

EAST MIDLANDS UNITS WAKEBOARD AND WATER SKI CLUB
(EMUWWSC)

CONSTITUTION

Reference:

A. AP3223 – Administration and Accounting for Service Funds.

INTRODUCTION

1. EMUWWSC exists to provide powered water sports to personnel of the member Stns. Amendments to this Constitution are only to be made by authority of a majority vote of club members at an Annual or Extraordinary General Meeting (AGM or EGM). Club activities are to be conducted in accordance with the safety guidelines issued by British Water Ski and Wakeboard (BWSW) and the rules and regulations of the host lake. Day to day running of the Club, in accordance with the rules at Annex A, is vested in the Committee, drawn from the members and detailed below. Facilities at the Club include a wakeboard and waterski boat; equipment and instructors necessary to carry out various powered water sports and a clubhouse with shower, toilet and changing facilities. Facilities also exist for members to stay overnight in the clubhouse in accordance with the regulations at Annex B.

COMMITTEE AND MEETINGS

2. The Club is run by a committee of personnel made up of the following posts:

EXECUTIVE COMMITTEE

Chairman
Deputy Chairman
Secretary
Treasurer
Chief Driver
Caravan Member
Boat Member
Equipment Member
PR Member
Webmaster

The remainder of the Committee is made up from OIC WWSCs from each full member Stn. Each full member Stn must be represented by at least one person - OICs may hold an Executive Committee post in addition to their Stn responsibility; or members of the Executive Committee may be in addition to their Stn OIC.

3. The Chairman, Secretary and Treasurer are appointed as Trustees of the Club Funds and are required to oversee the running of the Club's administration in accordance with extant regulations at Reference A.

4. The AGM is to be held in January of each year. EGMs are normally called by the Committee to discuss matters requiring ratification by the members. Alternatively, an EGM may be requested by application to the Secretary by at least 25% of the members. In this case, full details of the subject for discussion is to be included, with background information as appropriate or available. The Secretary will publicise notification of the EGM in the Clubhouse and by other means at least 2 weeks prior to the proposed EGM.

5. The Chairman is appointed at an AGM or EGM having been proposed, seconded and carried by a majority vote. If necessary, between general meetings, the Chairman is authorised to make appointments to the Executive Committee but such appointments are to be ratified at the next AGM or EGM by being proposed, seconded and carried by majority vote. Stn OICs are to be appointed by their Stn.

6. In accordance with Reference A the Committee is required to meet at least quarterly. The Secretary is to ensure comprehensive and accurate minutes of each meeting are recorded and held in a permanently bound minute book and a copy displayed in the Clubhouse. The Club's performance against the financial plan is to be reviewed at Committee meetings and a full financial report is to be submitted by the Treasurer. Any major adjustments to the Financial Plan are to be reported to the members at a General Meeting.

MEMBERSHIP

7. All Service Personnel, MOD Civil Servants, and their dependent family members from the member Stns are entitled to join EMUWWSC. Dependant on the amount of fees contributed each year, Stns are divided into 2 categories as follows:

Full Member Stns contribute £1100 each year and their members pay membership fees to their Stn WWSC not to EMUWWSC. The Stn OIC sits on the Committee of EMUWWSC. Existing full member Stns are:

RAF Coningsby
RAF Cranwell
RAF Marham
RAF Waddington
RAF Wittering

Associate Member Stns contribute less than £1100 per year and their members pay membership fees directly to EMUWWSC at a rate of one half of the non-entitled fees. The Stn OIC does not sit on the Committee of EMUWWSC.

8. Stns are eligible to join as either full or associate member Stns by making a contribution in line with the guidelines above. Personnel from non-member units are entitled to join EMUWWSC as Direct Members via the Treasurer. All RAF members are strongly encouraged to subscribe to the RAF Sports Lottery by holding at least one ticket.

9. In accordance with Reference A, membership by non-MOD personnel is not debarred but is to be restricted to those who offer their services as instructors or who provide specialist advice or equipment for general use. The wider admission of civilians could mean that the Club would not enjoy charitable status and could, therefore, not claim the benefits which that status brings such as eligibility to grants from Central Funds/Nuffield Trust etc.

