounts and related paperwork as they may specify from time to time.

9 **Choice of Law and Interpretation**

- a. The governing law of the Charity shall be the law of England and Wales.
- b. This document shall be interpreted in accordance with the law of England and Wales, provided that it will not permit the Charity’s property to be applied for any purpose or transferred to any organisation which is not charitable in accordance with any statutory provision in force in any part of the United Kingdom.

10 **Amendments**

- a. Any provision in Part 1 of this Constitution may be amended provided that:
 - i. No amendment may be made that would have the effect of making the Charity cease to be a charity at law;
 - ii. No amendment may be made to alter Clauses 3, 6, 7, 8, 9, 10 or 11 without the prior written consent of the Commission.
 - iii. Any resolution to amend as provision of Part 1 of this Constitution is passed by not less than two thirds of the members present and voting at a General Meeting and agreed by the Trustees.
- b. A copy of any resolution amending this Constitution must be sent to the Commission within twenty-one days of it being passed.

11. **Definitions**

For the purposes of this document:

“Service personnel” shall mean serving uniformed personnel of the Armed Forces of the Crown and qualifying civilians.

“Qualifying civilians” shall mean personnel who are wholly or mainly engaged in activities which directly support the Armed Forces of the Crown.

Part 2

1. The Charity shall be managed and administered in accordance with the provisions of Part 1 of the Constitution and, insofar as they are not inconsistent with the provisions of Part 1, the Queen’s Regulation from time to time applicable to the relevant Service and the single Service instructions as amended or replaced from time to time.

2. Subject to Clause 1 or Part 2, the following provisions shall apply to the Charity:

- a. [Intentionally blank as place holder].
- b. [Intentionally blank as place holder].

3. Accounts

- a. The Trustees must comply with their obligations under the Charities Act 1993 with regard to:
 - i. The keeping of accounting records for the Charity;
 - ii. The preparation of annual statement of accounts for the Charity;
 - iii. The transmission of the statement of accounts to the Charity;
 - iv. The preparation of an annual report and its transmission to the Commission, when registered.
- b. Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice (SORP) or other instruction issued by the Commission (and any other United Kingdom charity regulator with which it may be registered from time to time), unless the Trustees are required to prepare accounts in accordance with the provision of such a Statement prepared by another body.

4. Central Register of Charities

The Trustees must notify the Commission promptly of any changes to the Charity’s entry on the Central Register of Charities and such other United Kingdom charity regulators with which it may be registered from time to time.

5. Rules and Bye-Laws

- a. The Trustees may from time to time make rules or bye-laws for the conduct of their business.
- b. The rules and bye-laws may regulate the following matters but are not restricted to them:
 - i. The admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - ii. The conduct of members of the Charity in relation to one another, and to the Charity’s employees;

- iii. The setting aside of the whole or any part of the Charity's premises at any particular time or times or for any particular purpose or purposes;
 - iv. The procedure at General meetings and meetings of the Trustees in so far as such procedure is not otherwise regulated by this Constitution;
 - v. The keeping and authenticating of records. (If regulations made under this clause permit records of the Charity to be kept in electronic form and require a trustees to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)
 - vi. Generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- c. The Charity in General Meeting has the power to alter, add to or repeal the Rules of the REYC. The Main Committee has the power to alter, add to or repeal the Bye-Laws of the REYC.
 - d. The Trustees must adopt such means as they think sufficient to bring the Rules and Bye-Laws to the notice of all members of the Charity.
 - e. The Rules and Bye-Laws shall be binding on all members of the Charity.
 - f. No Rule or Bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.

RULES OF THE ROYAL ENGINEER YACHT CLUB

(Revised 20 Jun 17)

NAME

1. The club shall be called “The Royal Engineer Yacht Club”.

PRINCIPAL FUNCTION

2. In furthering the Object of the Club, the Principal Function of the REYC is to promote sailing and seamanship amongst its Members and hence the Corps of Royal Engineers by sponsoring sailing activities and developing sailing skills.

FUNCTIONS

3. The functions of the Club are:
 - a. To provide sailing and seamanship training, to RYA standards, to supplement other military training.
 - b. To regulate sailing within the Corps in accordance with the rules of the appropriate authorities and to represent the Corps’ interests in the development of sailing policies by those bodies.
 - c. To select and sponsor Club and individual entries into international, National and Service sailing competitions and events and to organise racing and cruising events for REYC Members and the Corps of Royal Engineers.
 - d. To procure, manage and maintain the Corps fleet of boats and associated equipment and facilities.
 - e. To enhance the spirit of comradeship amongst the members.

ORGANIZATION

4. The affairs of the Club will be run by a Main Committee answerable to the Trustees and the Annual General Meeting and supported when appropriate by specific sub-committees. Sailing policy will be addressed through principal Flag Officers with the responsibilities shown below:

Commodore and Chairman of Trustees	Overall co-ordination
Vice Commodore and Trustee	Financial matters
Rear Commodore (Offshore)	Offshore racing, cruising and training
Rear Commodore (Inshore)	Dinghies and boardsailing: racing and training

Rear Commodore (Regions) Retired members and regional activities.

5. Sailing activities will be based on Branches and Sail Training Centres (STCs) headed by Flag Officers and Captains who will be responsible for the local organisation and management of boats (including those provided by the MOD) and facilities allotted to them. Their posts may be combined with those of the principal Flag Officers.

6. Dinghy, dayboat and boardsailing is also carried out at a number of other locations. The status of these in REYC terms can be adjusted as appropriate. Overall co-ordination of REYC aspects of dinghy and boardsailing is the responsibility of the Rear Commodore (Inshore).

MEMBERSHIP

7. In keeping with the standing of the REYC as the senior Service yacht club full membership, recognised by the right to fly the Blue Ensign (undefaced) and other traditional privileges, will be reserved for those who have shown an appropriate degree of commitment and ability and are duly elected. Other categories of membership are available for those who wish to take part in Club activities but who are either not eligible or do not aspire to full membership:

a. Full Members

(1) Anyone who has at any time held a commission in the Corps of Royal Engineers or equivalent Engineer Corps of the Commonwealth Forces is eligible to apply through the Membership Secretary for election as a Full Member of the Club. Candidates for Full Membership may be elected by the Main Committee after being proposed by one Full Member and seconded by another. Proposer or seconder should be qualified to at least RYA day skipper or dinghy helm standard.

(2) Serving soldiers of the Corps of Royal Engineers, Regular or Territorial Army, may also apply for election to Full Membership by the Main Committee in the same way as 7a(1) above.

