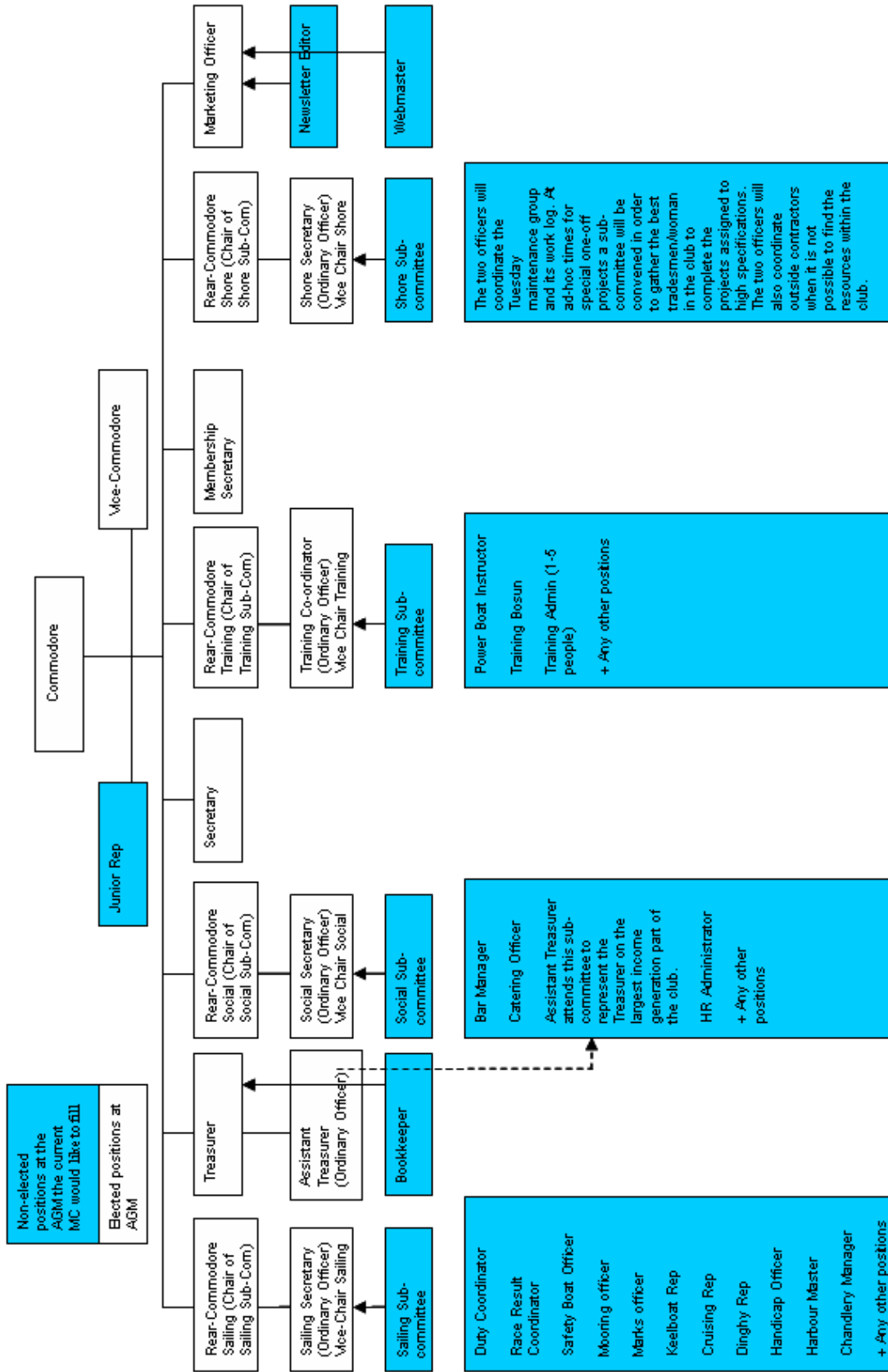




Dalgety Bay Sailing Club



CLUB HANDBOOK



Club Membership

Classes of Membership

Class	Definition
Sailing Membership	For sailing members aged 18 or over
Sailing and Spouse Membership	Sailing membership for husband and wife or two regular co-habitees
Family Sailing Membership	As Sailing and Partner membership, but includes all their children from the ages of 8 up to 18.
Junior Sailing Membership	For sailing members from the ages of 8 up to 18. Junior members under the age of 12 must be accompanied by a parent or other responsible adult while on club premises. Junior membership may be extended up to the age of 20 for those still in full time education by applying to The Board.
Social Membership	Social membership is available to adults aged 21 or over. Social members may assist in rescue duties, but their other water bourne activities are restricted to trials as crew up to 3 times per year.
Social and Spouse Membership	Social membership for husband and wife or two regular co-habitees
Other membership classes (Application for these classes must be made through The Board)	Life membership Life membership with spouse Honorary membership Affiliate Membership Temporary Sailing Membership Outport Membership

Membership fees are due for payment on 1st April. The cut off date for renewal of membership is 31st March. Any person not paying their renewal fees by 1st June will cease to be a member.

All members are expected to participate in some aspect of the running of the club be it training, rescue, race officer, assistance in the galley or in the grounds. Work parties are organised mainly at weekends, however an informal group also meets every Tuesday morning to carry out necessary maintenance and other jobs.

Prospective New Members: outline Joining Procedures

- Prospective new members may obtain an application pack from the Clubhouse during opening hours or by contacting the membership secretary on membership@dalgetybaysc.org
- The applicant should complete the form and return it to the membership secretary together with the appropriate payment as detailed in the application pack
- On receipt the details of an application will be circulated to The Board
- Any member wishing to lodge an objection to an application should do so in writing to The Board as soon as possible
