MANLY 16FT SKIFF SAILING CLUB EST 1923

ST GEORGE SAILING CLUB EST 1897

SAILING BY-LAWS

MANLY 16FT SKIFF GROUP

TO BE ADMINISTERED BY THE SAILING COMMITTEES OF THE MANLY 16FT SKIFF SAILING CLUB AND ST GEORGE SAILING CLUB

REVISION 13

APPLICABILITY

All sailors, active members and volunteers involved with sailing at Manly 16ft Skiff Group clubs; Manly 16ft Skiff Sailing Club and St George Sailing Club. For the purpose of this document these clubs shall be referred to as *"the Club"*.

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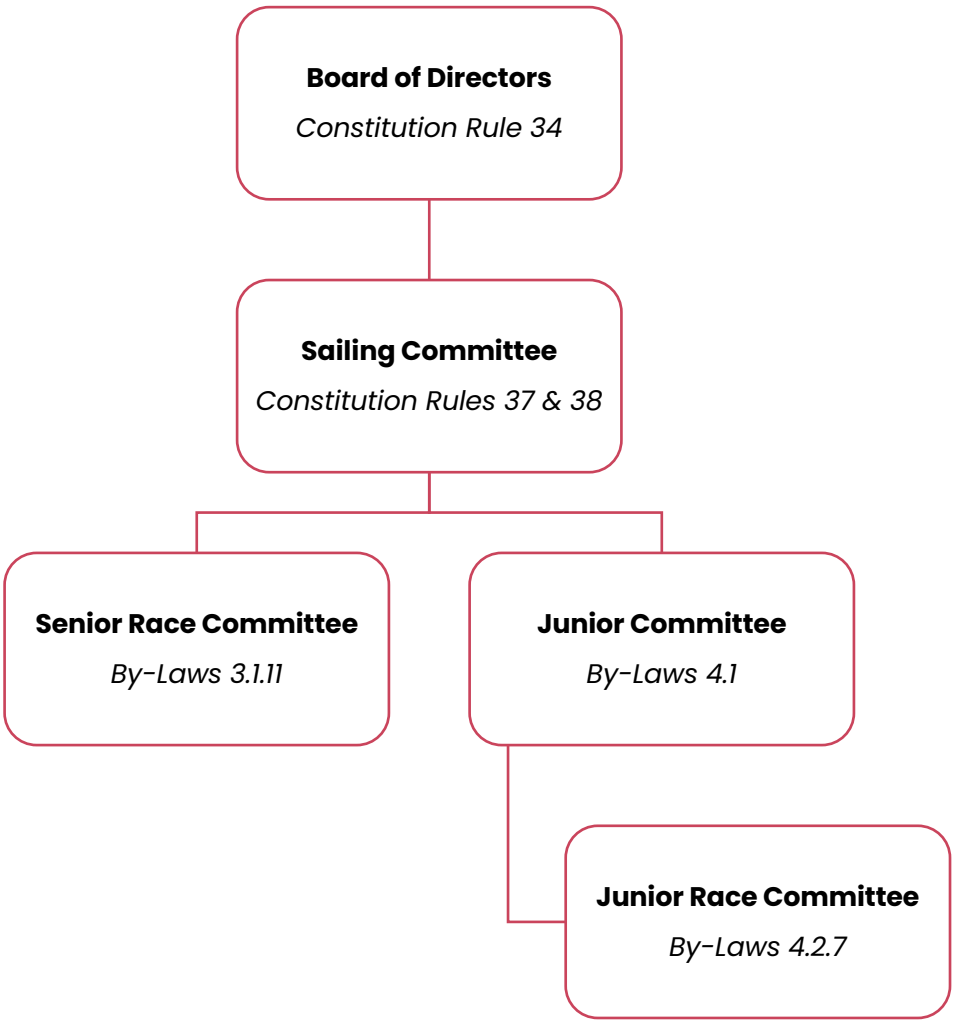
Record of Amendment 15

1. ORGANISATION

1.1 MANAGEMENT

Sailing at the Club is governed by the Club's constitution, sailing by-laws, sailing instructions, policies and manuals. The business and general affairs of the Club, including all financial matters and the rights and privileges of members, are solely under the management of the Board of Directors in accordance with the Club's constitution.

