

# Bye Laws of the Entebbe Sailing Club

## 1. DUTIES OF OFFICERS

### a) COMMODORE

The duties of the Commodore shall be:-

- i) The general direction and good management of the Club and its affairs with the assistance of the Committee.
- ii) To preside at all Meetings of the Club and Committees.

### b) VICE-COMMODORE

The duties of the Vice-Commodore shall be:-

- i) Assist the Commodore in the discharge of his duties and in the absence of the Commodore act as Commodore, and carry out such other duties as required by the Commodore.
- ii) In association with the Entebbe member, to be responsible for overseeing the security operations in the Club

### c) HONORARY SECRETARY

The duties of the Honorary Secretary shall be:-

- i) To act as Secretary at all meetings of the Main Committee and General Meetings of the Club and to maintain books recording the proceedings thereat.
- ii) To undertake all general correspondence on Club affairs and to ensure that necessary files and records are maintained by the Club Office.
- iii) To be responsible for all formalities in connection with the election of Members.
- iv) To maintain a current Register of Members.
- v) To make formal application at the due date for the renewal of the Club Liquor Licence and any other statutory licence which may become payable, in collaboration with the Honorary Bar Member.
- vi) To arrange as directed by the Committee for the Insurance of the Club assets and any other insurance cover as directed by law.
- vii) To keep record of all new rules or amendments as made by a General Meeting and all new bye-laws or amendments as made by the Committee.
- viii) To ensure safe keeping of important documents of the club, such as the Title Deeds.

### d) HONORARY TREASURER

The duties of the Honorary Treasurer shall be:-

- i) To supervise the accounts department of the Club Office and to ensure that all records and disbursements are properly recorded in the books of the Club.

- ii) To ensure that all renewal insurances premiums are paid on the due dates.
- iii) To submit the Club's accounting records for inspection as required by the Committee.
- iv) To ensure that a properly drawn up Balance Sheet and Profit and Loss Account are prepared at the close of the Club's financial year to submit them to the Auditors in sufficient time for them to be audited and printed for presentation to the Annual General Meeting.
- v) To present to the members at the Annual General Meeting or a Special General Meeting as soon as possible after the election of a new committee, budgets for the calendar year for which the new committee shall hold office.

**e) HONORARY BAR & CATERING MEMBER**

The duties of the Hon. Bar & Catering Member shall be:-

- i) To ensure the maintenance of the Club Bar and bar stores in liaison with Club management and staff.
- ii) To ensure that the bar stocks are maintained and replenished to provide a full range of drinks and other goods as required by members.
- iii) To ensure, in liaison with the club caterer and Club Management, that the kitchens, the stores and cooking equipment are in hygienic and workable condition
- iv) To liaise with the Hon. Entertainment member required to cater for Club functions.
- v) To arrange for appropriate menus to be available at all catering outlets.

**f) HONORARY HOUSE AND GROUNDS MEMBER**

The duties of the Hon. House Member shall be:-

- i) To be responsible for the maintenance of the Club grounds, buildings, furniture and fittings, stores, locker room, dinghy park, and launching ramp.

**g) HONORARY ENTERTAINMENT MEMBER**

The duties of the Hon. Entertainment Member shall be:-

- i) To be responsible for the organisation of entertainment and social functions in as agreed by the Committee.

**h) HONORARY BEACH MASTER and POWER BOAT MEMBER**

The duties of the Hon. Beach and Moorings Master shall be:-

- i) To co-ordinate the Beach Section activities in support of the members' pursuits of the Club activities, in conjunction with the activity sections concerned.
- ii) To be responsible for the allocation of hard standing space, repair sheds, lockers and to notify the Club Office of any charges to be raised against members or the use of such facilities.
- iii) To keep a register of boats.
- v) To allocate mooring berths for members' boats and to supervise mooring arrangements

- vi) To maintain and place Club marks and buoys
- vii) To advise the Club Office of any charges to be raised against rescue fees.
- viii) To be responsible for engine store and fuel store.