- If an objection is upheld The Board have the right to reject the application
- The Club Board may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.
- The terms and conditions applicable to the new member process are contained within the application pack
- The membership secretary will inform successful applicants and supply them with a membership card, a copy of the club handbook and any other relevant material.

2014 Membership Fees

Membership Class	2014 Annual Renewal Fee
Sailing	£172
Sailing & Spouse	£227
Family Sailing	£277
Life	£0
Junior	£43
Social	£47
Social & Spouse	£86
Outport	£24

For new members, please note there is a 25% joining fee for each class. Fees are reduced pro rata as year progresses as detailed in the table beneath

Fee due based on time of year joining

Membership Class	1st April - 31st July	1st August - 30th Sep	1st Oct - 31st Nov	1 Dec - 31st Jan	1st Feb - 31st Mar
Sailing	£215.00	£172.00	£129.00	£86.00	£43.00
Sailing & Spouse	£283.75	£227.00	£170.25	£113.50	£56.75
Family Sailing	£346.25	£277.00	£207.75	£138.50	£69.25
Life	£0.00	£0.00	£0.00	£0.00	£0.00
Junior	£53.75	£43.00	£32.25	£21.50	£10.75
Social	£58.75	£47.00	£35.25	£23.50	£11.75
Social & Spouse	£107.50	£86.00	£64.50	£43.00	£21.50
Outport	£30.00	£24.00	£18.00	£12.00	£6.00

The Clubhouse

Clubhouse / Bar opening times

The bar and lounge areas of the clubhouse are normally open from

Mon:	Closed (Other than for planned events)
Tue	Closed 1 st October – 1 st April (Other than for planned events), as per below out with these dates
Tue-Thu:	7pm to 10pm with caveat that if more than 10 people in bar then closing revised to 11pm
Friday	7pm to 11pm
Saturday:	1pm to 11pm
Sun:	1pm to 8pm

For functions, our license allows us to remain open till midnight on Fridays and Saturdays

The changing rooms and toilets are available to members at all times. Access to these areas is through the lower door, which is fitted with a combination lock. A key to give access to the club grounds is available from the bar on payment of a £5 deposit. Members are urged to be security conscious and to lock all doors / gates when possible.

Signing in of non-members

Under the terms of our clubhouse rules, non-members coming into the bar and lounge areas when the bar is open, **must** be signed into the guest book by a club member. The guest book is available from the bar staff.

