

**POTTERIES MODEL BOAT CLUB.
RULES & REGULATIONS
2016**

1 TITLE:

The Club shall be known as the Potteries Model Boat Club. Hereinafter it is also referred to as the Club or the P.M.B.C.

2 OBJECTIVES:

- 2.1 To promote interest and activity in model boats. Models may only be powered by electricity, wind or steam. Boats powered by internal combustion engines are NOT permitted to be operated at any events under the P.M.B.C. rules and regulations.
- 2.2 To organise and control events and competitions.
- 2.3 To be of mutual assistance to all members of the Club in pursuit of the model boating hobby.
- 2.4 To be aware of and have due regard of all relevant health and safety regulations.
- 2.5 To be aware of and have due regard of all environmental issues, wildlife, flora and fauna.
- 2.6 To be aware of and observe all local laws and by-laws.
- 2.7 To observe and honour all conditions, situations and circumstances as required or laid down at any event or competition organised by the Club or when attending / participating at an outside event or competition.
- 2.8 To provide social meetings and events for the mutual benefit and enjoyment of Club members.
- 2.9 To encourage contact with any model boating related club or organisation for the benefit of the Club members.
- 2.10 To arrange formal or social meetings at least 12 times a year.

3 MEMBERSHIP:

Any person may apply to become a member of the Club. Membership is subject to approval by the Executive Officers and Standing Committee as a Body and subsequent payment of any subscription due. A Passport Style photograph, must accompany any application for the club contact directory.

Membership shall include their spouse/partner and children if their names have been recorded with the Club Secretary.

3.1 FULL MEMBER

A Full Member must be at least 18 years of the age, had their application approved by the Executive Officers and Standing Committee as a Body and paid any subscription due.

3.2 LIFE MEMBER

Any member who the Executive Officers and Standing Committee as a Body consider to have given exceptional service to the Club over a considerable number of years may be awarded Life Membership.

3.3 HONORARY MEMBER

Any member, or person who is not a member of the P.M.B.C., but who the Executive Officers and Standing Committee as a Body conclude as being instrumental in promoting the Club, the members and objectives, that would not or could not ordinarily have been achieved or carried out, brought to fruition or made possible by any other Club Member may be nominated for the award of Honorary Membership at the next Annual General Meeting

3.4 JUNIOR MEMBERS

A junior member is under the age of 18 years on the 1st January and must have a parent/guardian who is a member of the Club.

At all P.M.B.C. events a Junior Member must be supervised by a parent/guardian, or responsible adult who has parental permission. The junior member shall have their parent's/guardian's membership card, available for inspection at any event as proof of insurance.

4. INSURANCE

All Members are required to have insurance cover for Third Party Public Liability. This is arranged by the Club and the insurance provides cover for the member, their spouse/partner and children under the age of 18 years on the 1st January of that year.

The insurance provides Third Party Public Liability Cover for the members performing their duties, and whilst organising any Club events.

4.1 Members are covered by this insurance when operating models powered by electricity wind, steam, or internal combustion engine; subject to the limitations specified on the certificate of insurance and provided their use is not prohibited by local rules and by-laws.

4.2 However, internal combustion engine powered models, be they aircraft, boats or land vehicles, are not allowed in the parks used by the P.M.B.C. and shall not be used at events organised by the Club.

4.3 It is a current requirement that the boilers and refillable gas tanks of steam powered models are hydraulically tested every 4 years and the complete steam plant inspected annually whilst in steam. The Club has testers available to carry out such tests and provide cards on which these tests are recorded. The Club makes no charge for this service.

4.4 Members are insured whilst operating someone else's model. Anyone operating a member's model with their permission will be insured whilst doing so.

4.5 Members shall carry their Membership Card with them whenever they intend operating their model boats to provide proof of insurance if requested. Certificates of insurance can be provided to show proof of insurance when operating at other venues, or operating other types of model.

5 SUBSCRIPTIONS:

5.1 Subscriptions are payable immediately following acceptance by the Executive Officers and Standing Committee as a Body, of an application for Membership of the Club.

