



Sussex Police Offshore Sailing Club
Sussex Yacht Club
Shoreham
1900 hours Monday 9th February 2015

Annual General Meeting - Minutes

The meeting was opened by Anne Darling the Chair at 1905 hours. In the absence of the Secretary the Ass Treasurer Alan Jacquet took the minutes.

Those present -, Terry Clothier, Alwyn Evans, Dusty Miller, Lenny Wheeler, Alan Haffenden, Ron Nevitt, Colin Jaques, Kevin Claxton, Geoff Randle, Chris Gillings, Richard Bates, Frank Hooper, Alan Jacquet, , Owen Poplett, Graham Castell, and many other members,

1. Apologies were received from;

Steve Rigby, Dave Frey, Anne Darling, Freya Carter, John Batley, Clive Wigglesworth, Bob Trevis Kevin Wallis and many other members (too many to list)

Minutes of the previous meeting & matters arising

Were read through and agreed with those present

2. Reports

i. Cruise Treasurer – AE report

Balance of £170 Carried Forward from previous year

2014-2015 SPSA Grant £1800

Additional SPSA Grant £1500

Members payments and contributions £3500

£4900 on charter fees frostbite PSUK Support Boat Spring & September

Passage Charter

£150 RNLI Donation

Paid for 2015 Frostbite Charter £1934

Fastnet Insurance £630 pa

Have applied for SPSA Grant of £1800 for the 2015-2016 Season

No need to debate any increase in SPOSC Member Day Charges so should remain at £25

- ii. Racing Treasurer – DF was unable to attend and no update was given.
- iii. Racing Report – AD gave an update of the previous years racing which included the PSUK in May skippered by Dave Frey and the Met Open in October which was skippered by Steve Rigby.
- iv. Cruising Report – Summaries were provided of the Frostbite trip in March, the PSUK Support boat in May, the Met Open Support boat in October and the long passage trip in October. Lennie Wheeler gave an update on the Owners Rally, unfortunately there were only two owners boats but a pleasant week was had by all.
- v. Webmaster – DM Webmaster - Webmaster report Feb 2015
- vi. The website continues to be a reservoir of information for the members. For the period 1st Jan 2014 to 31st Dec 2014 showed 1409 visitors to the site, of which 53% were new visitors. This is an increase in visitor numbers over the year before.

3. Trophies

Commodores Shield; for outstanding seamanship, commitment to the club and enthusiasm to learning...awarded to Anne Darling.

Roger Dice Trophy; for service to the club - Terry Clothier

Scuttlebutt Trophy; for the best or most prolific writer of the year - Brian Donald

Portobello Cup – Not awarded this year

4. Election of Chair

AD has resigned from the post due to her retiring from the Sussex Police and planning a career elsewhere which would not facilitate her continuing as chair.

There was one proposal for the position of chair by Owen Poplett. Discussion was had between the floor and Committee before voting Owen Poplett in as Chair who then took over the AGM proceedings

OP – Accepted position as Chair and thanked Anne Darling for her contribution to the club during her year as Chair.

OP – Accepted that the floor were concerned with the short notice given for the notice given for the election of the officers of the club and said that during the year the committee would look at the nomination and voting for officers at future AGM's. He went on to say that the club was there to get members on the water and support them in developing their skills. The committee would look at ways of creating opportunities for people to sail and how the club could support training.

5. Election of the Vice Chair

AD accepted that she would support whoever was Chair and remain as Vice Chair in an advisory capacity for one year. With the limited time available this proposal was nominated was accepted and Anne was voted in as Vice Chair.

6. Election of other Committee members

The meeting was advised that the remaining committee members were willing to stand again for election. The vacant position of Assistant Secretary was put to the floor where Colin Jaques was nominated by OP and seconded by AD. No other candidates came or were put forward from the floor.