No non-member is allowed to visit the clubhouse more than 6 times per year, except with the permission of at least 2 members of The Board

Procedure for booking the Clubhouse

The Clubhouse is available for hire for meetings or parties e.g. for Birthdays *, Anniversaries, Reunions, Barbecues etc. (* Please note that 18th birthday parties are not allowed and 21st Parties **must** be approved by The Board).Booking should be made through the House Convenor via socialsec@dalgetybaysc.org

The clubhouse is situated in lovely surroundings with a fine view to delight your friends. The newly extended function room can now hold up to 90 people and the galley, bar and barbecue are all available for your use.

There is a booking fee as follows –

£50	Clubhouse booking for events. Refundable upon request if bar receipts exceed £750
£25	Clubhouse booking for under 18's parties
Free	Clubhouse booking for registered charities events
£10	Per hour rate for meetings held Tuesday, Wednesday or Thursday during clubhouse opening hours (no fee for affiliated clubs approved by The Board)
£15	Per hour rate for meetings held any time outside of normal clubhouse opening hours

The club member booking the clubhouse must attend the function. A £100 returnable deposit is also required in the case of damage.

Sailing related meetings are free of charge.

Contact the House Convenor for more information or to see if your preferred date is free using socialsec@dalgetybaysc.org

Sail Training

Training Programmes and Activities

DBSC is a RYA recognised teaching establishment (RTE). This entitles the club to run RYA courses and issue certificates. Training facilities of the RTEs are inspected annually to ensure that the required standards

are adhered to and a certificate is issued to allow the club to function during the season following inspection so long as the facilities and those involved fulfil the criteria. The club can offer a wide range of courses from dinghy sailing (all levels), and the equivalent Junior stages, to powerboat Levels 1 and 2 plus Safety Boat.

Training is offered in various ways. Every Tuesday evening from May to the end of August instruction is available for those wishing to sail dinghies. This is an opportunity for both adults and children to build up skill and try different boats. The club has a fleet of: 2 Stratos, 6 Picos, 1 Feva, 9 Optimists, 6 Toppers & 1 Laser Fun. We also offer powerboat courses over weekends. These are scheduled throughout the season.

Dates of training events & courses are published in the club newsletter & on the web site. Any queries regarding training should be directed to the principal (whose name is printed on the RTE certificate, which is displayed in the bar area of the clubhouse) or to the training officer.

Procedures for the use of club boats

The club dinghies are primarily for training purposes; however they can be used by members with the permission of a member of the training team. Juniors who regularly attend Tuesday night training need to have gained a stage 3 certificate or better to use club boats at race times.

Juniors are not permitted to take club boats out other than on Tuesday & Sunday training sessions, club racing, and under the authority of the training team during occasional events such as the Open Day.

Club boats may only be afloat if there is adequate rescue cover to deal with all those on the water.

The Grounds Rules

Grounds

1. Out-with the sailing season Yachts may park to the East of the trees

- in the long stretch of the East Boat Park.
2. Members who would like to keep their dinghies on the grounds out-with the sailing season should park and secure them to the ground in the upper Dinghy Park.
 3. During the sailing season all yachts should vacate the boat parks to allow dinghies access to the Eastern slipway and surrounding boat parking area.
 4. Tenders and small row boats may be stored on the grounds in a position allocated by the Harbour Master OR Keelboat rep.
 5. All equipment must be identified so that the Harbour Master knows who owns it, especially trailers and loose accessories.
 6. Where boats are not kept on their trailers, trailer parking will be at the North East corner of the grounds.
 7. Equipment which has been left unidentified will be handled as outlined in section 8 of Boat Storage Policy section within the Club Handbook.
 8. Equipment / boats may **only** be moved around the club grounds by the owner, the Harbour Master or the Harbour Masters nominated assistant, for reasons that require short term relocation. However, the owners are responsible for their property at all times. Notification of moves is not always possible.
 9. Any members using a security clamp on a trailer must provide the Harbour Master with a copy of the key, or inform them of the security code to allow the Harbour Master to manage our boat storage.
 10. Owners **must** keep rigging noise to a minimum. The most frequent complaint from our neighbours is to the annoyance caused by the rigging rattling against the mast in windy conditions. This applies whether boats are afloat or ashore. Every keelboat and dinghy owner **must** ensure that their running rigging is fixed well clear of the mast. The best way of doing this is by clipping halyard ends to the lifelines or some distant part of the hull. Any boat found to be a source of noise will have its rigging secured by a board or committee member. The owner will be expected to emburse the sailing club. A fee of £5 will be charged.
 11. No person shall use club grounds or use club property or facilities (which for the avoidance of doubt shall include but not be limited to machinery, tools and power) for commercial purposes.