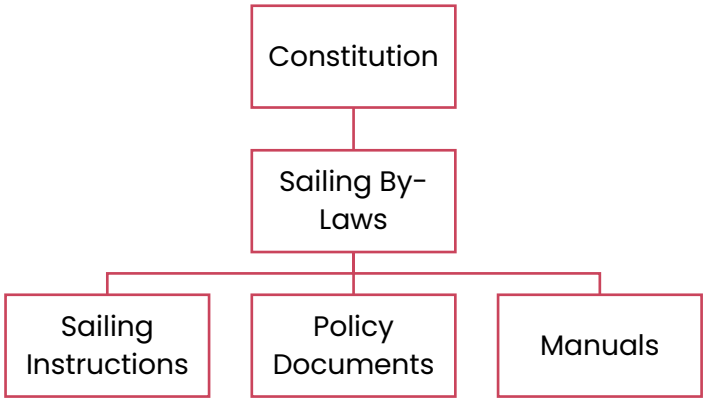
The reporting structure for the administration of sailing is outlined in the diagram below.



2. DOCUMENTATION

2.1 STRUCTURE

The diagram below indicates the structure of documents governing the management of sailing at the Club



2.2 SAILING BY-LAWS

This document is the sailing by-laws of the Club. It is administered by the respective Sailing Committees at each venue and published under the provisions of the Club's Constitution.

All other documents that govern sailing at the Club are published and approved in accordance with the procedures and guidelines outlined in the Sailing By-Laws.

2.3 SAILING INSTRUCTIONS

Sailing instructions for all classes are prepared by the Sailing and Junior Committees at each respective venue of the Club, for approval in accordance with rule 2.5 of these by-laws.

2.4 POLICY DOCUMENT AND MANUALS

The Board of Directors may from time to time produce policy documents and manuals. The Sailing Committee may from time to time produce policies and manuals which form part of the governance of sailing. Rule 2.5 of these By-Laws outlines the approval process of such documents.

They are intended to provide additional guidance on matters relating to sailing, its management and organization and/or introduce additional requirements that do not form part of the constitution, by-laws, or sailing instructions.

2.5 APPROVAL PUBLICATION AND IMPROVEMENT

The Sailing Committee encourages all sailors to be actively involved in the review and continual improvement of all documents governing sailing at the Club. Such proposed

changes should be made, as appropriate, through either the Sailing Committee or Junior Committee.

All Sailing By-Laws, Sailing Instructions, policy documents and manuals must be approved by the Sailing Committee prior to publishing. These documents may only be approved, amended or cancelled by notice being given at least seven days prior to a Sailing Committee meeting and then voted upon at that meeting. Clauses 34(b) & 34(c) of the Constitution note the only exception to this process.

2.5.1 Junior Sailing Instruction Alterations

For the junior division sailing instructions, changes that are deemed necessary to enable racing to be conducted in a safe and fair manner, may be made by the respective Race Committee.

These changes must only be minor in nature and are to be reported immediately to the Sailing Committee. The intent is to permit a change of course due to weather, or other such event, without the requirement for the Sailing Committee to meet.

3. SAILING COMMITTEE

3.1 DUTIES AND FUNCTION

3.1.1 Composition

The Sailing Committee shall be those members and officials elected in accordance with Rule 37 of the Club constitution at each of the Club venues respectively.

3.1.2 Duties

It shall be the duty of the Sailing Committee to carry out the objects of the Club with regard to sailing as laid down in the Club's constitution, with the powers set out therein.