The Committee now stands for 2015-16 as follows:-

Commodore	Dusty Miller
Chair	Owen Poplett
Vice Chair	Anne Darling
Secretary & Treasurer (Race)	Dave Frey
Treasurer (Cruising)	Alwyn Evans
Ass Treasurer	Alain Jacquet
Ass Secretary	Colin Jaques
Webmaster	Dusty Miller

7. Election of area reps

Alan Haffenden the West Area Rep indicated that he would stand down this year. AD thanked him for all that he had done as the West area representative

Area Representatives elected as

Sussex House	Freya Carter
Headquarters	Owen Poplett
Gatwick	Alain Jacquet
East	Graham Castell
West	no nominations

Insurance – there was a two part presentation as regards the Insurance Cover for SPOSC members when chartering a yacht.

DM spoke of the results of an Incident claim made by SPOSC with Zurich Insurance in May 2014 who rejected the claim.

Zurich Insurance was arranged via the broker Endsleigh Ins Brokers for SPSA. It covers Public Liability re accidental injury and damage. The excess required to be paid was £250

The SPOSC have for many years understood that this was the appropriate Ins for all our charters.

Indeed in 2006/7 there was a claim by SPOSC for a Racing incident off Cowes. With this claim settled it was clear that the Zurich Ins covered our charters.

On 20th May 2014 there was an incident in the Hamble Marina when our charter yacht caused damage cost £638.40. This cost was immediately met from the security deposit provided by SPSA for the charters. A claim was made for this damage which initially was agreed by Zurich.

On the 16th June at the SPOSC Committee meeting concern was raised about our Insurance Cover for our members and Owen Poplett was tasked to research this further

On the 12th August at the SPOSC Committee meeting the Insurance aspect was discussed and agreed to highlight that all members to ensure that they have adequate personal insurance when attending SPOSC events. This was circulated on the website, in the Committee minutes and an item published in Scuttlebutt.

On the 22 August 2014 a further telephone call and subsequent e-mail from Zurich explained that they were not going to meet this claim. The SPOSC undertook a robust challenge to this decision.

It was at this point in time that it was appreciated that there was the No Insurance cover for our members for injury or damage to a charter yacht.

On the 26th August 2014 Anne Darling alerted the skippers of the forth coming charters that as result of a recent enquiry, it is now evident that SPOSC is NOT covered by the SPSA insurance with Zurich Ins Co., for damage or injury when chartering a yacht.

On the 1st Sept all members of the committee were updated regarding the Insurance position. However as time progressed with the Met Open in October, the Autumn Cruise and the Long Passage charter in October were imminently due to take place the SPOSC Committee sought Insurance cover in the short term regarding the imminent charters

Insurance cover in the long term for the club

Subsequently with the assistance of AD and the robust stance of SPOSC Zurich Insurance did agree to make payment relating to this claim. However it did highlight the need for individual members to obtain their own Injury cover insurance.

OP outlined.... How does it effect SPOSC.....

RACING – Sunsail have a damage excess of £3000. Sunsail themselves are offering a damage indemnity insurance of £120 per day, which for the Met Open would therefore cost £240 and would then reduce the £3000 security deposit down to a maximum of £800 in the event of an incident. Only one force last year took this out for the Met Open and three forces out of 16, for the May PSUK. No crews at all took it out for Cowes week, or for the NHS Regatta, each boat just took the risk of losing up to a maximum of £3000 in the event of damage.

Topsail Ins at a cost of £15 - provide Public Liability Insurance for the skipper for up to 7 days with 2 million cover, for the skipper, to cover any injury to himself, crew his boat or any person on any other boat

CRUISING – The October charter from Commodore Yachting (44 ft yacht) has an excess of £1600. For a payment of £150 this would reduce the excess to £500

Topsail Ins at a cost of £15 - provide Public Liability Insurance for the skipper for up to 7 days with 2 million cover, for the skipper, to cover any injury to himself, crew his boat or any person on any other boat

Police Federation cover

Personal injury cover through Police Fed Insurance exists for serving officers and civilians when not racing, or sailing in a flotilla, but not for retired officers or civilians.

SUSSEX Police Offshore Sailing Club policy

With all of this in mind OP has following extensive research into a club insurance cover, a policy has been purchased by SPOSC, with Fastnet Marine Insurance that ANY member from now on, who goes sailing with the club, will have full third party public liability insurance cover up to 5 million, through our new insurance providers..