The Board considers that a person uses club grounds for commercial purposes where:-

- (i) he / she carries on a business or business activity on the club grounds (e.g. the sale of goods or provision of services, for

reward or gain, whether or not for profit);

- (ii) he / she carries on a business or business activity elsewhere, and uses the club grounds as a base (e.g. storage of a vessel, equipment or machinery used in that business, chartering);

The Board as a quorate can be approached in advance for temporary permission to conduct commercial activities in the club's grounds, subject to such conditions as it considers appropriate for an amateur sports club. In all cases, this would be one or more of the following -

- A one off instance
- Where the club received a donation to club funds for accommodating
- or a fee for hire of facilities
- or the purpose was to raise funds for charity (i.e. no individual or company profited)

Each case will be determined by The Board on its own facts and on a case-by-case basis and their decision shall be final and binding. The Board may (in its sole discretion) withdraw any previous permission regarding the club's grounds being used for commercial purposes, whether or not there has been any change in the activities carried on.

Harbour Rules

Notify the Harbour Master if you wish to use the harbour.

The Harbour Master should be consulted in advance if the stay is likely to be longer than 3 days.

In the event of emergency use of the harbour being required without being able to give prior notice, the vessel owner must inform the Harbour Master and one of The Board as soon as possible in such a case.

Yacht and Dinghy parking

Yachts :

If your yacht will not be in the water by April 30th please inform the Harbour Master to arrange parking for the extended duration required. Your yacht's trailer must be identifiable or it may be disposed of as per rule 7.

Dinghies :

Please place your boat in the upper or lower dinghy parking as shown in the grounds diagram, if your boat is locked in some way then owners should provide the Harbour Master with a spare key / code. Due to the frequency of boats travelling, the Harbour Master may re-position boats. If you find your boat in a different position than where you left it then please contact the Harbour Master.

Boat Storage Policy

Club membership does not guarantee the right to boat storage. The club provides parking facilities within the grounds to encourage active sailing and for participation in club events. Preference will be given to active boats. Inactive boats will be removed in accordance with this policy. It may be necessary, due to demand, for a member to register on a waiting list pending a space becoming available. ***The club is NOT a boat storage facility.***

1. Administration of boat parking, tender stores and waiting lists shall be the responsibility of the Harbour Master who shall exercise due judgment to provide and maintain space assignments to provide the best utilisation of the available space within club grounds and tender store. Requests for parking space should be made to the Harbour Master. However, for a boat that is not normally sailed at or from Dalgety Bay, the request should be put in writing to The Board.
2. Only current DBSC members (excluding Social and Outport membership categories) may store boats in the club grounds. Each boat shall be identified by a current DBSC boat sticker. The Harbour Master may make a recommendation to The Board for immediate removal of non-compliant boats. The Board shall make the final decision, and if approved, the owner will be given formal notice to remove their boat within 14 days.
3. The boat park and tender stores are not intended for storage of inactive boats. Initially, at the discretion of the Harbour Master, the owner of an inactive boat may be given a probationary period in which to increase its sailing activity. If at the end of this period the member's boat remains inactive, the Harbour Master will recommend to The Board that the space assignment be terminated. The Board shall make the final decision, and if approved, the member will be given formal notice to remove their boat within 14 days.

4. If waiting lists have to be established, current members' sailing activity will be reviewed. Inactive members may be subject to loss of their space(s) (as specified above) in order to free up space for active members.