5.2 After acceptance of a new member, in addition to the annual subscription a 'once only' joining fee will be charged to cover the initial items supplied and the setting up of the membership.

5.3 The annual rate of membership subscriptions shall be reviewed annually and shall be decided by the Executive Officers and Standing Committee as a Body, when reviewing the budget [7.1e].

5.4 Renewal of membership by subscription is due and required to be paid in full on the 1st January each year.

5.5 Any Member failing to pay their Annual Renewal Subscription by the 31st March of that same year shall immediately lose their membership by default.

5.6 The defaulting member will then have to re-apply for membership and a rejoining fee will be charged in addition to the annual subscription.

5.7a Members joining the P.M.B.C. after the 30th June and before the 30th September in any year shall pay a reduced amount equal to one half of the annual subscription.

5.7b Members joining the P.M.B.C. between 1st October and 31st December shall pay the full proportion of the Annual Subscriptions and this will cover the period to the 31st December the following year.

5.7c Life and Honorary Members are not required to pay any Annual Subscriptions except for their contribution to the Third Party Public Liability Insurance.

5.7d Junior Members are not required to pay an Annual Subscription; they are covered by their parent's/guardian's subscription.

When a junior member reaches the age of 18 they will become a Full Member and expected to pay the full membership subscription or the appropriate concession rate if they are not in full time employment.

5.8 Any member making a subscription to the Club's insurance shall be acknowledged by receipt by the Member of a signed Membership Card.

Signatories to this effect are:

- The Treasurer (in his absence)
- The Chairman (in his absence)
- The Secretary.

5.9 The Membership Card will be changed each year and will be unique to that year. The card is proof of a valid membership for that year.

5.10 Payment of the Annual Subscription and receipt of the Membership Card acknowledges the individual Member's acceptance and agreement to abide by the P.M.B.C. Rules and Regulations in full at all times.

5.11 Retired persons of pensionable age shall pay a reduced proportion of the Annual Subscription.

5.12 Unemployed persons can apply to the Executive Officers for a reduced Annual Subscription and their ruling is binding upon the Member and the P.M.B.C. for that year only.

5.13 Members older than 18 years of age on 1st January but still in full time education shall pay a reduced proportion of the full amount of the Annual Subscription

5.14 The Annual Subscription is made up of three main parts:

- A proportion of the cost of purchasing equipment and the day to day expenses of running the Club.
- A proportion of the Club's insurance premium.
- A proportion of the Water Charges levied on the P.M.B.C. by the Local Council.

As a result of this last item Club Members will not be expected to pay for the use of the waters used by the Club on a daily basis. There have been no wardens collecting these fees at the parks for some years, but the tradition could be revived at any time, so be advised to have your membership card to hand when sailing.

6. MANAGEMENT:

6.1 The Executive Officers of the Club are:

- 6.1 (i) CHAIRMAN
(ii) SECRETARY
(iii) TREASURER

6.1a They shall individually be elected annually by nomination and a majority vote at the Annual General Meeting.