This policy went live on 28/9/14 at a cost of £ [£630.48p](#)

(Please remember that your own personal injury accident cover remains the responsibility of the individual)

8. Racing & cruising programme 2015 & any other events

There was discussion about dates and arrangements for this year's March Frostbite, being organised by Owen Poplett. The split week continues to be well supported and is expected to make profit again this year.

PSUK – Fire Service Challenge

Lenny Wheeler agreed to arrange an Owners Rally again this year, but due to the poor turnout last year, there was discussion about moving the event to later in the year, when the school holidays and costs for charter would be easier to accommodate for members with family commitments.

The Long Passage had not been scheduled last season and as the club had yet to gain a replacement Yacht Master for Frank Hooper, there was discussion about a replacement trip in another area of the UK. No definitive decision was made and would be taken to the next Committee meeting.

FH mentioned that there was always crewing opportunities at Brighton Marina Yacht Club who race out of the Marina every Sunday. HF said that anyone could go to the club house in the morning and would be pretty much guaranteed a crewing place. It was a question of putting yourself out there and getting on board. It was mentioned that AD had started her racing by attending the Marina and getting on board.

9. Training opportunities

AE continues to provide opportunities for SPOSC members. These are circulated via email and the website as and when they come up. Uptake of offers is unknown at this time

10. Risk Assessment Forms – AE presented the reasons for and details of the new Risk Assessment Form. A copy of the new form is enclosed. This was agreed by those present at the AGM

11. Change of Rules – AE presented the reasons for and details of the the amended Rules. A copy of the new form is enclosed. This was agreed by those present at the AGM

12. Membership Form – OP asked each member if they can complete the enclosed membership form and forward it to him

13. AOB

14. Date for next AGM

To be arranged but likely to be end of January beginning of February 2016.

The meeting was closed by OP at 21.30 hours.



SPOSC Sussex Police Offshore Sailing Club Risk Assessment. All SPOSC RYA Qualified Skippers must ensure they comply with SOLAS Part V & all crew are briefed with this Risk Assessment & any other matters that are relevant to the particular craft in use or passage planned. Alwyn Evans 06/2014

	HAZARD	PERSONS @ RISK	IS RISK ADEQUATELY CONTROLLED	FURTHER ACTION NECESSARY TO CONTROL THE RISK
1	Drowning from falling overboard	All person onboard yacht	Full safety briefing to be given to crew by Skipper prior to departure including man overboard recovery procedures, use of lifejackets, jackstays & harnesses demonstrated. Best practice for moving around carrying out activities on deck explained & practically demonstrated. Life jackets to be worn at all times.	General Conditions all Sections Risks remaining with the yacht's equipment are inherent risks found on all sailing vessels. Sailing is potentially dangerous sport & therefore all taking part must ensure that they are aware of the risks.
2	Injury from the boom	All person onboard yacht	Skipper to explain dangers of being within striking distance of the boom or mainsheet along with potential dangers & safe practices of downwind sailing.	
3	Hypothermia & Sea Sickness	All person onboard yacht	Skipper to ensure all crew have suitable clothing for weather conditions. Skipper to regularly monitor their crews' welfare in cold/inclement weather conditions including prevention and onset of sea sickness. Comprehensive first aid kit & manual is carried onboard charter yachts, which details treatment & procedures. Survival bags for treatment of hypothermia are part of a chartered yachts inventory.	Charterers insurance does not cover personal injury. SPSA insurance ?????? Security Deposit
4	Injuries from running rigging, rope-work & winches	All person onboard yacht	Skippers to give instruction to their crew regarding proper use & potential dangers. Operation & correct use of winches, clutches & jammers practically demonstrated.	SPOSC Skippers should be fully aware of their duty of care to themselves & to their crews.
5	Injuries from falling down companionway & hatches	All person onboard yacht	Skipper to give instruction regarding proper use of hatches. Proper use & hazards of falling in companionway area emphasized. All deck hatches are to be kept closed whilst at sea.	Crew members should be reminded that they have a responsibility for their own safety & that of others.