5. Boats that are normally kept afloat during the sailing season and (a) are kept on moorings at Dalgety Bay, or (b) are actively sailed at Dalgety Bay, may be parked within club grounds between 1st September and 15th May. Members wishing to keep their boats ashore outside this period must obtain the prior agreement of the Harbour Master. Inactive boats on moorings have no automatic right to shore parking.

6. Boat parking approval is not transferable on the sale of a boat. The new owner may be required to join a waiting list. If the seller is an active sailing member, he/she will normally be permitted to retain the space for a new boat of similar size.

7. Members who fail to comply with these rules, or fail to comply with a notice to remove their boat, will be subject to a parking penalty which will be 150% of the parking charges for the same type / length of boat if it were kept on-shore at Port Edgar. Members who feel they have a valid reason for not using their boat at DBSC may write to The Board to request an exemption from the penalty. The Board will not be obliged to grant such a dispensation. The penalty shall take effect from the expiry of the period of notice. Failure to comply with a penalty notice will be treated under the club's Complaints and Disciplinary Procedures, keeping in mind RYA guidance round Scottish law at the following [site](http://www.rya.org.uk/SiteCollectionDocuments/legal/Web%20Documents/Legal%20Leaflets/Clubs/Premises/ABANDONED%20BOATS%20AND%20TRAILERS.pdf)

<http://www.rya.org.uk/SiteCollectionDocuments/legal/Web%20Documents/Legal%20Leaflets/Clubs/Premises/ABANDONED%20BOATS%20AND%20TRAILERS.pdf>

8. If a member's (or former member's) equipment or boat is identified by the Board as being no longer in use, the owner (if known) will be contacted by a Board Member in writing at their current or last known address (and in the case of a boat) requesting payment to cover storage. The storage fee will be as set out in paragraph 7. If payment of this storage fee is not received within three months after the date of such request (or where no storage fee has been requested and the equipment or boat has not been removed from the premises), Dalgety Bay Sailing Club Limited reserves the right (in its sole discretion and without the requirement for any further notice to be given) either (a) to dispose of the equipment or boat or (b) to use it for club purposes

(in which case it will become the property of Dalgety Bay Sailing Club Limited).

Where ownership of an unused boat or equipment is unknown, Dalgety Bay Sailing Club Limited will make it known publicly (either via the Club Newsletter or such other means as the Board may in its sole discretion determine) that they are trying to trace ownership. If no reply is received within three months of such publication, Dalgety Bay Sailing Club Limited will treat the equipment or boat as abandoned and report the same to the Police in accordance with the Civic Government (Scotland) Act 1982. If the Police subsequently offer the equipment or boat back to Dalgety Bay Sailing Club Limited, Dalgety Bay Sailing Club Limited may (but need not) accept such equipment or boat. In the event that such equipment or boat is accepted from the Police, Dalgety Bay Sailing Club Limited reserves the right (in its sole discretion and without the requirement for any further notice to be given) to (a) either (i) use it for club purposes and / or (ii) store it, in each case for a period of not less than 1 year and (b) following the expiry of such 1 year period, either (i) to dispose of the equipment or boat in such manner as the Board sees fit or (ii) use it for club purposes (in which case it will become the property of Dalgety Bay Sailing Club Limited).

Dalgety Bay Sailing Club Limited shall be under no obligation to obtain the best price, or any price, for any equipment or boat in the event of its disposal. However any disposal proceeds which are obtained shall be retained by and be the sole property of Dalgety Bay Sailing Club Limited, which shall not be required to account for the same to the owner of the relevant equipment or boat.

9. Where The Board has to make a judgment on boat storage requests, or on recommendations to terminate storage, or on waiting list prioritisation, it shall consider the member's participation in work parties, club committees and training roles, as well as the necessary space requirements when reaching a decision.

10. The Harbour Master will report the status of boat park and tender store assignments to The Board on at least a quarterly basis. This will include potential inactive boats and any recommendations in relation to them, as well as the number of members on the waiting list(s).

11. Dalgety Bay Sailing Club assumes no responsibility or liability for members' boats or equipment stored within club grounds. Owners must arrange for adequate insurance in accordance with the club constitution.