The Sailing Committee will review and recommend to the Board of Directors, if it deems appropriate, any alterations, deletions or additions recommended by the Junior Committee to these Sailing By-Laws, policy documents or manuals relevant to the Junior division.

3.1.3 Meetings

All matters relevant to sailing within the Club shall be conducted by the Sailing Committee who shall hold meetings approximately every four weeks during the sailing season and at other times when necessary.

3.1.4 Meeting Attendance

A nominated representative from each 16ft and 13ft Skiff registered with the Club will be required to attend at least three-quarters (3/4) of all scheduled sailing meetings including the Annual General Sailing Meeting (which may be held outside the sailing season) from the date of the skiff's registration, held in the sailing season, or else the 13ft

skiff or 16ft skiff shall forfeit 50% of any prize money won throughout the season. Any skiff that is deemed to be not eligible for prizemoney by way of a stimulus funding package or any other reason as determined by the Board of Directors will be required to self-fund the 50% penalty. This will be payable by 30 April each year.

If, however, a nominated representative is also a member of the Board of Directors, his/her attendance at the Board Meetings held during the sailing season shall be counted towards the three-quarters (3/4) requirement for meeting attendance. 16ft skiffs competing in the annual Old Buffers Day and Juniors Swap Day will be awarded one meeting credit per race. 13ft skiffs will be awarded one meeting credit if they compete in the Juniors Swap Day.

For the purposes of meeting attendance, a nominated representative will be anyone listed as owner, skipper, or crew on the 16ft or 13ft skiff registration form for that season. Additional nominated representatives, for meeting attendance purposes only, may be added or removed by notifying the Race Secretary in writing (postal or electronically). One member can only act as a nominated representative for one skiff at any one time.

3.1.5 Voting

On matters of policy and suggestions to the Board of Directors on finance, only Sailing Committee members may vote. Sailing Committee members are entitled to have one (1) vote only.

Sailing Meetings may be attended by all members, including associate and junior members, who may debate any matter but only Sailing Committee members, in accordance with Clause 37 & 37A of the Club's Constitution, are entitled to vote at any Sailing Committee meeting, including the Annual General Sailing Meeting.

For the purposes of this voting right, a nominated representative of a 16ft or 13ft skiff on the Club's register shall be defined as being a member listed as either owner, skipper, or crew on the 16ft or 13ft skiff registration form lodged and accepted for that season.

For the avoidance of doubt, at any eligible vote, each registered 16ft and 13ft skiff may cast only one vote regardless of the number of nominated representatives from the same skiff that may be in attendance at voting time.

For the purposes of voting, a 16ft or 13ft skiff registration shall be valid from the date it is lodged and accepted through to 31st August after the end of the relevant season, or when a new registration is lodged and accepted for the same 16ft or 13ft skiff, whichever is earlier.

3.1.6 Proxies

Proxies and Proxy voting are not permitted at any meeting of the Club.

3.1.7 Special Sailing Meetings

A Special Sailing Committee Meeting may be called:

a. on race days by the Commodore (or their representative) or Race Secretary verbally or electronically notifying at least one nominated crew member of each skiff proposing to sail on that day at least 30 minutes before the meeting. In such a case, 50% representation of the boats proposing to sail shall form a quorum;
b. by the Race Secretary or Commodore giving 7 days' notice in writing either by postal or electronically to each Sailing Committee member of such meeting; or
c. by the Race Secretary or Commodore upon requisition by ten Active members (Manly; Ordinary members Class A, StGSC; Ordinary members class D1) of the Club. On receipt of such requisition, the Race Secretary shall cause a meeting to be convened within fourteen (14) days. At least seven (7) days written notice either by postal or electronically of such meeting shall be given to each Active member of the Club.

3.1.8 Quorum

There shall be eight (8) Sailing Committee members present to form a quorum for an ordinary sailing committee meeting. For special committee meetings, except a meeting convened in accordance with Rule 3.1.7 (a) and (c) of these by-laws, twelve (12) shall be the quorum.