	HAZARD	PERSONS @ RISK	IS RISK ADEQUATELY CONTROLLED	FURTHER ACTION NECESSARY TO CONTROL THE RISK
6	Fire Gas leaks & explosion	All person onboard yacht	Skipper to give instruction to crew regarding on board fire drill along with use of gas & smoke detection system, location & use of fire extinguishers showing all fire exit routes.	General Conditions Applicable to all Sections as on Page 1
7	Abandonment	All person onboard yacht	Skipper to give adequate briefing on safe working practices for abandonment prior to departure.	
8	Injuries by engine belts, pulleys, & burns from exhaust & cooling system	All person onboard yacht	Skippers to brief crew on the dangers. Instructions to be given where appropriate. No inappropriate clothing to be worn.	
9	Hot water & food burns	All person onboard yacht	Skippers to explain hazards of using cookers at sea. Wearing waterproof trousers when cooking at sea to avoid burns.	
10	Slipping or tripping on pontoon or deck	All person onboard yacht	Sailing shoes or similar high grip shoes should be worn by all onboard. Potential hazards pointed out.	
11	Contaminated food or water	All person onboard yacht	All crew to maintain hygiene standards. Washing hands before handling foods, clean galley, surfaces & utensils, correct preparation & storage of food stuffs.	
12	Falling from Mast	All person onboard yacht	Boson's chair to be checked before use. 2 halyards must be attached. 1 to chair & 1 to harness with a crew member operating each line. Safe working practices to be explained.	
13	Extreme physical effort (anchor work etc.)	All person onboard yacht	Physical work to be shared. Best practices for lifting/pulling explained & practically demonstrated.	
14	Pre existing medical condition (epileptic, angina etc.)	Those with pre existing medical conditions	All onboard must make the Skipper aware of any pre existing medical condition & treatment required. The Skipper has final say in cases where he/she decides that a crew member is not fit to go to sea. Crew members also have a responsibility not to endanger themselves or others by going to sea unless they are fit enough to participate in the type of passage planned.	

SUSSEX POLICE OFFSHORE SAILING CLUB

RULES

These Rules have been formulated after much discussion and debate. They have been accepted by general consensus at the Annual General Meeting of the Club in January 1996 (amended in January 1998, January 2007, January 2010, February 2011 & February 2015) All persons undertaking activities which have been organised, approved or sponsored by the Sussex Police Offshore Sailing Club shall be bound by them.

*The Commodore, Chair & Committee
February 2015*

1. NAME

The section of the Sussex Police Sports Association known as the Sussex Police Offshore Sailing Club shall hereinafter be referred to as the 'Club'.

2. OBJECTS

The objects of the Club shall be to encourage and train members to sail in offshore waters with a view to participation in cruising, racing and social sailing within the calendar of the SPOSC.

3. MANAGEMENT

- i.* The 'Officers' of the 'Committee' shall consist of - Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and Webmaster. The remainder of the committee will be formed from the elected area 'Representatives'.
- ii.* Re-election of the 'Officers' and 'Representatives' shall take place at each Annual General Meeting. If an officer retires or resigns from the Committee, a temporary appointment may be made at a Special Committee meeting.
- iii.* The AGM will be held each year, before the end of the financial year and members will be given at least 21 days notice of the date. Only full members may vote at the AGM.
- iv.* The Committee shall meet *at least* twice a year, one of which shall be after the A.G.M. The other shall be at a time considered to be most appropriate by a general consensus of Committee members.
- v.* A 'quorum' for a meeting shall be three Committee members.