- 6.1b VICE CHAIRMAN
The Committee may elect from amongst themselves on an annual basis a Vice Chairmen who, with the express permission of the other Executive Members, will take on the role of Executive Committee Member, standing in for the Chairman when he is unable to fulfil that role.
- 6.1c There is no restriction upon the number of years that a person may hold an Executive position.
- 6.2 The Standing Committee shall comprise:
- 6.2a Not more than 6 annually elected Full Members and
- 6.2b As appropriate.
- (i) Club's Representative to the Sports Advisory Council.
- (ii) Club's Representative to the Boiler Inspectors Seminar.
- 6.2c Co-options are in order either from:
- (i) Additional Full, or Honorary Members
- (ii) Outside bodies or organisations.
- 6.2d A Quorum shall consist of not less than 5 people (9 is the maximum membership of the Body). Co-opted and representatives of outside organisations do not have a vote.
- 6.3 Duties of the Executive Officers and Standing Committee Members:
- 6.3a Through the Chairman, Secretary or Treasurer, call meetings of the Body as required with a minimum of 6 such meetings each year.
- 6.3b Ensure that Minutes are taken of such meetings and duly ratified.
- 6.3c Uphold the letter and spirit of the Club Rules and Regulations at all times and in all places.
- 6.3d Consider recommendations and proposals made by Club Members.
- 6.3e Propose new activities and improvements that would benefit the Club and its members.
- 6.3f Action carried out by the Executive Officers and Standing Committee as a Body shall be reported at the first opportunity at a formal or social Club meeting.
- 6.3g Appoint Sub-committee's as deemed necessary, however a sub-committee will have no authority to act or have action carried out without the written authority of the Executive Officers.
- 6.3h All Members shall present or offer themselves for duties outside of Committee Meetings.
- 6.3i All Standing Committee Members shall give of their best support possible to the Executive Officers at all times.
- 6.3j Any proposals for Life Membership shall be scrutinised and considered by this Body.
- 6.3k Proposals for Honorary Membership shall be scrutinised and considered by this Body.
- 6.3l Applications for Membership shall be considered by this Body. This Body has the right to refuse Membership.
- 6.3m Maintain a constant vigilance to the aspirations of all the Potteries Model Boat Club Members.
- 6.3n The Executive Officers and any nominated Members who have specific written authority from either the Chairman or the Secretary, are the only Members of the Club entitled to express the intent or wishes of the P.M.B.C. to any other individual or body.
- 6.4 The Executive Officers and Standing Committee as a Body have the right and duty to suspend, cancel or refuse membership to anyone:
- who does not comply with the letter or spirit of the P.M.B.C. Rules and Regulations.
 - whose conduct has brought the Club into disrepute.
 - whose conduct has caused financial or material burden upon the Club or any member.
- 6.5 The minimum and maximum number of membership of the Club shall be controlled by the ruling of the Executive Officers and Standing Committee as a Body.
- 7 EXPENSES AND FUNDS:**
- 7.1a All monies and assets belong to the Potteries Model Boat Club.
- 7.1b A current account shall hold an amount as seen necessary by the Executive Officers. All cheques issued shall bear 2 out of the 3 authorised signatures.
- 7.1c The minimum amount of cash float shall be held at any one time. That amount shall be decided by the Executive Officers.
- 7.1d The account holdings, bank and type of deposit account shall be as decided by the Executive Officers and Standing Committee as a Body.
- 7.1e Each year after the AGM the Treasurer shall produce a budget for the following year and present it to the Committee for approval. The budget shall take account of the estimated income and planned expenditure for the coming year together with the current funds and retentions to show the viability of the Club.
- 7.2a Expenses can be claimed from the Treasurer by any Club Member for expenses incurred whilst carrying out or required to be on formal official business of the Club
- 7.2b All expense claims must be presented to the Treasurer supported by a receipt or other acceptable tangible asset or reason.
- 7.2c The Treasurer's decision can only be changed on appeal to the other 2 Executive Officers and the Standing Committee as a Body.

7.3 In the event that the Club decides to cease operating as a unique individual Club, as applying in these Rules and Regulations, it shall be wound up. All assets shall be sold and monies in total shall be equitably divided between all paid up Members of the P.M.B.C. based on their membership years in the club.

8 MEETINGS:

8.1 An Annual General Meeting shall be held in September of each year at which:

8.1a The Chairman shall give a report on the activities during the past year.

8.1b The Treasurer shall present a Financial Report and Statement of Accounts for the year ending 31st August.

8.1c To elect:

(i) The CHAIRMAN

(ii) The SECRETARY

(iii) The TREASURER

(iv) Up to 6 Full Members of the P.M.B.C. to the Standing Committee.

8.1d A Member may not be nominated for a position as an Executive Officer or Standing Committee Member without their permission. Members with a vested interest in the commercial side of the model boating hobby including manufacturing, wholesale or retail are excluded from holding position on the Committee.