10. **Non-Members.** Entitled personnel are eligible to use the club on an ad hoc basis as non-members up to a maximum of 3 times per year. Members who invite family or friends as guests are to brief them on club matters and supervise them during their visit. Guests are limited to 2 per member.

11. **Section Bookings.** To encourage membership and to promote the sports of Wakeboarding and Waterskiing, the Club is available for group bookings from Sqns, Flts and Sections. The OIC from the Member Stn is to arrange for Operators, Jetty Marshals, Instructors or Drivers as appropriate to the size and needs of the group.

FINANCE

12. **Membership Fees.** Annual Stn contributions are payable direct to EMUWWSC by Full and Associate Member Stns. Stn contributions are to be paid to the Treasurer by 1 Mar each year. Fees for Single and Family memberships are to be set at an AGM/EGM and paid to the Stn OIC or the Treasurer in accordance with the regulations set out at paragraph 7. OIC Stn WWSCs are responsible for the collection of membership fees and are to forward the names of members to the Secretary. For the purposes of “family memberships”, marriage is defined in accordance with MoD rules. Therefore 2 people in a relationship are required to pay 2 single memberships unless they are qualified as married/civil partners and would therefore be entitled to SFA.
13. Income is used in the following priority order:
- a. Fees payable to the host lake property.
 - b. Insurance costs.
 - c. Maintenance and repair of the boat, clubhouse, storage shed and equipment.
 - d. General running costs.
 - e. Purchase of new equipment.
 - f. Development projects (incl boat or caravan replacement).
14. **Towing Fees.** Fees for each tow are decided at AGM/EGM and are levied for each tow. Towing fees are to cover the entire cost of fuel and routine servicing, plus a small profit to cover unforeseen expenses.
15. In accordance with Reference A, the Treasurer is to maintain a record of all financial transactions and is to report the financial status of the Club at each Committee or General meeting.

CARAVAN

16. The Caravan Member is responsible for the general maintenance and upkeep of the caravan and grounds. Members are to ensure they comply with all rules or regulations published for using the caravan and for overnight stays. Fees for overnight stays are decided at AGM/EGM.

BOAT

17. The boat is only to be driven by qualified personnel, who are up to date annual members of BWSW holding a Ski Boat Driver Award and authorised by the Chairman or Chief Boat Driver. Observers and other passengers are to comply with the instructions given by the driver at all times. The Boat Member is responsible for the upkeep and servicing of the boat, within expenditure limits set at AGM/EGM.

EQUIPMENT AND PROPERTY

18. In accordance with Reference A, the Equipment Member is to hold and maintain the Club Property Book. The Equipment Member is to report all defects and requirements for replacement for consideration by the Committee. All property held in the Club is to be treated with respect and stored correctly. The Equipment Member is responsible for obtaining new or replacement equipment, within limits set at AGM/EGM.

DISCIPLINE

19. Should the behaviour of a member warrant it, the Chairman and each Stn OIC are empowered to restrict or suspend any member of the Club, regardless of rank or parent Stn. The Chairman and the OIC of the member's parent Stn are to be informed as soon as possible with a full explanation of the circumstances. Subsequent re-instatement of the member may only occur with the agreement of the Chairman and Committee.