(3) A retired non commissioned member of the Corps may apply for Election to Full Membership by the Main Committee in the same way as 7a(1) but will be required to satisfy the Main Committee on his sailing record.

(4) Once elected a change of military status does not affect Full Membership which may only be withdrawn by:

(a) A Member's letter of resignation to the Main Committee.

or

(b) The Main Committee, if subscription has lapsed.

or

(c) On instruction from the Main Committee on disciplinary grounds subject to endorsement by a General Meeting.

b. **Associate Members.** Anyone who fits the criteria of one of the sub- paragraphs below, is eligible to apply to the Membership Secretary for election as an Associate Member of the REYC. Candidates for associate membership may be elected by the Committee after being proposed by one Full Member and seconded by another in the same way as 7a(1).

(1) Serving officers and soldiers of other arms whilst on the establishment of, or attached to, Royal Engineer units or formations and who are entitled by the rules of the Army Sports Control Board to represent that unit or formation.

(2) Civilians who, by virtue of their employment, are closely associated with the Corps of Royal Engineers. When that employment ceases, Associate Membership also ceases, except as provided for in paragraph 7b(4) below.

(3) The other part-owner(s) of a boat which is part-owned by an REYC member. When that partnership ceases, Associate Membership also ceases, except as provided for in paragraph 7b(4) below.

(4) Associate members whose eligibility has lapsed due to posting, change of employment, retirement etc, having shown due commitment to the Club and to have the attributes expected of a member and who are desirous of continuing an active association, may be invited to apply through their Rear Commodore for continuance of their Associate Membership status.

(5) Any serving or retired officer or soldier of another Arm or Service or any other civilian, not otherwise eligible for Associate membership but, who is closely associated with the Club and supports its Objects and Functions and, who, as well as being proposed and seconded as above, is recommended personally to the Main Committee for election by the appropriate Flag Officer of the Club.

c. **Honorary Members.** Honorary Membership may be conferred upon anybody for special services to the Club, subject to election at a General Meeting. There is no automatic entitlement to Honorary Membership Status. Nominations are not limited by age, status within the Club or status within the Royal Engineers. Nominations are to be made in writing to the Main Committee, which, in turn, will present those considered worthy to the next AGM for election.

d. **Local Associate Members.** A temporary membership of the REYC that can be granted by a Rear Commodore of the Club. It is only valid for a temporary period decided by the relevant Rear Commodore, not exceeding one year, on request by the individual and payment of the relevant fees. This category of membership is considered appropriate for individuals who meet one of the following criteria:

- (1) Attendance on a RYA Certified course or exam.
- (2) Strong association with the REYC, or a local branch of the Club, that does not fulfil the requirements of Associate Membership.
- (3) Territorial Army or other serving Serviceman/woman who wish to charter a yacht but who are not Full or Registered Members.

e. **Registered Members.** All serving Regular and Reserve Army members of the Corps are entitled to Registered Membership of the Club. They should register with the REYC Membership Secretary, through the REYC STC which they first use in any year. All Registered Members will remain in that category of membership while they continue to serve and subscribe, but membership lapses if either condition is not fulfilled. All Registered Members are eligible to apply for Full Membership.

f. **Family Members.** Full and Associate Members may apply for Family Membership for their spouses, and children who should be named and under the age of 21, to enable them to enjoy certain Club privileges. Application should be made direct to the Membership Secretary and confirmation will be subject to endorsement by the Main Committee.

g. **Non Sailing Membership.** Full Members of the Club who no longer wish to take part in Club activities or who elect not to subscribe by Direct Debit but wish to continue to be kept informed about Club activities and to contribute to the long term wellbeing of the Club can transfer to Non Sailing Membership by applying to the Main Committee through the Membership Secretary.

8. **Policy on Subscriptions and Charges**

a. Members pay a subscription related to the benefits, basic services and Club privileges which are associated with their category of membership, for example ASA and RYA benefits, sailing under the REYC burgee and use of Club facilities and craft. These privileges are summarised in the accompanying table.

b. It is Club policy that special individual benefits should be paid for by the person receiving them, for example boat charter, moorings, Blue Ensign privileges.

c. Charges for the use of local facilities may also be levied.

9. **Membership Subscriptions**

a. All Full Members will pay an annual subscription to the Club. There will be two rates of subscription; a lesser one for those who subscribe annually to the Royal Engineer Central Charitable Trust Fund (including all serving regular officers and soldiers), and a higher one for those not subscribing annually to the Trust Fund. The subscription rates will be adjusted from time-to-time by the Main Committee and agreed by the Annual General Meeting.

- b. Honorary Members pay no subscription.
- c. Registered Member will pay an annual registration fee, fixed at the Annual General Meeting (At 2016 £5).
- d. Associate Members and Local Associate Members will pay a subscription at the higher rate described in sub para (a) above.
- e. The subscription for Family Members will be approximately half the lower rate in sub para a. above and will be payable by the Full or Associate Member whose family they are.
- f. All subscriptions are due on annually and are paid by Direct Debit on 1 February. A member elected between 1 January and 30 June shall pay an initial subscription for that season. Hulls Fund donations are paid with subscriptions (see Rule 30).
- g. Non Sailing Members give a contribution to the Hulls Fund annually in lieu of a subscription by Direct Debit. This contribution will be at least the subscription that the member was paying on transfer to Non Sailing Membership and must be at least the cost to the Club of producing and sending the Non Sailing Member the Year Book and any newsletters he/she may receive. Non Sailing Members paying less than this amount shall be invited to increase their contribution or resign.

10. **Membership Privileges.** The privileges of each category of REYC Membership are shown in Table 1.

Serial	Membership/ Privilege	Full	Associate	Honorary	Local Associate	Registered	Family	Non Sailing
(a)		(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	ASA/RYA Umbrella Agreement	Yes	Yes	No	Yes	Yes	?	No
2	Year Book & Newsletters	Yes	Yes	Yes	No	Newsletter by email	No	Yes
3	Club Facilities & Dinghies	Yes	Yes	Yes	Yes	Yes	Yes	No
4	Lower Yacht Charter rate	Yes	Yes	No	No	No	No	No
5	Blue Ensign	Yes						
6	Vote at AGM				No			
7	Moorings							
8	Dinner	Yes	Yes	Yes	Yes	No	Yes over 18	Yes

Table 1

Notes

1. Allocation when shortage exists is Full, Associate, Honorary, Registered, Family and Non Sailing in this order.

11. **ASA Membership.** It is Club policy that Full Members who use Club craft are encouraged to be ASA individual Members.