Raft

The raft calendar is posted on a club house basement notice board. A form of communication must be carried at all times while using the raft. A VHF / mobile phone is NOT necessarily sufficient. The raft requires a minimum of 2 persons on board for mooring work.

The guidelines for raft use are posted on the club website, within the keelboat section under the heading "Raft" and must be adhered to at all times.

In addition the method statement and risk assessment for the use of the raft are also attached and should be read, understood and complied with before taking to the water to use the raft.

Moorings:

1. Vessels used for commercial purposes may not use a club mooring, or locate a mooring within the club mooring association area.

The Board considers that a vessel used for commercial purposes located in the club mooring area where:-

- (i) it is used to carry on a business on the mooring. (An example would be a floating restaurant);
 - (ii) it uses the mooring as a base, and carries on, or is used for the purposes of, a business elsewhere
2. The Board acknowledges that the usage of a vessel may change as the scale of its commercial and non-commercial activities changes. The entitlement of such a vessel to use Club moorings will change in line with any such change of use.
 3. Owners and users of any vessel kept on a Club mooring must promptly disclose to The Board in writing if such vessel is used for commercial purposes (whether or not at the Club, and whether or not The Board has requested them to do make such a disclosure).
 4. The Board's decision as to whether a mooring in the club area is used for commercial purposes shall be final and binding.

Tractor

The club tractor is a useful tool which is available to the membership, however currently there are only a few authorised drivers who have been trained for its use. For further information contact the Harbour

Master or another Board member.

Sailing

Rescue Cover

Rescue cover will be provided for club dinghy racing. There must be no less than two fully manned safety boats afloat before these activities can take place. **In principle a ratio of one safety boat to ten competing boats shall apply.** If at any club event the occasion arises that the required number of safety boats cannot be fully manned, suitably qualified participants will be expected to offer their services in order to allow the event to commence. The crewing of safety boats is the responsibility of everybody. Rescue cover will not normally be provided by the club at other times. However in emergency situations, the club safety boats may be launched at any time by suitably qualified members.

The only people normally authorised to drive club safety boats are those who hold Level 2 or higher in the RYA Powerboat scheme. **The driver of any safety boat must be accompanied by at least one other person when on rescue duty.** Junior members under 16 years of age may not crew/helm on a club powerboat whilst it is actively engaged in or rostered to carry out rescue duties at any time, (see DBSC Junior Powerboating Policy for full details and exceptions). For other helming restrictions see Appendix IV of the DBSC Health and Safety Policy.

If the emergency recall light in the starter's box is flashing, all safety boat crews must contact the Race Officer for further instructions and (unless actively involved in rescuing individuals), if communications cannot be established, must return to the jetty for further instructions.

When present at club events any member of The Board shall have the authority to halt or postpone (but not to cancel) at his/her discretion any event until the minimum rescue cover requirements are met. This authority shall not apply when the presiding Race Officer is also a Senior Officer of the Club (Rear Commodore and above), in which case only a recommendation may be made. The Commodore may overturn the decision of the relevant member of The Board to halt or postpone a club event at any time. Subject to this, the responsibility of meeting the minimum rescue cover requirements shall lie with the Race Officer.

All safety boat drivers should practice their skills when afloat, and experienced drivers should give guidance and advice to the inexperienced.

If a safety boat sustains any damage or there are problems with any of its equipment, then this should be recorded in the Safety Boat log in

the lower boathouse, and reported to the Rescue Officer **and** Bosun, in order to facilitate prompt repairs.

The club operates a continuous programme of powerboat training throughout the year. If you are interested in attending a course, please contact the Training or Rescue Officer for further details.

Club safety boats may be made available for other organised training activities. Requests should be made to The Board via the Rescue Officer. Depending on the nature of the training, the users may be asked to contribute towards fuel costs.

Duty Officers

The duty officer is nominated via the Club's "Dutyman" program and the dates of individuals duties are detailed within its calendar. In addition those liable for duty will be reminded, via eMail, of their forthcoming duty. Should they be unable to fulfil the duty then it is their sole responsibility to arrange a swap with someone else on the list using the "Dutyman" swap function and giving as much notice as possible. If you encounter any problems accessing "Dutyman" please contact dutyman@dalgetybaysc.org

For rescue duty, four people are named for each day - in general the first and second people have a formal qualification, and the third and fourth do not.