**i) HONORARY SAILING SECRETARY**

The duties of Hon. Sailing Secretary shall be:-

- i) To maintain all sailing records.
- ii) To advise the Club Office of any charges to be raised against protest fees.
- iii) To notify members of arrangements for racing fixtures and courses.
- iv) To arrange for an Officer of the Day to be on duty when required and to see that the duties of such officer are properly laid down and complied with.

**j) HONORARY FISHING SECRETARY**

The duties of the Hon. Fishing Secretary shall be:-

- i) To maintain fishing records and correspondence files of and all competition records.
- ii) To advise the Committee of any competition
- iii) To notify members of arrangements made by the Committee for fishing competitions.
- iv) To arrange for a weigh-master to be on duty when required to ensure that the duties of such Officer are properly laid down and complied with.
- v) To receive on behalf of the Fishing Committee any declaration or protests required under the competition rules and special requirements laid down by the Fishing Committee.
- vi) To ensure that the Club fishing facilities are maintained in good working order.

**k) HONORARY ENTEBBE MEMBER**

- a) The duties of the Hon. Entebbe member will be to oversee the security of the club.

**2. SPONSORSHIP**

- a) In exchange for the sponsorship of activities ,the Entebbe Sailing Club, the Club will allow the sponsor to display and to distribute appropriate materials (such as T-shirts, caps, marked glasses, bar accessories, beverage coolers, posters, banners, flags etc.) in a manner and format as may be mutually agreed.

**3. PROTESTS**

- a) Sailing racing protests must be made in the manner laid down in the ISAF Rules or such other rules applicable to the event.
- b) Fishing Competition protests must be made in the manner laid down by the Committee.
- c) The Committee will endeavour to hear protests on the day of the competition and the protests must therefore, be lodged with the OOD or Weigh-master within thirty minutes of the return of the boat or as otherwise provided by the competition rules.

#### **4. COMPETITION FEES**

- a) The entrance fees for all competitions shall be fixed by the Committee and notified to members from time to time. Fees become due immediately a boat has been entered on the entry form, whether or not such boat actually competes.

#### **5. CHILDREN**

- a) Children under the age of 14 years are not allowed on the Club premises unless accompanied the whole time by an adult responsible for them. Such adult must be a Full Member of the Club

#### **6. ANIMALS**

- a) No member or guest shall bring animals into the Club premises at any time.

#### **7. MOORINGS AND DINGHY PARK**

- a) Mooring berths will be allotted to boat owners by the Hon. Beach & Master. Berths may not be altered thereafter without his prior approval.
- b) Allocation of space either in the Dinghy Park or in the storage racks provided will be at the sole discretion of the Hon. Beach & Moorings Master, who will maintain a register and parking plan, and once allotted may not be altered without his prior approval.
- c) The Committee reserves the right to remove boats or consolidate space at any time.

#### **8. ENGINES AND FUEL**

- a) Outboard engines and fuel tanks shall only be stored in the fuel Store provided for that purpose.
- b) Smoking or the use of a naked flame is not permitted inside the fuel Store.
- c) Batteries shall not be kept in the fuel Store.

#### **9. BOAT SHEDS AND WORK BAYS**

- a) Application for space to work on a boat shall be made to the Hon. Beach Master, who will maintain an appropriate register.
- b) Should any boat occupy such space for an excessive period of time without being worked upon, the Hon. Beach & Moorings Master may direct the boat concerned to be moved elsewhere. Any loss or damage incurred during such movement will be entirely at the owner's risk.

#### **10. ABANDONED BOATS**

- a) The Committee may require removal of a member's boat or other property of members from the Club premises or the beach adjacent to the Club land if, in the opinion of the Committee:-
  - i) Such boat or other property is derelict;
  - ii) Such boat or other property constitutes a nuisance to other Members;
  - iii) No effective effort is being made to restore such boat or other property to working order; or

- iv) No use is being made and is unlikely to be made of such boat or other property.
- b) If a Member fails to remove his/her boat or other property after being required to do so by the Committee under Bye-Law 9, the Committee may give the Member one month's written notice at his/her last known address or e-mail of their intention to dispose of such boat or other property, and after the expiry of such notice the Committee may dispose of such boat or other property as it sees fit.
- c) If the name or address of the owner of such boat or other property is not known to the Committee, notice of the Committee's intention to dispose of it may be given by attaching a notice to such boat or other property and display of a similar notice on the Club notice board.