FLAG OFFICERS

12. The REYC Flag Officers shall be a Commodore, a Vice Commodore, and 3 principal Rear Commodores (Offshore, Inshore and Regions). Additional Branch Rear Commodores may be elected for management of REYC affairs overseas and in the UK, if such branches are of sufficient standing to justify a flag appointment. All Flag Officers shall be elected at an ordinary General Meeting of the REYC, normally the Annual General Meeting. Those for overseas shall be confirmed by an Ordinary General Meeting of the REYC on nomination by the branch concerned. They shall normally hold office for three years. Only serving Regular Army Full Members of the REYC are eligible for election, with the exception of the Rear Commodore (Regions), who will normally be a retired Regular Army Full Member of the REYC. The Commodore, Vice Commodore and principal Rear Commodores shall be senior Royal Engineer Officers.

13. In addition six Honorary Rear Commodores of the Club may be elected at the discretion of the Main Committee. The Honorary Rear Commodores will normally be elected for a period of five years. The Main Committee may offer, and approve, subsequent terms of 5 years to an honorary Rear Commodore, during the final year of the current tenure. All Members of the Club are eligible for election as Honorary Rear Commodores. The criteria for election shall be distinguished service to the Club and willingness to give advice and guidance to the Club on request. An Honorary Rear Commodore may terminate the appointment at any time during his or her tenure (initial or extended).

14. In the event of a Flag Officer retiring before the expiry of his tenure of office, the Main Committee are empowered to co-opt a replacement until the next General Meeting, when a new election shall take place.

COMMITTEE

15. The affairs of the Club shall be managed by a committee to be known as the REYC Main Committee under the Chairmanship of the Commodore, or in his absence the Vice Commodore. The Main Committee shall consist of:

- The Flag Officers
- The Honorary Secretary
- The Honorary Treasurer
- The Membership Secretary
- Two non commissioned Full Members representing offshore and inshore sailors

16. Flag Officers may be represented in Committee but those representatives may only vote in accordance with the Flag Officers instructions. Apart from the Rear Commodore (Regions), Honorary Secretary and the Membership Secretary, all others shall be serving members of the Corps. All other members of the Main Committee shall be Full Members of the REYC. The Main Committee may co-opt additional voting committee members to represent particular aspects of Corps sailing. The appointment of REYC Main Committee members shall be subject to endorsement by a General Meeting.

17. In the event of a member of the Main Committee resigning for whatever reason, the Main Committee is empowered to co-opt a Full Member of the Club as appropriate to act as his successor subject to endorsement at the next General Meeting.

18. **Meetings**

a. A Meeting of the Trustees shall be held at least once a year and may be called at any time by agreement of 2 or more Trustees. The Trustees shall approve the Annual Report and Statement of Accounts at the annual meeting. A quorum shall consist of 3 Trustees but, other than in exceptional circumstances, the meeting shall be so organised to allow the attendance of all Trustees.

b. A meeting of the REYC Main Committee shall be called at least three times a year.

c. A quorum shall consist of five persons including the Commodore or Vice Commodore of whom four must be Members who have either been elected, or whose appointment has been endorsed, at the appropriate General Meeting.

d. The Chairman shall have a casting vote.

19. **Committee Powers.** The REYC Main Committee is empowered to:

a. Delegate details of management to branch committees and sub-committees. Their composition and duties shall be determined by the respective Chairmen and at least one member of the Main Committee must sit on each branch committee or sub-committee.

b. Pass bye-laws relating to the procedure of the Club provided the Rules are not contravened.

c. Levy fines on members for breach of the Rules and, or, bye-laws, and for cases of negligence endangering Club property. Loss or damage to Club property on loan or charter may be charged to those to whom the charter or loan has been made, in full or in part as decided by the Main Committee. They may allow exemptions for some damage caused while racing. Further details of fines and loss and damage charges, and the powers in this respect delegated to individual committee members, are contained in the bye-laws. Members will have the right of appeal to a panel of senior and appropriately experienced Members, appointed by those Trustees not involved in the levying of fines or charges in a particular case.

d. The REYC Main Committee is empowered to incur expenditure on behalf of the Trustees for current expenses and maintenance of Club property. They may also incur new capital expenditure from sub-funds and up to the limit of, and within the rules of, welfare fund allocations. The Main Committee is not empowered to buy or sell Club yachts nor to incur new capital expenditure in excess of a figure agreed by the Annual General Meeting except when sanctioned by a General Meeting of the Club.

20. The Main Committee is not empowered to change any Rules of the Club.

UK AND OVERSEAS BRANCHES

21. Branches will normally be run as locally controlled and locally funded branches. Members of the REYC may, with the approval of the REYC Main Committee, form a Branch of the Club in any District, Garrison or Station in the UK or overseas. The affairs of the Branch should be organised by a Committee to consist of a Branch Captain, a Secretary, a Treasurer and such other members as shall be desirable. At least one Committee member should be a serving soldier; the other Committee Members are to be Full or Associate Members of the Club. A Branch of sufficient standing may justify the appointment of an additional Rear Commodore (see para 12).

22. REYC Branches may own boats, property and run accounts on behalf of the Main Committee. Requests by a Branch for assistance from outside the jurisdiction of their overseas Command or Station, or any other matters which have or may have an effect outside that jurisdiction, shall be referred by the Branch Captain to the REYC Main Committee, as appropriate.

23. If a Branch of the Club is to be closed down, recommendations for the disposal of the assets, property and records of the Branch shall be forwarded to the REYC Main Committee who will issue disposal instructions where appropriate, after taking into consideration the recommendations of the Branch and the furtherance of sailing in the Corps generally.

24. REYC Branches in UK and overseas are encouraged to advise members of the Corps of their eligibility to apply for REYC Full Membership and other categories of Membership (see para 7).

FLAGS

25. The flags of the Club are the Blue Ensign of Her Majesty's Fleet and a Burgee quarterly azure and argent, in the first three guns in pale and in the fourth a lion passant gardant all or. The Flag Officers shall be entitled to fly the following distinguishing flags; Commodore, a swallow-tailed flag displaying the same devices as the burgee; Vice-Commodore, a flag similar to that of the Commodore with one white ball in the first quarter; Rear Commodores, Additional and Honorary Rear Commodores, a flag similar to that of the Commodore with two white balls alongside each another in the first quarter.

26. There is also a Special Flag which may be worn by distinguished persons to be decided by a General Meeting. The flag is rectangular, quarterly azure and argent in the first quarter 3 guns in pale and in the fourth quarter a lion passant gardant over all in fesse point a grenade all or.

27. Any member of the club is entitled to fly the REYC burgee on any yacht or sailing dinghy of which he or she is in effective control.