3.1.9 Certain matters to be referred to the Board of Directors

The Sailing Committee must refer any sailing matter involving expenditure of Club funds, Constitutional matters or corporate governance to the Board of Directors.

The Sailing Committee may make recommendations or suggestions to the Board of Directors regarding financial matters relevant to any of the Club's sailing activities.

3.1.10 Agenda

Order of Business at Meetings:

1 Apologies
2 Minutes
3 Correspondence
4 Matters arising
5 Reports
   a. Race Secretary
   b. Protest Committee
   c. Boat and Sail Measurer
   d. Association Club Delegate
   e. Boat Captain
   f. Boatshed Captain Report
   g. Board of Directors
   h. Sailing Manager
   i. Junior Division Delegate

j. 13ft Skiff Report
k. Other class reports (where appropriate)

6 General Business

3.1.11 Race Committee

At the beginning of each season the Sailing Committee shall appoint a panel of six persons to constitute a Race Committee. The following Sailing Committee positions shall be ex-officio members – Commodore, Vice Commodore, and Starter. The remaining three members shall be elected by the Sailing Committee. In their absence, the Commodore may appoint a representative to the Race Committee.

The Race Committee shall be responsible for the conduct of all Club races in accordance with the Racing Rules of Sailing and the Club's Sailing By-Laws and Sailing Instructions.

3.1.12 Protest Committee

At the beginning of each season, the Sailing Committee shall elect a panel of five persons of whom any three or more may sit as a Protest Committee. In the absence of the required number of persons of the Protest Committee not being available, the Commodore or in his absence the Vice Commodore, may call on other persons to sit on the Protest Committee.

3.1.13 Boat and Sail Measurers

The Boat & Sail Measurers are to measure and record a valid serial number for each boat and sail used, or to be used in Club races.

Boats and sails without a correctly recorded serial number are not permitted for use in Club races. Sailors that race with unmeasured equipment are subject to disqualification by the race committee in accordance with (s)5.1 of the by-laws.

3.1.14 NSW 16ft Skiff Association Meetings

The Sailing Committee shall ensure, where practicable, that the Club is represented at all scheduled meetings of the NSW 16ft Skiff Association.

4. JUNIOR DIVISION ADMINISTRATION

The Junior Division is administered by its own Committee, as detailed in section 4.1 under the control of the Club's Sailing Committee.

4.1 JUNIOR COMMITTEE

4.1.1 Organisation and Conduct

It shall be the duty of the junior committee to manage the conduct of junior sailing at the club in accordance with Club's constitution, sailing by-laws, sailing instructions, policies, and manuals. The Junior Committee shall report to the Club's Sailing Committee.

The Junior Committee may not alter, amend or cancel these Sailing By-Laws, Club policy documents or manuals or Sailing Instructions or any other rules. It may, however, recommend changes to all the above-mentioned documents, by way of a recommendation in writing to the Club's Sailing Committee.

Rule 2.5.1 of these by-Laws provides special provision for alterations to the Junior Division Sailing Instructions by the Junior Committee.

4.2 COMPOSITION

The Junior Committee shall be those members and officials elected at the Junior Division Annual General Meeting and shall consist of the following positions:

a. Committee Chairperson
b. Deputy Chairperson
c. Secretary
d. Delegate to Sailing Committee (2)
e. Race Committee (Committee Chairperson, Starter + 3)
f. Flying 11 Starting Team (3) + Race Officer
g. Flying 11 Race Results Co-ordinators (2)
h. MJ Starting Team (3) + Race Officer
i. MJ Race Results Co-ordinators (2)
j. Handicappers (3)
k. Boat and Sail Measurer
l. Assistant Boat and Sail Measurers (2)
m. Delegate to the NSW Flying 11 Association
n. Delegate to the NSW Manly Junior Association
o. Boatshed Committee (1)
p. A Nominated Representative of each Flying 11 and Manly Junior on the Club register
q. Rescue Boat Operators (10)
r. Learn to Sail liaison officer (2)
s. MJ Deck Captain (1)
t. F11 Deck Captain (1)
u. Finance Officer (1)
v. Register (1)

If any of these positions are not filled at the Annual General Meeting, then nominations for vacant positions can be taken and approved at any subsequent Meeting of the Junior Committee.