#### **11. SPEAR FISHING**

- a) Spear guns and similar devices are banned from the Club premises and moorings.

#### **12. OVERTIME**

- a) Members may be required to sign overtime chits on presentation by a member of the Club Staff. In exceptional circumstances, and at the discretion of the Committee, overtime payments may be debited to a member's account. Under no circumstances shall members make overtime payments direct to any member of staff.

#### **13. SEARCH AND RESCUES**

- a) The decision as to whether a search or rescue attempt shall be made shall be taken by a member of the Committee
  - b) Members requiring search or rescue will be charged, if outside a 1 kilometre radius from the club.
    - i) A rescue fee as decided from time to time by the Committee;
    - ii) Costs of fuel used by all boats in the search or rescue; and
    - iii) Costs of all Club staff involved in the search or rescue including salaries, overtime and meals.
  - iv) Any additional charges, for example an aircraft to look for them and the expenses incurred.
- c) The charge may be waived at the discretion of the committee

#### **14. MEMBERSHIP CARDS**

- a) Full Members must carry a membership card at all times whilst on the Club premises.
- b) Reciprocating Members must carry the membership card of their mother club at all times whilst on the Club premises.
- c) Temporary Members and Visiting Yacht Members must carry identification supplied by the Club at all times whilst on the Club premises.
- d) Failure to produce membership cards or identification specified in this Bye-Law on demand by a Committee Member or the Club Management Staff will result in members being refused service at the Clubs bar and catering outlets and may be requested to leave the Club premises.

#### **15. BICYCLES, MOTOR CARS AND MOTOR CYCLES**

- a) Bicycles, motor cars and motorcycles may not at any time be driven around the Club

premises, but must be placed in the parking area provided immediately on entering the Club.

## **16. TAPE RECORDERS AND RADIOS**

- a) Tape recorders, radios and other audio equipment audible to other persons may not be played on the Club premises.

## **17. CAMPING**

- a) Camping for members is free of charge
- b) Camping for non members will be charged a fee decided by the committee
- c) Tents are to be pitched in the designated areas of the club and should not be pitched beyond the beach bar extending toward the swimming pool or in the swimming pool area.

## **18.. RAMP, DINGHIES, RIGGING AREAS AND BOAT YARDS**

- a) Authority
  - i) Authority over the operations of the ramps, dinghies, rigging areas and boat yards is vested in any Committee Member present on the ramps or dinghies or in the rigging areas or in the boat yards. Such authorised persons may at any time close the ramps or stop any persons or boats from accessing the ramp and/or dinghies and/or rigging areas and/or boat yards.
- b) Access
  - i) Only ESC registered boats may be launched from the ramps or utilise the rigging areas or be kept in the boatyards. Any Committee member may grant permission for the use of the ramps for visiting boats for the prescribed fee.
  - ii) Children below the age of 14 must be supervised by an adult at all times on the ramps or in the dinghies or in the rigging areas or in the boat yards.
  - iii) Swimming, fishing, playing and any other activity not connected with its intended purpose are prohibited on or near the ramps unless such activity is part of an organised Club activity.
- c) Launching of Boats
  - i) The owner, or other responsible person nominated in writing by the owner, of a yacht or power boat must be present at all times when a yacht or power boat is being launched off a trailer on a ramp, or is being slipped back onto a trailer on a ramp, or is being moved within the rigging areas or boat yards.
  - ii) The owner of a yacht or power boat is solely responsible for any losses or damages to his/her own and any other person's property and for any injuries or fatalities when a yacht or power boat is being launched off a trailer on a ramp, or is being slipped back onto a trailer on a ramp, or is being moved within the rigging areas or boat yards.
  - iii) The owner of a yacht or power boat is solely responsible for ensuring that a trailer is fit for purpose and is in suitable condition when a yacht or power boat is being launched off a trailer on a ramp, or is being slipped back onto a trailer on a ramp, or is being moved within the rigging areas or boat yards.
  - iv) The winch cable must be attached to the trailer BEFORE the trailer is uncoupled from the tractor or any other vehicle at the top of a ramp and vice versa when a boat is being slipped on a ramp.
  - v) Wheel chocks must be on hand and ready for use before any yacht or power boat on a trailer is being launched or slipped on a ramp.