28. In accordance with the Admiralty regulations any Full, Honorary or Associate Member of the Club, or group of such members of the Club, may apply for a permit to fly the Blue Ensign on any yacht registered in Great Britain, of which he or she is, or they

are, the sole or part owners. All such applications must be made through the Honorary Secretary. Any permit, or Blue Ensign Admiralty Warrant, becoming no longer valid or out of date must be returned to the Honorary Secretary for cancellation or alteration.

GENERAL MEETINGS

29. a. There shall be one ordinary General Meeting of the Club held every year, called the Annual General Meeting.
- b. Extraordinary General Meetings should only be called by the Committee in exceptional circumstances, but the Committee are bound to convene such a meeting on receiving a request to that effect signed by twenty Full Members.
- c. Only Full Members are entitled to vote at any General Meeting, or to bring forward any new proposition.
- d. No proposition shall be brought before any General Meeting unless 14 days notice has been given to the Honorary Secretary.
- e. No motion which in the opinion of the Committee affects the constitution of the Club or subscriptions shall be brought before a General Meeting without due notice having been given to Full Members in the supplement to the RE Journal and The Sapper or by notice sent to each Full Member.
- f. No member having given notice of a proposition shall be permitted to withdraw it unless by permission of the meeting before which it was to have been brought.
- g. No General Meeting shall be valid unless ten full Members, and a quorum of the Committee are present.
- h. The Honorary Secretary, or in his absence a member of the Main Committee, shall make and preserve minutes of all General Meetings in books provided for that purpose, which shall be produced at every General Meeting. He shall also be generally responsible for the records of the Club.
- i. Any alterations of these Rules must be sanctioned by a General Meeting of the Club.

FINANCE

30. The Club's finances shall be the responsibility of the Vice Commodore. He will be assisted by the Honorary Treasurer, who is to be a serving or retired commissioned officer of field rank or above.

Subordinate accounts will be maintained by each Rear Commodore for the activities for which he is responsible, in accordance with the policy prescribed by the Vice Commodore.

The Vice Commodore is to produce and maintain a 15 year Financial Plan that reflects the Club's equipment replacement programme funded through the Specific Purpose Fund, the Hulls Fund. The Vice Commodore is to chair the Finance Sub-Committee, in person. The Finance Sub-Committee is to meet at least annually, and shall prepare a budget for the next year from the Financial Plan which is to be approved by the Main Committee before 31 March of that year. In addition to the Chairman, the Finance Sub-Committee shall consist of representatives of all Rear Commodores, and the Secretary shall be the Honorary Treasurer.

All accounts are to be maintained in accordance with current military accounting procedures. They are to be audited at least once annually, as at 31 January. A statement of the annual accounts and an annual balance sheet agreed by the Main Committee are to be laid before the next following Annual General Meeting.

The Hulls Fund. The Hulls Fund is a Specific Purpose Fund to fund the Club's equipment replacement programme. Income to the fund comes from the following sources:

- **Members' donations.** All club members are encouraged to donate to the Hulls Fund by Direct Debit. Members not wishing to make a donation may opt out by informing the Membership Secretary either directly or on their Direct Debit mandate. The level of Hulls Fund donation that will be collected annually by Direct Debit with the subscription will be agreed by the AGM.
- **10% of Charter Fees.** 10% of all charter fees on equipment purchased with support from the Hulls Fund are to be passed directly back to the Hulls Fund.
- **Sub-Account Profit.** In closing down the REYC Sub-accounts for audit on 31 Jan each year the Sub-Account is to transfer all funds less a float for the next season to the REYC Main Account. The value of the float is to be set by the Main Committee.
- **REYC Main Account Profit.** In closing down the REYC Main Account for audit on 31 Jan each year the REYC Main Account is to transfer all funds less a float for the next season to the Hulls Fund. The value of the float is to be set by the Main Committee.

APPOINTMENT OF TRUSTEES

31. **Trustees.** Trustees shall be appointed as follows:

- a. The Trustees shall be elected by the AGM. The Trustees shall be indemnified against risk and expense that may arise as a result of the appointment as Trustees of the Club.
- b. The appointed Trustees shall hold office for renewable periods of 5 years or until requested to stand down, for whatever reason, by the other Trustees or by a majority vote at an AGM, meeting in quorum. A Trustee may resign at any time.

CLUB YACHTS

32. **Ownership of Yachts.** Ownership of Club Yachts shall be vested in the two Non-Ex Officio Trustees who, on behalf of the Club, will jointly own 64 out of 64 shares in each yacht. All REYC yachts (except those gifted to the Club) shall be registered under Maritime and Coastguard Agency (MCA) Regulations as Small Commercial Vessels (SCV) on Part 1 of the UK Ship Register and shall hold Small Commercial Vessel Certificates.

As Owners, the Non-Ex Officio Trustees should appoint a suitably qualified Managing Agent (to be known as the Inspector of Yachts) to act on their behalf. The Ex Officio Trustees (Commodore and Vice Commodore) will nominate the Inspector of Yachts (Managing Agent) to the Owners for their approval and appointment. The Inspector of Yachts will be directly responsible to the Owners for:

- a. **Registration.** Working with the Club Secretary and Treasurer, Initial registration of Club Yachts. Thereafter keeping Part 1 Registration up to date, including renewing registration on change of owners.
- b. **MCA Small Commercial Vessel Coding.** Working with the Rear Commodore (Offshore): Assess all yachts before they are acquired by the Club, and arrange for them to be coded as Small Commercial Vessels once they belong to the Club. Ensure that the Club Yachts meet the requirements of MCA Regulations and the conditions of their SCV Certificates, carrying out annual and other inspections as required on behalf of the Owners.

33. **Management of Yachts.** All yachts owned, part-owned or loaned to the REYC shall where appropriate, be managed, insured and maintained in good condition under arrangements made by the REYC Main Committee (or REYC Branch Committee). The expense incurred in those aspects of yacht management shall be met from REYC funds which shall receive all yacht charter income.

34. **Use of Yachts.** The REYC accepts responsibility for the competence of all those using its boats and those provided for the Corps from public funds. Such craft and other sailing facilities may only be issued on the authority of the Club. Every member of the Club shall be entitled to use all the Club yachts subject to the relevant charter rates and bye-laws and regulations made from time to time by Branches with the authority of the REYC Main Committee. The

Committee is responsible for producing bye-laws and regulations necessary for the management of all Club craft, and for laying down the responsibility of the skipper and crew of each yacht. The bye-laws shall also lay down the standards to be required of skippers and of other members of yacht crews.