4.2.1 Meetings

All matters relevant to sailing within the Junior Division shall be managed by the junior committee, who shall hold meetings approximately once per month during the sailing season and at other times when necessary.

A representative from each boat registered with the Club will be required to attend at-least two-thirds of all scheduled Junior Committee Meetings held in the sailing season after the date of registration of the boat.

4.2.2 Voting

Each person, regardless of the number of positions held, is entitled to one (1) vote at Junior Committee Meetings.

Junior Committee Meetings may be attended by all members, including associate and junior members, who may debate any matter but only elected Junior Committee members as described at paragraph 4.2 are entitled to vote.

4.2.3 Special Committee Meetings

A Special Junior Committee Meeting may be called:

a. on race days by the Chairperson or Secretary verbally notifying each Junior Committee Member present at least 30 minutes before the meeting. In such a case, 50% representation of the boats proposing to sail shall form a quorum;
b. by the Junior Secretary giving seven (7) days' notice in writing either by postal or electronically to each Junior Committee member of such meeting; or
c. by the Commodore in accordance with time frames and quorum requirement in clause (a) and (b) above.

4.2.4 Quorum

There shall be Nine (9) Committee members present to form a quorum for a Junior Committee meeting.

4.2.5 Agenda

Order of Business at Meetings:

1 Apologies
2 Minutes
3 Correspondence
4 Reports
   a. Race Committee
   b. Protest Committee
   c. Flying 11 Association Delegate
   d. MJ Association Delegate
   e. 16ft Skiff Club Delegate

f. Boatshed Committee
g. Training Representative

5 General Business

4.2.6 Junior Race Committee

At the beginning of each season the Junior Committee shall appoint a panel of five persons to constitute a Race Committee. The following Junior Committee positions shall be ex-officio members – Junior Chairperson, and Starter. The remaining three members shall be elected by the Junior Committee.

The Junior Race Committee shall be responsible for the conduct off all Club races in accordance with the Racing Rules of Sailing and the Club's Sailing By-Laws and Junior Division Sailing Instructions.

4.2.7 Junior Protest Committee

The Race Committee Chairperson may call for a protest committee to be formed as required.

4.2.8 Boat & Sail Measurers

The Boat and Sail Measurers will be responsible for measuring boats, foils, sails and spars in accordance with current Flying 11 and MJ Association class rules and restrictions.

4.2.9 Junior Team Managers

The Junior Committee may elect a member of the club to the position of Junior Team Manager, to attend external regattas as required. The Junior Team Manger shall report to the Junior Committee.

5. GENERAL RULES

5.1 BREACHES OF SAILING BY-LAWS

The Sailing Committee may disqualify any boat or take action against an owner, crew member, volunteer, coach, support person, or member for a breach of any sailing by-laws, sailing instructions or any other rules that govern sailing events at the Club.

5.2 SAILING SEASON

The sailing season will commence not before the first Saturday in September in each year and conclude by the end of April in the following year.