- vi) A yacht or power boat may not be launched off a trailer on the ramp, or be slipped back onto a trailer on the ramp, or is be moved within the rigging areas when dinghies, cats or other small craft are being launched from or recovered onto the ramp.
- vii) A yacht or power boat may not be launched off a trailer on a ramp, or be slipped back onto a trailer on a ramp, or be moved within the rigging areas when dinghies, cats or other small craft are participating in Club organised racing or competition and are utilising that ramp.
- viii) All dinghies, cats or other small craft may not access a ramp when a yacht or power boat is being launched off a trailer on that ramp, or being slipped back onto a trailer on that ramp.

#### **19. INTRODUCTION OF GUESTS**

- a) Introduction of guests to the Club premises shall be in accordance with Rule 2.4.2 and is only permitted after all record formalities have been completed at the entrance of the Club. Former Club Members whose membership has been terminated under Rule 2.6 may not be introduced as guests.
- b) One member may not sign in more than 4 (four) guests in any one day.
- c) Guests may not enter or remain on the club premises in the absence of the introducing member.
- d) Guests arriving or departing and not using the club facilities may be charged a landing or embarking fee as decided by the committee from time to time.

#### **20. CLUB EMPLOYEES**

- a) Members may not employ Club staff for private commissions on the Club premises.
- b) Members are prohibited from making any payments in cash for goods or services to any member of the Club staff.
- c) Gratuities for boat boys should be placed in the box on the Bar.

#### **21. MOVEMENT OF MEMBERS' BOATS OR EQUIPMENT ON TO/OFF THE CLUB PREMISES**

- a) Movement of members' boats or equipment onto/off the club premises may only be with the prior written permission of the Beach Master, or other Committee Member in his/her absence.

#### **22. DRINKS**

- a) It is not permitted to bring drinks into the Club for consumption on the Club premises. Drinks should be purchased from the Club's bar.
- b) For wines not provided by the club, a corkage fee will be charged as determined by the committee.

#### **23. REFRESHMENTS ON THE BEACH**

- a) It is prohibited to take glasses, for use on the beach or around the swimming pool.
- b) Bottles taken to the beach must be afterwards returned to the Bar.

#### **24. PRIVATE EMPLOYEES**

- a) Members shall ensure that their private employees when on the Club premises carry their Club Identity Card with them at all times. Failure to comply with this Rule shall lead to the removal from the Club premises of such private employee.
- b) Members shall be responsible for the behaviour of their employees whilst on the club premises
- c) The Committee has the right to debar any private employee from the Club premises.

- d) Members may not solicit for employment or recruit for private employment any ESC employee.
- e) Private employees to be used within the ESC premises shall not be recruited from ESC or ex-ESC employees. A Club employee whose services have been dispensed with as unsatisfactory shall not be re- engaged for private service within the Club.
- f) Private Employees, when not engaged in work for their registered Employers, shall be at the disposal of the Beach Master as represented by the Club Management. Failure to cooperate may lead to expulsion of the Private Employees concerned.
- g) When not engaged in any task for their registered Employers, Private Employees shall wait in designated areas away from the beach front.

## **25. HIRING THE CLUB FOR PRIVATE FUNCTIONS**

- a) Members wishing to hire the club premises for private functions will be charged a fee of 250,000 Uganda shillings on a daily basis. For non members a fee of 350,000 Uganda shillings will be charged. The committee will have the right to adjust the fees from time to time.
- b) Application for hiring the club will be through the commodore and at his/her discretion.
- c) At least one weeks' notice should be given and application should be made on the appropriate form available from the bar and entered into the bookings diary.
- d) Entebbe Sailing Club will accept no liability whatsoever for loss or damage to any persons or property hiring the club.
- e) Members and non members hiring the club premises must purchase drinks from the club bar.