BYE-LAWS OF THE ROYAL ENGINEER YACHT CLUB

(Revised 31 Mar 2015)

COMMITTEES

1. The responsibilities of the various committees and sub-committees are set out in Annex A to these bye-laws. The dates for meetings of these committees and the type of business to be transacted are shown at Appendix 1 to that Annex.
2. Management of yachts, dinghies, sailboards, kites and REYC facilities is to be exercised by the appropriate sub-committee or branch committee. They will:
 - a. Report on the management of these yachts, etc, to the Main Committee as required. Guidelines for the management of offshore yachts are at Annex B to these bye-laws.
 - b. Maintain proper accounts of payments made and received in respect of Club activities. These accounts are to be prepared for audit annually. Surplus balances shall be transferred to the Treasurer under policy agreed by the Main Committee. Budgets for the coming season are to be submitted as required to the Finance sub-committee. Once approved, budgets are not to be exceeded.

DUTIES OF FLAG OFFICERS, INDIVIDUAL OFFICE BEARERS AND BRANCH COMMITTEES

3. **The Vice-Commodore.** The Vice Commodore is, in addition to deputising for the Commodore, responsible for:
 - a. Financial policy and formulation of the long term plan.
 - b. Co-ordination of submission of the 5 year plan to the Army Sailing Association.
 - c. Submission of bids for grants.
4. **The Rear Commodore (Offshore).** The Rear Commodore (Offshore) is to chair the Offshore Sub-Committee, which is responsible for:
 - a. Co-ordinating and recommending to the Main Committee the policy on provision and use of offshore yachts.
 - b. Overseeing management of Club yachts by the Captain of Boats.
 - c. The preparation of an offshore calendar for UK based yachts to include selected ocean races, ASA offshore regatta/SOR and special events including the Club's major meets.
 - d. Selection of skippers and co-ordination of provision of crew where

appropriate for the above races and events.

- e. Production of the annual REYC Offshore Newsletter.
- f. Liaison with the Royal Ocean Racing Club.
- g. The current locations of REYC Offshore trophies.
- h. Cause such books of account to be kept as are necessary to give a true and fair view of the state of the finances of the offshore account in accordance with military accounting rules in force at the time.
- i. Cause the Offshore accounts of the Club to be audited at least once annually according to the regulations for Service Funds in force at the time.

5. **The Rear Commodore (Inshore).** The Rear Commodore (Inshore) is to chair the Inshore Sub-Committee which is responsible for:

- a. The co-ordination of all small boat (including Boardsailing and kitesurfing) activities in the Corps, including the provisioning of dinghies, boards and kites, on approval by the Main Committee.
- b. The co-ordination of dinghy, small open deck fixed keel yachts, board and kite surf racing in which the Club take part.
- c. Organising in UK the REYC regattas, the RE, RA, R Sigs triangular match, and other similar events.
- d. The selection of teams for small boat, board and kitesurfing events in which the REYC take part.
- e. Production of the seasonal Dinghy/Boards/Kitesurfing Newsletter.
- f. Producing the Inshore Annual budget.
- g. Dinghy/Boardsailing/Kitesurfing bids for welfare funds.
- h. Dinghy/Boardsailing/Kitesurfing 5 year plan for ASA.
- i. REYC dinghy and boardsailing trophies locations.

6. **The Rear Commodore (Regions).** The Rear Commodore (Regions) is to act as a focus for retired and civilian Members and to coordinate regional activities. He or she is responsible for:

- a. Representing retired and civilian Members at the REYC Main Committee.
- b. Overseeing Branch Captains and the organisation of regional

events.

- c. Special events including the Lymington Meet.
- d. The submission of bids for the funding of regional activities.
- e. Maintaining a list of regional contacts and Port Officers.
- f. Acting as the point of contact with the Club for members engaging in private worldwide racing and cruising activities.
- g. Cause such books of account to be kept as are necessary to give a true and fair view of the state of the finances of the regional branches account in accordance with accounting rules in force at the time.
- h. Cause the regional branch accounts of the Club to be audited at least once annually according to the regulations in force at the time.

7. **Honorary Secretary.** The REYC administrative duties shall be the responsibility of the Honorary Secretary who shall be a serving or retired officer. He or she shall:

- a. Maintain historical records of the Annual General Meeting and main committee meetings.
- b. Provide a focal point for all correspondence received or despatched on behalf of REYC.
- c. Organise the REYC Annual Dinner.
- d. Oversee the production and publication of the Year Book by the appointed Editor, in collaboration with the Rear Commodore (Regions) and the Membership Secretary
- e. Personally control the issue of Blue Ensign permits.
- f. Prepare notices for inspection in the "Journal" and the "Sapper".
- g. Render a return to the RYA on 1st January annually of the yachts owned by members of the club that are entitled to fly the Blue Ensign through the REYC.
- h. Register the Club's yachts with the UK Ship Register.

8. **Honorary Treasurer.** The Club's central financial duties shall be the responsibility of the Honorary Treasurer. He or she shall:

- a. Cause such books of account to be kept as are necessary to give a true and fair view of the state of the finances of the Central account in accordance with military accounting rules in force at the time.

- b. Cause the Central accounts of the Club to be audited at least once annually according to the regulations for Service Funds in force at the time.
- c. Cause all returns as may be required by law in relation to such accounts to be rendered in due time.
- d. Prepare a statement of all the REYC accounts and an annual Balance Sheet as at 31 January in each year. It is to be agreed by the Trustees and presented to the Main Committee in time for it to be laid before the Annual General Meeting in the same year.
- e. Prepare annual budgets for Central fund expenditure, issue financial directives to Branches, allocate budgets and monitor expenditure.
- f. Ensure that adequate insurance cover is in place for the club yachts, small boats, officers and activities.
- f. Call, and run in the absence of the Vice Commodore, the annual meeting of the Finance Sub-Committee.

9. **The Membership Secretary.** The Membership Secretary is responsible to the Vice Commodore for:

- a. All correspondence with Club members over matters of membership.
- b. The maintenance of an up-to-date list with addresses and qualifications of all members of the Club.
- c. In liaison with the Treasurer, the receipt of all subscriptions and donations.
- d. Individual issue to all Club members of the Year Book and, particularly for those who do not receive copies of the Supplement, issue of such newsletters as are produced for Club members.

10-12. Spare.

QUALIFICATIONS

13. **Offshore.**

- a. These will be based on the RYA scheme explained in detail in the RYA publication G15/11. The scheme was effective from 1 January 1984.
- b. All rating matters are to be referred in the first instance to the Offshore Secretary.