S PARKER
Chairman

Feb 10

**ANNEX A TO
EMUWWSC CONSTITUTION
DATED FEB 10**

EMUWWSC RULES

1. **Operators.** The authority of the Chairman is delegated to the Duty Operator to the extent required for the control of riders/skiers of the day and to run the Club in his absence. Operators are to have been given a copy of, and adhere to, Operator Orders at Appendix 1, and authorised by the Chairman or Secretary to carry out Operator duties. During busy periods, the Duty Operator may appoint a Jetty Marshall to assist with running the tow list and keeping things running smoothly. Club members are to comply with the instructions given by the Duty Operator or Jetty Marshall with regard to the use of the Club equipment or facilities.
2. **Club Money.** Fees for tows are to be paid in full at the end of each session. Payment is to be made by cheque or cash. Only Operators are permitted to receive payments to the Club and complete the associated paperwork in accordance with the guidelines at Appendix 1. Authorised Operators and Drivers are permitted to collect fuel from a petrol station.
3. **Boat Drivers.** All boat drivers are to be current members of BWSW and hold a Ski-Boat Driver Award (SBDA). Boat drivers are to have been given a copy of, and adhere to, the Boat Driver Orders at Appendix 2 and to have been authorised by the Chairman or Chief Boat Driver as competent to drive the Club boat. The Chairman or Chief Boat Driver are empowered to withdraw this authority should concern be expressed regarding the competence of any driver. Such driver is to be suspended from driving until a full inquiry into the circumstances of the suspension has been conducted and reinstatement has been authorised by the Chairman or Chief Boat Driver. On successful achievement of the SBDA qualification, new drivers will be required to be authorised as competent before driving solo. All faults with the boat are to be reported to the Boat Member as soon as they become apparent. Under no circumstances is the boat to be run with a potentially damaging fault.
4. **Boat & Jetty.** No smoking, eating or drinking are permitted in the boat or on the jetty. Shoes are not to be worn in the boat. The Jetty is not to be used as a dumping ground - equipment is to be placed on one of the drying racks provided. When a rider/skier is setting off, boat passengers and jetty bystanders are to keep noise to a minimum so that the driver can hear instructions. Boat passengers are to comply with instructions given by the driver and, particularly, are to remain seated unless the driver permits otherwise.
5. **Observers.** A competent adult observer is required before any towing can take place. Drivers are responsible for ensuring observers are competent in their duties. Observers are to pay attention to the rider/skier at all times. Should the rider/skier fall, the observer is to notify the driver immediately. If requested, the observer or other passengers are to assist the driver with the recovery of riders/skiers and equipment and with docking the boat. When passing the handle to a rider/skier, observers are not to throw it towards the jetty but should place it or pass it.
6. **Riders/Skiers** are always to be aware of where their name is on the list and be ready for when the boat docks from the previous go. Those who will be unable to take their go in turn or who wish to delay for any reason are to TELL THE OPERATOR OR JETTY MARSHALL so that the list can be adjusted.

7. **Safety is paramount** and drivers are authorised to “power off” if they feel the safety of their rider/skier is at risk. The following BWSW guidelines are to be followed by riders/skiers:

- a. **Always** give clear, audible verbal starting instructions to the boat driver and clear BWSW recognised hand signals during a set.
- b. **Always** wear an approved buoyancy aid/impact vest when on or in the water.
- c. **Always** avoid getting unnecessarily close to banks, jetties or other obstructions.
- d. **Always** come in parallel to the bank or jetty at the end of a set and never directly towards any obstruction or person.
- e. **Always** stay well clear of the rear of the boat and propeller until the driver has shut down the engine and invited you to enter or exit the boat.
- f. **Never** enter the water until the boat is clear of the jetty.
- g. **Never** wrap a rope around any part of the body without a rope quick-release being fitted to the boat nor pass an arm or any part of the body through the “V” of the handle.
- h. **Never** attempt a “toe-hold” without a rope quick-release being fitted to the boat.
- i. **Never** ride or ski whilst under the influence of alcohol.

If being towed for the first time, visitors/beginners are to ensure that they have been fully instructed in the activity and briefed by an operator or instructor prior to entering the water. All riders/skiers are to understand not only how to do the sport but also the signs and signals for communicating on the water.

8. **Club Equipment.** All Club equipment is to be treated with respect. Never carry boards or skis by the bindings. After use, wetsuits & lifejackets are to be hung up on the racks provided and other equipment left outside to dry. All Club equipment is to be returned to the Storage Shed and correctly hung up. Only Club owned equipment is to be stored in the Storage Shed and only water sports related equipment is to be kept at the club.