4. MEMBERSHIP

Full Membership

- a) Is open to Sussex Police officers, staff and all employees of the Sussex Police Crime Commissioner, or

- b) Employees of the Sussex Police Crime Commissioner who have retired* from the Sussex Police and who pay subscriptions to Sussex Police Sports Association or Sussex Police Offshore Sailing Club.
- c) Full members shall normally be the only members entitled to hold office and have voting rights.
- d) A current list of members shall be kept by the Assistant Secretary.

ii. Associate Membership

- a) Associate membership may be granted at the discretion of the committee to serving or retired* police officers and staff of other forces, who apply for such, upon payment of the due subscription to the Sussex Police Sports Association or Sussex Police Offshore Sailing Club.
- b) May be granted to partners and children** of full or associate members upon payment of the due subscription to the Sussex Police Sports Association or Sussex Police Offshore Sailing Club.

May be granted at the discretion of the Committee to former and serving members of the Special Constabulary upon payment of the due subscription to the Sussex Police Sports Association or Sussex Police Offshore Sailing Club.

Shall be granted to former members of the Sussex Police Offshore Sailing Club, who continue to provide a service to the club but do not benefit by participating in any subsidised club event and do not pay subscriptions to the Sussex Police Offshore Sports Association.

A current list of associate members shall be kept by the Assistant Secretary.

iii Honorary Membership

- a) Shall be limited to not more than 5 persons, shall be subject to the approval of the Committee, and shall be granted at each AGM to persons duly proposed, seconded and confirmed by no less than two thirds of the membership present and voting.
- b) A current list of honorary members shall be kept by the Assistant Secretary.

** The term retired shall be taken to mean a person who is in receipt of a pension or gratuity from the relevant Police Authority.*

*** Child members will be aged eighteen years and above unless in exceptional circumstances which are approved by the committee.*

5. AFFILIATION

The Club shall be affiliated to such governing bodies, associations and societies as shall be deemed appropriate by the Committee.

6. GENERAL CONDUCT OF MEMBERS

i Members shall conduct themselves in a proper seamanlike manner at all times.

ii If, in the opinion of the Committee, the conduct* of any member is considered to be contrary to the interests of the Club or any such conduct is likely to bring discredit upon the Sussex Police Offshore Sailing Club and therefore the Sussex Police the Committee may:

- a) Caution said member in writing.
 - b) Suspend any such member for any period they may think appropriate.
 - c) Strike said person's name from the Register of Members.
- iii Where members are guests of another Yacht Club they shall respect the rules of the said YC or they will automatically fall within the scope of Rule 6(ii) above.
 - iv When a vessel is under charter to the SPOSC the *designated Skipper* shall have total responsibility for that vessel and crew. By the same token that 'skipper' shall have total authority over the use of that vessel and the crew of said vessel, both on board and ashore, in respect of the safety of the vessel. All members should bear in mind that their conduct reflects on their fellow crewmen, the Club and ultimately the Sussex Police.

** Any member accused of such conduct shall have the opportunity to mitigate his actions at a meeting of the Committee - at which at least three Officers of the Committee shall attend.*

7. PAYMENTS

- i There is no subscription to the SPOSC.
- ii All Charter payments are made to supplement the charter fee for individual boats. These payments will be made to the Treasurer Account in advance and is repayable at the discretion of the Committee.
- iii All members are to be aware that when chartering a vessel, the crew may be liable to provide a deposit to cover any insurance excess required by the chartering company.
- iv A skipper arranging a charter must consult with the Treasurer to ensure that the cost of the potential charter is within the annual budget of SPOSC.
- v All members are advised to ensure they have adequate personal insurance when undertaking a Charter organised by SPOSC.

8. FINANCE

- i The amount of the SPOSC Charter contributions will be determined at the annual AGM.
- ii The Committee shall control the funds of the Club and act as trustees for all its property. The Treasurer of the Club shall hold to the credit of the Club all its monies received and the funds shall be vested in the Club.
- iii The Accounts shall be made up at the 31st March each year and kept in accordance with the rules of the parent Association - Sussex Police Sports Association.
- iii The final decision as to Club charters rests with the Committee.

9. MINUTES & RECORDS

The Secretary shall keep correct minutes of all meetings which shall be published to the membership.

10. ALTERATION TO RULES

Alteration to an existing Rule shall only be made at the Annual General Meeting, and notice of the proposed alteration shall be given to the Secretary in writing not less than 14 days before the meeting.