14. **Dinghies.**

- a. Dinghy helmsmen will be graded in accordance with the RYA National Sailing Scheme according to experience and ability. However, in order to obtain a subsidised RYA Certificate it is necessary for individuals to join the Army Sailing Association.
- b. Qualified dinghy helmsmen who are considered by the Committee to be of a sufficiently high standard to represent the REYC in major dinghy racing events will be appointed Star Helmsmen.
- c. In assessing experience, the sub-committee may have regard to experience gained outside the Club or Association.

15. **Windsurfers.** Windsurfing sailors will be graded in accordance with RYA National Windsurfing Scheme. .

16. **Kitesurfing.** Kitesurfers will be graded in accordance with the British Kite Surfing Association (BKSA) Scheme (Water) , which has been recognised by the ASA. The details are shown on the BKSA website.

CREWS FOR OFFSHORE YACHTS

17. The maximum and minimum crew for an offshore yacht will be fixed by the Committee and recorded annually in the Year Book. No yacht may go to sea with more than the maximum or less than the minimum crew allowed without the authority of the Secretary concerned, which is derived from the appropriate committee. For adventurous training the Rules in JSP 419 and AGAI Chapter 11 will apply.

RESPONSIBILITIES OF SKIPPERS OF OFFSHORE YACHTS

18. The skipper is responsible for the safety of the yacht and of her crew from the time he takes over the yacht until the time he hands over to another skipper or safely returns the yacht to her home port or temporary base. He is responsible for seeing that he and his crew observe the Rules and Bye-laws of the Club and safety regulations laid down in the Standard Operating Procedures (SOP) for the yacht, which are kept on board.

19. He will ensure before sailing that the required safety equipment is available and serviceable and that the crew know and understand the safety regulations with special reference to man overboard drill.

20. It is the skipper's responsibility to satisfy himself that his crew is sufficiently competent and strong to carry out the type of sailing he intends to undertake.

21. Before putting to sea the skipper shall satisfy himself that everything needed for the safety of the yacht is on board. If he is dissatisfied with the equipment of the yacht, he may seek the relevant Secretary's help, but the skipper alone is responsible for the decision to sail.

22. The skipper may, in the course of a cruise, purchase gear or have essential repairs carried out necessary for the safety of the yacht or her crew. However, he should have regard to the approved inventory when replacing gear and should not normally involve the Club in expense of more than £30 without prior consent of the Secretary concerned. In any case, he must inform the responsible Secretary of full details of the purchase on the return of the yacht to its base. If the skipper's action is upheld by the Committee he will be reimbursed for any expense he has incurred. If not he will be required to meet the full cost himself.

23. The skipper shall maintain a log book which shall be kept aboard the yacht. This is the official log required by maritime law. The following shall be recorded in addition to the details necessary to ensure proper navigation:

- a. Names and addresses of all members of the crew.
- b. Any untoward incident, including any collision or grounding however light.
- c. A report of any circumstances making the skipper or any members of the crew liable for a fine or for payment for damages or breakages caused.
- d. A list of deficiencies.

24. The log shall on no account be removed from the yacht whilst she is in commission.

25. The skipper is responsible for writing an account of the trip in a fair log which shall also be kept on board each yacht. He will write this before he leaves the yacht. These fair logs are subsequently lodged in the Corps Library at Chatham and form the basis of the history of the Club. When racing the skipper shall complete an edited version of the fair log on the reverse of the Skipper's Report. This will when be forwarded by the appropriate office bearer to the Secretary of the Main Committee who arranges for notices in the 'Supplement' and the 'Sapper'.

26. At the end of a charter or any trip, the skipper shall complete the necessary reports to enable charges, replacements, and repair of damage to be carried out. Full instructions will be found on the forms which shall be kept aboard the yacht in the folder marked "Skipper's Notes".

27. The skipper shall ensure that the yacht is left in a clean condition and safely moored. All gear shall be properly stowed in the correct place, all ropes will be coiled down, the tiller secured, and running ends of falls secured to cleats.

RESPONSIBILITIES OF DINGHY AND WINDSURFING INSTRUCTORS

28. Those organising club dinghy and windsurfing events are to be qualified through the RYA instructor schemes. AGAI Chapter 18 Annex I sets out the

MOD's safety requirements for dinghy sailing and Annex L explains the MOD's safety requirements when planning and supervising windsurfing.

29-33. Spare.

BOOKING OF AN OFFSHORE YACHT

34. Members of the REYC wishing to sail in the Club yachts will make their bookings through the appropriate Secretary. The committee can limit the duration of any engagement and have the power to withhold boats for repair or racing.

35. A member may take out guests in the Club yachts. It is hoped, however, that they will do this in moderation so as not to deprive members of the use of the yachts. An able-bodied guest, 14 years of age or over, may be counted as an 'Ordinary Hand' when considering minimum crews, unless he has an approved higher qualification.

36. Reserve officers who do not subscribe to the Royal Engineer Sports and Games Fund or retired officers who do not subscribe to the RE Central Charitable Trust and who are eligible to become an Ordinary Member of the REYC may not be considered a guest more than once per season on a REYC owned or partly owned yacht and then for not more than a two-day cruise.

37. All engagements, including races, will be made in the form of a normal charter where the charterer is entitled to select the crew provided sufficient crew for his proposed cruise, as laid down in the current Year Book, is aboard. The charge for the yacht is made on a daily basis and the charterer may divide the cost amongst the crew as he wishes. One of the crew, not necessarily the charterer, shall be appointed skipper and this member will be responsible for seeing that the skipper's duties are carried out.

38. For certain charters taken out for races or other events so nominated by the Offshore Sub-Committee, the Offshore Racing Secretary will assist the skipper and/or charterer to find crew on request. He will also co-ordinate bids for crewing in these "sponsored" events which will have been advertised as events for which good crew are required. Such events would include major ocean races contributing to RORC points championships, the ASA offshore regatta and the Services Offshore Race.

39. A yacht may be entered for an ocean race only with the approval of the Offshore Sub-Committee. It may be entered for an inshore race without seeking such permission, but in such cases the charterer is responsible for paying the entry fees.

40-42. Spare.

CHARGES AND FINES

43. Members shall be charged for the use of the yachts at rates laid down by the committee and shown in the Year Book and REYC Offshore Newsletter.

44. In the case of a charter engagement the charterer shall be charged for the full period of the charter plus any additional days if he is late in returning the yacht at the end of the charter period. A charter engagement may be cancelled up to fourteen days before the start of the charter period; after this date a fine not exceeding one fifth of the loss of revenue may be imposed. Charges are based from the time of first leaving the mooring to the time of returning to moorings at the end of the trip.