## **26. HIRING OF THE BANDAS.**

- a) Bandas are for rent by members for a maximum of one week, renewable subject to availability.
- b) Non members wishing to rent a banda must be introduced by a member of the club in good standing and apply for Temporary Membership in accordance with Rule 2.3.5
- c) At least one weeks' notice should be given and application should be made on the appropriate form available from the bar and entered into the bookings diary.
- d) Application for hiring the Bandas will be through the commodore or other committee member and at his/her discretion.
- e) A daily fee will be charged as decided by the committee.

## **27. WATER SKIING AND JET SKIS**

- a) Members are prohibited from water-skiing and jet-skiing in the areas between the shoreline and the extremities of the moorings, and the area between the Beach and a line parallel to the Beach at a distance defined by the furthest extremities of the marker buoys.

## **28. DRESS CODE**

- a) Members and guests should be dressed in a suitable and non offensive manner.

## **29. BAR HOURS**

a) Sundays: 8.30 am to 7.00pm

Saturdays: 9.00 am to 6.00 pm

Public Holidays: 9.00 am to 6.00 pm

Weekdays: by pre arrangement or ad hoc arrangement.

b) Members requiring the Bar to remain open for a maximum of one hour beyond the normal closing time shall be a minimum of five (5) in number, all of whom must be current Full Members.

c) The committee reserves the right to change the bar opening hours

### **30. REGISTRATION OF BOATS IN COMPETITIONS**

a) All Boats taking part in Club competitions are to be correctly registered in the Club's Register of Boats and to be clearly identifiable. Failure to do so will result in disqualification.

b) Visitors and guest entrants may be exempted from this Bye-Law.

### **32. EMPLOYMENT OF MEMBERS**

a) Employment of Members by the Club

i) Should a member be employed or contracted by the Club, the Committee can, at its own discretion, impose such restrictions upon the membership privileges of such a member as it sees fit which will prevent conflicts of interest arising. Restrictions may be applied at any time regardless of any existing contract.

### **33. MEMBERS' BOATS**

a) All boats (other than dinghies, cats or other small craft operating from the Club) and owned by a member must at all times carry a suitable anchor, a paddle or paddles, or other means of independent propulsion, and adequate life-saving apparatus for all persons on board.

b) At the discretion of the Sailing Committee, certain classes of boats may be exempted from all or part of these requirements when taking part in Club racing. Boats with sufficient buoyancy to support the crew need not carry additional life-saving apparatus.

c) Any boat operating from the Club and owned by a member may be inspected in the presence of the owner to ensure compliance with this Rule by any Officer of the Club.

### **34. COMPLAINTS**

a) All correspondence, including complaints and suggestions to the Club management, Committee members or directors must be addressed by letter, fax or through the website feedback form to the Honorary Secretary.

b) The Honorary Secretary will record and answer all incoming mail or where appropriate, submit it at the next Committee meeting for discussion. In all cases members will receive a reply without undue delay.

### **35. CLUB NOTICE BOARDS**

a) Members may place notices for any personal items or services wanted or for sale on the Club Notice Board for a period of not more than one month, provided that such notice shall:

- i) clearly display the Member's name and contact address; and
  - ii) shall be counter-signed and dated by a member of the Committee
- b) Notices for charitable or community events may be placed on the Club Notice Board for a period of not more than one month, provided that such notice shall:
- i) clearly display the supporting Member's name, number and contact address; and
  - ii) shall be counter-signed and dated by a member of the Committee
- c) Notices of Commercial Business for services to be offered to members of the Club may be placed on the Club notice board for a period of not more than one month at the discretion of the Committee for which fee will be charged at rates from time to time approved by the Committee provided that such notice shall:
- i) clearly display the supporting Member's name, number and contact address; and
  - ii) shall be counter-signed and dated by a member of the Committee.
- d) Notices may not be displayed on the Club notice boards for guns or any goods or services that are prohibited or illegal under Uganda law or contravene any of the Club Rules or Bye-Laws.

### **36. BOAT DEPARTURE BOARD**

- a) The helmsman of any boat leaving the club when going outside of the 1 kilometre radius is required to enter all required details on the Departure Board.
- b) Helmsmen should erase their boat's name from the board immediately on their return..
- c) In the case of sailing boats engaged in a Club organised race, signing on and off the entry sheet shall be acceptable in lieu of entering details on the Departure Board.