11. INTERPRETATION

Interpretation of the Rules shall rest only with the Committee.

12. REQUIREMENT FOR BOAT SAFETY

- i The Committee will authorise and appoint skippers for Club Charters
 - ii All seaborne activities subsidised by, or organised in the name of the Sussex Police Offshore Sailing Club shall, be 'skipped' by RYA Qualified and Certificated members.
 - iii RYA Day Skippers in the Solent will be confined to Day Sailing yachts maximum length 15m and within 20 miles of the departure port. (RYA & MCA Guidance)
 - iii RYA/MCA Certificate of Competence Yachtmaster Coastal Skippers are competent to undertake any Coastal passages within 20 miles of a safe haven.
 - iv RYA/MCA Certificate of Competence Yachtmaster Offshore Skippers are competent to undertake any passage during which the yacht is no more than 150 miles from any safe haven.
 - v All of the above passages will have as a 1st Mate a member who has as a minimum RYA Day Skipper qualification.
 - vi Proposed charters by RYA Day Skippers outside iii above will be decided by the Committee taking into account experience, familiarity of sailing area and proposed itinerary.
- iii All boats chartered or used in the name of the Club shall be sailed in accordance with all the Laws and Rules laid down for the safe passage of vessels upon the seas, channels, waterways and harbours of the U.K. and Europe. All research into such Laws and Rules shall be the responsibility of the Skipper. A passage plan shall be prepared by the Skipper in accordance with SoLaS Regulations.
- iv All skippers undertaking water based activity organised in the name of Sussex Police Offshore Sailing Club shall ensure a Risk Assessment is carried out prior to the activity. The SPOSC Risk Assessment form will be part of the Skippers briefing and must be signed by all crew on the charter prior to departure. The Skipper will return the signed form to the Club Secretary who will retain all signed forms. The Skipper will also endorse the form as to whether any damage/injury was caused to the charter yacht or crew, or any third party person or vessel, in which case a separate report will be submitted to the Committee. The Secretary will bring all such reports to the attention of the Committee.
 - iv Members of the Sussex Police Offshore Sailing Club and their guests and visitors use the boats, moorings and other facilities provided at their own risk and agree to, and accept, the following limitations of liability.

Each member acknowledges that the Committee members and others organising or helping to organise Sussex Police Offshore Sailing Club (SPOSC) events do so voluntarily and to that extent permitted by law neither they, nor the SPOSC Committee, nor the SPOSC can in any circumstances be held responsible for any injury, loss or damage to an owner, member, their crew, guests, vessel or equipment whether through negligence or otherwise of any member, organiser, helper or third party. The safety and management of any vessel, its equipment and

crew is the responsibility of the skipper. No SPOSC event shall be considered a training event unless it is specifically designated as such. Each skipper in a SPOSC event must assess for themselves whether the event is within their capabilities and whether or not their personal safety or that of their crew could be endangered. By participating in a SPOSC event, each skipper warrants that their vessel and crew are adequate to face the conditions that may arise during the course of the event and that the boat carries appropriate third party insurance. The participation of any other vessel in an event shall not relieve other participants of their responsibilities. Members, their crews and their guests take part in SPOSC events entirely at their own risk and on the understanding that they indemnify the SPOSC, Committee Members and others organising or helping to organise the event for any death, injury, loss or damage to themselves, family, crew, guests or vessel. By inviting crew or guests to participate in an event organised by the club the sponsoring member warrants that their attention has been drawn to these limitations. Participation in any SPOSC activity is always on the basis of the SPOSC Constitution and Rules.

13. NATIONAL POLICE CHAMPIONSHIP RACING

- i The 'Skipper' of the racing boat shall be chosen by the Committee.
- ii The elected 'skipper' shall then choose his crew.
- iii The organising and application for SPSA grant of the Force (Police Championships) Boat shall be the responsibility of the Skipper of the boat.

14. FLAG OFFICERS

- i The Club currently has one Flag Officer - The Commodore.
- ii He/she has no voting rights.
- iii The office of 'Commodore' shall be filled by offering the post to a person decided upon by the Full Committee.