45. In the event of losses of equipment or of damage to the yacht through neglect or carelessness on the part of the skipper or crew, the skipper may be charged either the whole or part of the cost of repair and, or, replacement, plus a fine not exceeding £30. In the event of loss or damage being recoverable from insurance the skipper's liability shall be limited to the excess on the policy, plus a £10 fine. It will be the skipper's responsibility to apportion such charges amongst the crew as he sees fit.

46. In the event of a yacht going aground a fine not exceeding £10 may be imposed on the skipper and/or mate on watch. Every case of grounding must be reported in the log and skipper's report and as soon as possible to the relevant Secretary, Captain of Boats or club's duty Adventure Training Instructor. Procedures set out in yacht SOPs for lifting and inspecting of hulls after grounding are to be strictly followed. In any case of grounding not so reported and subsequently discovered, a fine of £50 shall be imposed on the offending skipper.

47. Any charterer who takes or keeps out a yacht or boat at a time for which it has been properly engaged by another crew, shall become liable to a fine not exceeding £25 in addition to the extra charter fee.

48. The skipper of a yacht which fails to return to the port agreed with the Secretary concerned, may be fined the full cruising charge for each day, or part of a day until she is returned to the agreed port; in addition he may be called upon to meet any expenses involved in the return of the yacht.

49. The following fines may also be imposed:

a. For failure to comply with the bye-laws the skipper may be fined up to £25.

b. For failure to display proper standards of seamanship the skipper may be fined up to £100.

c. For breaches of flag etiquette, such as flying an ensign in harbour after sunset, the skipper may be fined £10.

Annexes to REYC Bye-laws:

- A. Responsibilities For REYC Activities
- B. Guidelines For Management Of Offshore Yachts By Appropriate Branches/Secretaries
- C. RYA National Sailing Scheme
- D. RYA National Windsurfing Scheme
- E. Annual Awards

ANNEX A TO
REYC BYE-LAWS

RESPONSIBILITIES FOR REYC ACTIVITIES

Serial	Subject	Committee Member Responsible	Committee ³	Secretary
1	Management and administration of the Charity ¹	Trustees	Trustees Board	V Cdre
2	Policy	Commodore	Main Committee	Honorary Secretary
3	Finance ²	Vice-Commodore	Finance Sub-Committee	Treasurer
4	Offshore matters generally including rating.	Rear Commodore (Offshore)	Offshore Sub-Committee	Offshore Secretary
5	Small Boats including Boards and Kites	Rear Commodore (Inshore)	Inshore Sub-Committee	Dinghy Secretary
6	Regional Activities	Rear Commodore (Regions)	REYC (Regions) Sub-Committee	Regions Secretary ⁴
7	Membership	Membership Secretary	-	-

Notes

1. The Constitution of the Club sets out the duties of the Trustees.
2. Financial policy is decided by the Main Committee. The Finance Sub-Committee deals with implementation of financial policy, preparation of budgets and submission of detailed bids on the RE Sports Fund. The Sub-Committee consists of the Vice-Commodore, The Treasurer and Branch Treasurers.
3. Membership of branch or sub-committees is laid down in Rules.
4. Appointed, if required, by the Rear Commodore (Regions).

APPENDIX 1 TO
ANNEX A TO
REYC BYE-LAWS

CALENDAR FOR MANAGEMENT OF REYC AFFAIRS

Serial	Date	Meeting	Business
1	Early January	Main Committee ³	Review boat policy ¹ and risk. Agree sailing programme for coming season. Finalise plans for AGM (incl changes in committee membership) and REYC Dinner. Finalise Year Book.
2	February	Finance Sub-Committee	Finalise account for past year. Finalise budget for coming year.
3.	March	Board of Trustees ²	Review and direct governance, risk and financial policy. Review and approve accounts and budget.
4	March	Main Committee ³ (before AGM/REYC Dinner)	Accounts for past year. Agree budget for coming season. Finalise sailing plans for coming season. Detailed arrangements for REYC AGM and Dinner.
5	May/June	Informal meeting of Main Committee at REYC Meet (Optional)	Take stock of season.
6	July		Submission of bids and report for RE Sports Bd by VCdre and Hon Sec
7	Late September	Main Committee ³	Review current season. Outline plans for next season. Outline plans for REYC AGM and Dinner.

Notes

1. Update of 5 year plan due to Secretary ASA annually.
2. The Constitution of the Club sets out the duties of the Trustees.
3. At each meeting of the Main Committee there will be:
 - a. Short reports on offshore and inshore matters and a brief review of regional affairs.
 - b. A brief review of the financial situation.
4. Meetings of Sub-Committees should be arranged to fit in with this Calendar.

GUIDELINES FOR MANAGEMENT OF OFFSHORE YACHTS
BY APPROPRIATE BRANCHES/SECRETARIES

1. **Responsibility of Branches.** Branches are responsible for the day-to-day management of the yachts allocated to them by the Main Committee. This includes:
 - a. Maintenance and refitting of yachts and their equipment.
 - b. Running an account to cover all charges, fines, damages and expenses including preparation of the budget as directed by the Treasurer and liaison with the Treasurer over any expenditure not included in the budget.
 - c. Drawing up for each yacht a proper combined inventory and stowage plan, bearing in mind needs of safety, seamanship, economy and reasonable crew comfort, and ensuring it is maintained. The safety equipment provided on board is to be at least that specified in Annex J to AGAs Chapter 18.
 - d. Bookings of yachts, except that bookings for or covering the dates of the REYC sponsored events are not to be accepted without the agreement of the Offshore Secretary. Bookings should normally start and finish at the base port; two or more consecutive handovers/takeovers elsewhere have been found to lead to problems and should be avoided.
 - e. Ensuring a properly qualified skipper is formally put in charge of the yacht, and that he has an adequate crew for the type of sailing for which he has engaged the yacht.
 - f. Deciding which sails are carried aboard for any charter, whether cruising or racing. In principle, racing sails should only be available to skippers entering races approved by the Offshore Committee.
 - g. Arranging properly supervised, checked and redorded handovers and takeovers of yachts, normally between a club Adventure Training Instructor and the nominated skipper..
2. **Documentation.** The following documents are to be aboard the yacht for each engagement:
 - a. Standard Operating Procedures. These must include:
 - (1) Sailing notes, including sail setting chart and known particular damage points for which to watch.