8.2 Any Member can make or put forward a recommendation or proposal for consideration at the A.G.M.

8.2a Any such recommendation or proposal must be given in writing with one supporting signature, to the Secretary at least 30 days preceding the A.G.M. for consideration by the Executive Officers and Standing Committee as a Body.

8.2b If this Body cannot support the recommendation or proposal, by reason, for example, that it is not in the best interests of the Club or its Members, the Body will state so, with reasons, before a vote is taken. A majority decision vote carries.

8.3 An Agenda including all recommendations and proposals will be circulated at an Ordinary Member's Meeting within 14 days prior to the A.G.M.

8.4 The Secretary is empowered to call an Extra-ordinary General Meeting as deemed necessary.

8.5 Evening meetings for Ordinary Members shall be held on a regular basis. These meetings as called will be balanced between formal official business meetings and social, educational / open forum meetings.

9 ORGANISED CLUB EVENTS

An organised event is a competition, or just social sailing at a particular venue, where a member of the club takes control of organising the activity.

9.1 A system of frequency control may be in operation using either a pegboard or chart. At such events members must register the frequency they wish to use with the organiser, or have the appropriate frequency peg before they operate their radio control equipment.

9.2 If it is a competition every effort shall be made to give those not competing in the event a chance to sail their model in an area away from the activity taking place. This can only be done if those not competing check with the organiser that their frequency is free and register their use of that frequency.

9.3 When the Club inflatable dinghy is in use at any event the following rules shall apply.

9.3a The organiser of the event shall nominate two full members of the club to be crew of the dinghy. One of the crew, who is considered competent, shall be designated as being the person in charge.

9.3b No more than two persons are to be carried at any one time, except under exceptional conditions.

9.3c Life jackets shall be worn at all times when on the water.

9.3d Junior members are not allowed to use the dinghy at any time.

10 PROTECTION OF MINORS & VULNERABLE ADULTS

A minor is defined as a person being less than 18 years of age.

A vulnerable adult is defined as a person of 18 years or over, but through mental or physical attributes requires a higher level of supervision than would be normally necessary for an adult.

It is the parent or guardian's responsibility to supervise a minor, or a vulnerable adult, or to appoint a responsible adult to do so on their behalf. The Club will not accept responsibility for appointing a responsible adult, nor will it make any recommendations about an individual's suitability for that appointment.

11 BENEFITS OF CLUB MEMBERSHIP:

11.1 Affiliation to the Sports Advisory Council.

11.2 All Full, Life, Honorary and Junior Members are eligible to take part in any event or competition organised by the P.M.B.C. requiring the display, or operation of a radio controlled model boat powered by wind, steam or electrically. The display and competition of static models of a maritime nature is also an option.

11.3 All Members shall be provided with a copy of these Rules and Regulations.

- 11.4 All Members are entitled to receive a copy of the Events Calendar, Newsletters and any other printed material published by the Club or received by the Club for allowed copying and distribution.
- 11.5 All Members have the right to attend all formal and social meetings and are expected to attend Annual and Extra-ordinary General Meetings.
- 11.6 The Club invites all Members to attend any social gatherings, coach trips to events and National Exhibitions that are arranged.
- 11.7 In addition to what you can gain by being a Member, you will also be expected to support and assist when requested at all Club functions taking place under the banner of the P.M.B.C. and to be respectful at all times of the good name of the P.M.B.C.

12 **DISPUTE PROCEDURE**

- 12.1 A dispute between individual members shall be resolved by appointing an agreed Executive Officer as arbitrator. The arbitrator's decision shall be accepted as final by both parties.
- 12.2 A dispute between a Member and the Elected Committee shall in the first instance be resolved by discussion between the parties.
- 12.2a For support, the member may take a fellow member to such meeting. This person may witness the discussion and take notes, but may not participate in the actual discussion.
- 12.2b If the problem remains unresolved the member has the right to put a motion to the Committee to be discussed at the Annual General Meeting [Rule 8.2, 8.2a, 8.2b]. If necessary the Secretary may decide to call an Extraordinary General Meeting [rule 8.4].
- 12.3 In all disputes reference shall be made to the Rules and Regulations that are in force at the time and they shall be binding.