5.3 TROPHIES AND TRADITIONAL ALLOCATION

The following Perpetual Trophies will be awarded in accordance with Club tradition;

Manly Group

Trophy	Traditional Allocation/Event
Duke of Gloucester, Manly Group Cup	16ft Division best overall performance in Port Jackson & Botany Bay Championships

Manly 16ft Skiff Sailing Club

Trophy	Traditional Allocation/Event
Alfred Seller Memorial Shield	*16ft Division Club Champion*
Delwood Perpetual Trophy	*16ft Division Annual Point Score*
J.M. Tierney Annual Award Trophy	*16ft Division Most Improved or Most Outstanding Performance*
Tom & Henry Graham Annual Award Trophy	*13ft Division Most Improved or Most Outstanding Performance*
Reub Dubois Perpetual Trophy	*16ft Division Winner 'Old Buffers' Day*
Dave Treharne Memorial Trophy	*16ft Division 'Old Buffers' Day - HCP*
George Fitzgerald Memorial Trophy	*16ft Division, 1st HCP, first HCP Start of the season.*
Adam Barraclough (Bart) Cup	*16ft Division, first skiff in Club Championship where all crew members are aged under 25 years as at 1st October of each sailing season*

St George Sailing Club

Trophy	Traditional Allocation/Event
ROYMAR Trophy	*16ft Division Club Champion*
Esperanza Cup	*16ft Division Annual Point Score*
LW Riley Memorial Trophy	*16ft Division Annual Long Course Point Score*
Frank Lepherd Memorial Trophy	*16ft Division Annual Short Course Point Score*
Gazunda Cup	*16ft Division Most Improved or Most Outstanding Performance*
PT73 Trophy	*16ft Division Annual Point Score Forward Hand*
Blue Swimmer Trophy	*16ft Division Least Number of Capsizes*
Stuart Challenge Shield	*16ft Skiff Botany Bay Championship (Scr)*
H. 'Woe' Killiby Trophy	*16ft Skiff Botany Bay Championship (Hcp)*
53rd Ack Ack Trophy	*16ft Skiff ANZAC Day Regatta*

Where a Traditional Allocation relates to a specific race or event, that event will be included in the sailing program of events for the respective division.

5.4 STORAGE OF BOATS

No boat of any class shall be placed in any storage area owned or leased by the Club without first complying with the prescriptions of the Boat Shed Storage Policy.

5.5 BOAT SHED RIGGING SPACE

5.5.1 Manly 16ft and 13ft Skiff Divisions

On normal race days at Manly when both the 16ft and 13ft skiff fleets are competing, 13ft skiffs are not to rig or unrig on the boatshed ramp area designated for 16ft skiffs. Any 13ft skiff contravening the intent of this bylaw will be disqualified from the day's race or the next race that they finish without recourse to Protest under RRS 60.

5.5.1 St George Sailing Club

On normal race days at StGSC when both the 16ft Skiffs and 13ft skiff fleets are competing, all boats (with the exception of Manly Juniors, Flying 11s and 16ft skiffs) must vacate the rigging deck by 12:00pm. 16ft skiffs must not use the rigging deck before 12:00pm to provide space for other classes to rig.

At the completion of racing, boats must de-rig and store their boats as quickly as possible on returning to shore, ensuring ramps and pathways remain free.

Any boat contravening the intent of this by-law will be disqualified from the day's race or the next race that they finish without recourse to protest under RRS 60.

5.6 WITHDRAWAL FROM SAILING

Any owner withdrawing a skiff or boat from competing at the club or who sells his skiff or boat shall notify in writing (postal or electronically), the Sailing Office[1] within seven (7) days.

5.7 NEW SKIFFS OR JUNIOR CLASS BOATS

Entry for new boats is permitted, an owner shall:

a. before entering a boat of any class of boat into Club races or subsequently before the start of each season, complete an on-line Boat Registration form on the Club sailing website and submit all information as required by the Club, Sailing By-Laws and Sailing Instructions.
b. before racing, submit his/her boat and gear to the Club Measurer for measurement if required.

5.8 CREW TO BE FINANCIAL

In all races (except social races), crews shall be financial, full members of the Club, except persons to whom Rule 5.9 'Visitors' of these By-Laws apply.

[1] The "Sailing Office" refers to the Clubs office/administration facilities, staff and volunteers in general. The exact composition may change from time to time, however, contact can be made through the sail@manlyskiff.com.au or sail@stgeorgesailingclub.com.au email addresses. Updates will be provided from time to time regarding key contacts and administrative arrangements.