9. **Caravan.** All users of the caravan are to keep the caravan clean and tidy at all times. In particular crockery and cooking utensils used in the preparation or consumption of food are to be washed up and put away immediately. Smoking is not permitted inside the caravan and, outside, cigarette ends are to be disposed of in the correct manner. Under no circumstances are damp or wet wetsuits to be taken into the caravan lounge. Overnight stays are available, at the discretion of the Chairman and are to be in accordance with the rules and regulations at Annex B.

10. **Neighbours.** All users of the Club are to be courteous to fellow residents around the Lake. Noise is to be kept to a minimum after 2200 hrs

OPERATOR ORDERS

1. The duty Operator represents the Chairman in his absence and is responsible for opening the Clubhouse, running the club during the day and closing the Clubhouse at the end of each session. Daily routine involves, but is not restricted to:
 - a. Drawing the keys to the caravan.
 - b. Unlocking and opening the caravan, including turning on the water and gas and lighting the pilot light on the water heater.
 - c. Conducting all necessary boat maintenance checks or appointing a qualified driver to do so before any towing takes place.
 - d. Co-ordinating gas refuels and ensuring there is sufficient petrol in the boat and storage shed to guarantee fuel levels.
 - e. Running the tow list or appointing a Jetty Marshall to do so, under supervision if necessary. This duty may be waived if there are too few people present to warrant its use.
 - f. Running the daily running sheet, recording boat hours, number of tows per person, overnight stays, payments received etc. Cheques, and cash are to be banked at the end of each session and paperwork is to be sent to the Treasurer. Figures are to be transposed to the running log.
 - g. Receiving applications for membership, ensuring all new members are up to date BWSW and CWSC members before they use the lake. Membership forms for BWSW and CWSE are to be posted in the CWSC letter box. Membership forms for EMUWWSC are to be passed to the Secretary.
 - h. Co-ordination of drivers, instructors and observers throughout the day.
 - i. Ensuring the Clubhouse is kept clean, tidy and in a dry state.
 - j. Bringing the contents of the Constitution and Rules to the attention of those that may require it from time to time.
 - k. At the end of each day/session/weekend, ensuring the boat is put away, all electrical switches are in the correct position, keys are out and the boat is covered correctly, or appointing a qualified driver to do so.
 - l. At the end of a session or weekend, turning off the gas & water and locking up the storage shed & caravan, ensuring all internal doors are left open and all external doors and windows are closed and locked.
 - m. Handing the keys in for secure keeping.
 - n. Other duties and responsibilities delegated by the Chairman or Committee as appropriate.

**APPENDIX 2 TO
ANNEX A TO
EMUWSC CONSTITUTION
DATED FEB 10**

DRIVER ORDERS

TO BE WRITTEN BEFORE THE START OF THE SEASON

OVERNIGHT STAYS

1. Overnight stays in the caravan are authorised at the discretion of the Chairman and Committee. This authorisation can be withdrawn on an individual or collective basis if problems arise.
2. This facility is primarily for the use of the Operators and Drivers on duty over a weekend. If space is available, this may be extended to other members, co-ordinated through the Duty Operator, on a first come-first served basis. The following rules & regulations apply:
 - a. Priority on the double room is given to the Operator of the day/weekend. If he/she is unaccompanied, and/or he/she wishes to do so, this room may be handed over to a couple wishing to stay. **PRIOR AGREEMENT OF THE OPERATOR IS REQUIRED BEFORE OCCUPATION.**
 - b. A maximum of 8 people are permitted to stay overnight in the caravan at any one time.
 - c. An operator, driver or committee member must be present to take responsibility.
 - d. Noise is to be kept to a minimum after 2200 hrs.
 - e. The caravan is not to be used solely to provide a bed for nights out in local towns – it is for legitimate Club activities only.
 - f. Personnel staying overnight are not to drink & drive.
 - g. A charge, set at AGM/EGM and in accordance with the Constitution, will be levied for each night, to be paid prior to staying overnight.
 - h. Personnel staying overnight will be required to be out of bed with rooms available for normal use by 0900 hrs the following day.

REMEMBER – ALL OVERNIGHT STAYS ARE TO BE CO-ORDINATED THROUGH THE DUTY OPERATOR PRIOR TO ROOM OCCUPATION.