13 **RULES FOR SAFE SAILING OF MODEL BOATS**

- 13.1 When operating model boats members must do so with due care and consideration for safety of other people, their property, wildlife, flora and fauna. Failure to do so could bring the Club into disrepute; an act for which membership can be withdrawn [Rule 6.4].
- 13.2 Any member sailing their model boat alongside others must accept some element of risk of their boat being damaged in doing so.
- 13.3 Members leaving their boats stationary on open water whilst they sit and chat, do so at their own risk. Stationary boats are harder to see and camouflaged ships even more so.
- 13.4 An area in front of the jetty shall be marked out with a line of buoys extending to the right hand bank. Within the area bounded by this line and the near bank of the lake all boats shall be sailed slowly so that small boats or those with a low freeboard are not swamped and slower boats are less likely to be collided with.

- 13.5 Larger scale models will be heavier and more seaworthy and shall be sailed on the open water outside the area described in (13.4) when at speed.
- 13.6 No fast electric boats with surface piercing propellers and very fast speedboats are not allowed on the order of the Stoke-on-Trent council when operating on their conservation waters for the protection of the wildlife .
- 13.7 It is not acceptable to chase the birds at high speed, but if they swim into the racing area they may be shepherded away from it at slow speed.

THESE RULES AND REGULATIONS ARE TO BE READ IN
CONJUNCTION WITH ANY SAFETY OR COMPETITION
RULES AS PUBLISHED FROM TIME TO TIME.

AMENDMENTS			
Rule No.	Description	Change	Date
All	Original publication		April 1994
All	Complete reprint	New rules for junior and life members	March 1998
5.1.a	Executive Officers	Vice Chairman added	Dec 1998
7.1.a	To Elect	Vice Chairman added	Dec 1998
All	Complete reprint	Formatted on PC	Sept 2001
All	2002 AGM update	Duties, quorum etc	Sept 2002
8.1	deleted	No longer members of MPBA	Sept 2002
5.*	Membership	Inserted family membership	Sept 2002
All	Complete Document	Sections Reformatted	Sept 2008
3	Membership Classes Social membership Family Membership	Revised Deleted Deleted as a class but included by note in 3.	Sept 2008
4	Insurance	New section	Sept 2008
9	Organised Club Events	New Section	Sept 2008
10	Policy on Minors and Vulnerable Adults	New Section A legal requirement	Sept 2008
12	Dispute Procedure	New Section	Sept 2008
13	New Section	Rules for Safe Sailing	Sept 2013
14	Fast electric boats with surface propellers	To read these boats are no longer allowed	Sept 2015
15	Rule 5.9	Photos on membership cards not required	Dec 2015

These Rules and Regulations are the copyright of the Potteries Model Boat Club and are issued to you as a fully paid up Member. They are for your help and guidance and it is a condition of membership that you comply with them. Please read and keep in a safe place for future reference. If you remain a Member and keep in communication with the Club, you will be informed of any additional amendments that occur.

POTTERIES MODEL BOAT CLUB

RULES AND REGULATIONS **2016**



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LIST OF CONTENTS

- 1. TITLE**
- 2. OBJECTIVES**
- 3. MEMBERSHIP**
- 4. INSURANCE**
- 5. SUBSCRIPTIONS**
- 6. MANAGEMENT**
- 7. EXPENSES AND FUNDING**
- 8. MEETINGS**
- 9. ORGANISED EVENTS**
- 10. PROTECTION OF MINORS & VULNERABLE ADULTS**
- 11. BENEFITS OF CLUB MEMBERSHIP**
- 12. DISPUTE PROCEDURE**
- 13. RULES FOR SAFE SAILING OF MODEL BOATS**
AMENDMENTS