- (2) Engine procedures and checks including fuel capacity and filling procedures.
 - (3) Domestic notes covering use of cooker, heads, water tank location and capacity, warning of damp lockers, etc.
 - (4) Safety procedures, including an aide-memoire on safety drills aboard REYC yachts
 - (5) Contact addresses and telephone numbers
- b. Ship's Registration and Radio Certificate.
 - c. Inventory and stowage plan.
 - d. Deck log, fair log and engine log.
 - e. Defects book.
 - f. Handover and takeover forms.
 - g. Copy of REYC Rules and Bye-Laws.
 - h. Skipper's Report Forms.

3. **Cleanliness and Care of Yacht.** On sending out the booking acknowledgement a separate note should be included, worded in a personal fashion, exhorting members to keep yachts clean, repair small defects as they are discovered, report other problems in detail and leave the yacht in a first class condition. Without this sort of attention from skippers, club yachts deteriorate very rapidly.

OFFSHORE QUALIFICATIONS AND EXAMINATIONS

RYA SCHEME

1. Full details of the scheme are published by the RYA in their booklet G 15/11, which also acts as a log book of sailing experience. Anyone wishing to become qualified under the RYA scheme should obtain one of these, which may be bought through the Offshore Secretary REYC, from the RYA direct or from the Joint Services Adventurous Sail Training Centre. The application of this scheme in the Services is set out in Joint Service Publication (JSP) 419 – Joint Service Adventurous Training Scheme.

3. The qualifications are:

RYA Competent Crew

RYA Day Skipper/Watch leader

RYA Coastal Skipper Practical

RYA Yachtmaster Coastal

RYA YachtMaster Offshore

RYA YachtMaster (Ocean)

EXAMINATIONS AND COURSES

4. **Examiners and Practical Instructors.** Certain members of the Club are qualified as practical instructors and a few as examiners. These are appointed only after clearance by the Army Sailing Association (ASA) and RYA. Their names are held by the Offshore Secretary and are published in the Yearbook. No examination may be conducted other than by a nominated examiner, appointed for each examination by the Offshore Sub-Committee in agreement with ASA and RYA. No course may be run except under the supervision of a qualified practical instructor.

5. **Teaching Establishments.** Courses may only be run by RYA teaching establishments. REYC is so recognised. There is no restriction on where courses are run, provided adequate facilities exist, but branches must clear their proposals with the Offshore Sub-Committee before running a course, as the instruction is required, by JSP 419, to be pre-nominated.

6. **Issue of Certificates**

a. **Competent Crew and Day Skipper.** There is no formal

examination at this level, but a certificate of satisfactory completion of a course is affixed to the candidate's G 15/11. The content of the course must be as laid down in G 15/11 but there is no restriction on the time taken to complete the course. These certificates will be issued by Offshore Secretary on receipt of G 15/11, the appropriate fee, and evidence signed by the qualified instructor that the course has been properly completed.

b. **RYA Coastal Skipper and Yacht-Master Offshore.** These qualifications must be formally examined by a qualified Yacht-Master examiner. The Offshore Secretary is responsible for setting up examinations in such a way that the candidate is not well known to the examiner. Examiners are not permitted to arrange their own examinations, and candidates requiring examining should contact the Offshore Secretary in the first instance.

c. **RYA Yacht-Master (Ocean).** The REYC cannot examine this qualification.

7. **Joint Services Adventurous Sail Training Centre.** The JSASTC run courses at all levels. Details of their courses are published on their website. . JSASTC will only conduct examinations as part of their own courses.

RYA NATIONAL SAILING SCHEME

1. The RYA National Sailing Scheme for dinghies, keelboats and multi—hulls consists of introductory courses and qualifications at Levels 1, 2 and 3. Advanced modules covering seamanship, day sailing, sailing with spinnakers, racing and performance sailing can be completed after Level 2.
2. Full details of the scheme are explained in RYA publication G4/14, which also acts as a logbook, and on the RYA website: <http://www.rya.org.uk>.

RYA NATIONAL WINDSURFING SCHEME

1. The RYA National Windsurfing adult scheme consists of the Start windsurfing and Intermediate courses, which introduce and teach windsurfers how to sail in light and strong winds and how to use modern equipment. The RYA Advanced course and Start, Intermediate and Advanced Racing courses develop early techniques and racing.
2. Full details of the scheme are explained in RYA publication G47/14, which also acts as a logbook, and on the RYA website: <http://www.rya.org.uk>

ANNUAL AWARDS

Annual awards to Club members

THE ANDERSON TROPHY

Presented to the REYC in memory of Lt Col E P Anderson in 1959. It is awarded annually to a Club member, selected by the Main Committee, for outstanding results or services to the Club.

THE REYC SEAMANSHIP TROPHY

The Trophy was established in 1969 by the REYC Main Committee. It is awarded annually to a serving soldier of the REYC, sailing in a Club boat, or any other boat, who, in the opinion of a Select Committee, put up the best all-round performance during the season in respect of racing or cruising, or care of boats.

THE BREWER TROPHY

The Trophy was presented by Maj W Brewer in January 1985. It is to be presented annually to the REYC Member who, in the opinion of the Rear Commodore (Inshore), has produced the most consistent results throughout the year in dinghy/sailboard racing.

THE BLAGDEN TROPHY

The Trophy was presented in July 1986 by Brig P M Blagden CBE. It is to be awarded annually to a Young Officer (below the rank of captain) who, in the view of a Select Committee, has been the most enthusiastic sailor of that year.

JARDINE TROPHY

The Trophy was presented by Lt Col Stuart Jardine OBE in January 1990. It is to be awarded annually to a Junior Soldier (under 21) who, in the opinion of the Rear Commodore (Inshore), has contributed most in either results or general participation in dingy sailing.

PETER CLARKE

The award of the Peter Clarke memorial Trophy is to recognise endeavour in relation to one the sports which the late Maj Peter Clarke was particularly associated, namely Gliding, Private Flying, Sailing, Skiing and Sub Aqua. One award may be made annually in each of the sports and the names recorded in the memorial book.

CRUISING LOG TROPHIES

These awards are open to all serving and retired REYC members. Cruises may be undertaken under sail or power but not on commercial “cruise ships”. The log is to be written and submitted by an REYC member, who need not be the owner or skipper of the vessel. Entries are to be submitted in hard copy format, no later than 30th November for presentation at the following AGM. The winners will be decided by a panel convened by Rear Commodore (Regions). Accounts (or extracts) may be included in subsequent Year Books. Two awards will be made:

Long Distance Log – Avalanche Trophy. Awarded for the best log for a cruise containing a passage of longer than 1,000 nautical miles.

Coastal Log – Torch Trophy. Awarded for the best log for a cruise in mainly coastal (or inland) waters, with a duration 7 days or more.