5.9 VISITORS

No visitor to the Club shall participate in more than two (2) races (other than social races) without making a bona fide application for full membership, as appropriate.

5.10 INTER-CLUB ENTRIES

An owner wishing to enter any race for which an entry form (written or electronic) has to be completed, shall lodge such entry form with the Race Secretary, Sailing Office or the relevant Class Association prior to the closing of entries in accordance with the entry form. A skiff or boat owner shall be liable to the Club for any entry fees paid on his/her behalf.

5.11 TRAVELLING ASSISTANCE FUND

The Board of Directors may approve each season, funding to assist skiffs or boats to participate in Interclub regattas or Australian Championships. The funding will be allocated to the boat owner and where practical is to be evenly distributed amongst all crew members to offset travelling costs.

For the purposes of the above paragraph and "owner" shall be:

a. the person who purports to have the major financial interest in a skiff or boat and holds themself out to be the owner of the skiff or boat, or
b. if more than one person purports to have a major financial interest in the skiff or boat, all those persons equally and severally. Sufficient evidence to purport major financial interest should be available.

RECORD OF AMENDMENT

Revision	,Date	Change Summary
Revision 4.2	*25 December 2010*	*3.1.5 "Voting" be amended* *3.1.6 "13ft Skiffs" Deleted (Reserved)* *Clause 3.1.7 "Proxies" amended* *Clause 4.2.3 "Voting" amended*
Revision 4.3	*May 2011*	*13ft Skiff Committee Addition*
Revision 5	*June 2011*	*3.1.8 – Remove Proxy* *3.1.8 – Reference to 3.1.7 (a), (b)* *3.1.4 – Meeting Attendance (Re-Word)*
Revision 6	*May 2012*	*5.0 - 13ft Skiff Administration Updated* *5.2 - 13ft Skiff - Transitional Arrangements (FOR 2011-2012 SEASON) Deleted* *6.5 General Rules - New Skiffs or Junior Class of Boats Updated*
Revision 7	*August 2013*	*Removal of reference to Sailing Manager – Various reference* *3.1.12 - Protest Committee – Remove Sailing Manager, add Vice Commodore* *3.1.13- Boat and Sail Measurers – Race Secretary to issue serial numbers and maintain register* *4.2 Composition(Junior Committee) – Addition of class deck captains(s, t) and finance officer(u).*

		6.0 General Rules – Remove Sailing Manager and add reference to and description of "Sailing Office". Refer footnote in 6.0.
Revision 8	*August 2014*	*2.5 Update to document approval process.*
Revision 9	*November 2014*	*6.2, 6.3*
Revision 10	*May 2018*	*1.1 Removal of 13ft skiff Committee* *2.5.1 Remove 13ft skiff wording* *3.1.4 Add reference to stimulus funding* *3.1.11 Remove word Club Captain and add Vice Commodore* *5.0 Remove entire section referring to 13ft skiff committee* *6.3 Change qualification of crew to be eligible for Bart Cup* *6.3 Add 13ft skiff Tom & Henry Graham Award*
Revision 11	*August 2022*	*Manly and St George By-Laws combined into one unified document*
Revision 12	*October 2022*	*Correction of typographical errors*
Revision 13	*August 2026*	*3.1.4 Clarification of meeting attendance set at three-quarters of all scheduled sailing meetings.* *3.1.4 Deletion of last paragraph referring to additional requirement for 80% attendance.* *3.1.7 Add reference to StGSC members class D1.* *3.1.10 Modification to agenda to account for StGSC meeting structure* *3.1.13 Modified boat and sail measuring to expressly prohibit the use of unregistered equipment.* *5.3 Addition of trophies, including establishment of Manly Group Trophy.* *5.5 Split section into dedicated references to rigging rules at Manly & St George.* *General formatting updates to align document with Manly Group Style Guide.*