If anyone allocated for Race Officer is unfamiliar with club procedures, or feels a bit rusty, then please feel free to come and act as assistant to an experienced Club Race Officer before your duty is due.

The club will be running Powerboat driver courses this year. If you are interested in attending a course, please contact the training Rear Commodore who will allocate places available on the training course

Duty Officer Responsibilities

Race Officer Duties

For Club races, the Race Officer is responsible for :

- Checking the weather forecast
- Arriving in good time before the start
- Determining whether to start a race or not
- Ensuring that adequate rescue cover is available (**don't start a race**

without this), and together with the Rescue Officer (when present), selecting which safety vessel(s) to be used for the conditions; that communications with the safety boats are tested; testing the rescue boat emergency recall light and ensuring Rescue Crews are aware of its function

- Setting the course
- Preparing the entry sheet
- Starting the race(s)
- Keeping track of boats on the course
- Monitor weather conditions during the race - abandon if necessary
- Taking finishing times
- Calculating corrected times
- Posting results on the Notice board, and putting a copy in Sailing Secretary's mailbox (behind the bar)

Rescue Officer Duties

For Club races, the rescue officers are responsible for :

- Arriving in good time before the start
- Liaising with the Race Officer to determine which safety vessel(s) to use
- Launching and recovering the safety vessel (if shore based)
- Testing radio communications with race control before dinghies are launched
- Counting and monitoring the fleet, and providing assistance as required
- Logging any damage or problems in the Rescue Boat log

Junior Powerboating Policy

In order to ensure that the participation of junior members in powerboat based activities is carried out in a sensible, safe and controlled fashion it has been necessary to impose certain restrictions upon juniors aged 8yrs-15yrs.

These restrictions are as follows:

1. Persons using club powerboats unsupervised should be a minimum of 16 years old and hold at least an RYA Level 2 Powerboat Certificate or be competent to that standard.
2. Junior members under 16 years of age may not crew /helm on a club powerboat whilst it is actively engaged in or rostered to carry out rescue duties at any time (except at certain training

events subject to the approval of the Principal SI/Instructor present at that event).

3. Junior members aged 12-15 years old will be permitted to use club powerboats at specific events designated for the purpose of powerboat training and at times (with permission of the Rescue Officer) when there are no other club events scheduled to take place. The above activities will be conducted only under the strict supervision of and when accompanied by a qualified club powerboat instructor and/or a designated responsible powerboat driver approved by the Rescue Officer. The designated responsible driver must be a minimum of 18 years old and hold at least an RYA Level 2 Powerboat Certificate or be competent to that standard.
4. Junior members aged 8-11 years old are subject to the same conditions as laid out in section 3 and in addition may only use a powerboat which is fitted with two kill cords.
5. All designated responsible drivers are approved at the discretion of the Rescue Officer. The Rescue Officer has the authority to allow or deny the use of any particular club powerboat by a junior member or inexperienced adult member. The Rescue Officer may require such a member to be under the supervision of a designated responsible driver approved by the Rescue Officer for the purposes of any powerboat activity.
6. Before a junior member under 16 years of age may participate in club powerboat activities as a helm or crew a consent form signed by a parent or guardian over 16 years of age must be produced.

DBSC feels that the above policy is a sensible way to improve both the participation of junior members and keep their interest levels high whilst aiming to maintain a strict level of ability for being a responsible powerboat driver.

Any junior member interested in powerboating at DBSC should get their parents to contact the Rescue Officer or one of the Club Powerboat instructors for more information. All junior participation in club powerboat activities is subject to the approval of the Rescue Officer.

Racing Programme

There will be separate starts and courses for each race for the following classes :

1. Fast Asymmetric Handicap and Handicap classes
2. Non - Asymmetric Handicap (starting 5 minutes after class 1)
3. Novice/ Junior Handicap class

(If numbers do not require separate starts one or more of the above may be combined.)

Dalgety Bay Sailing Club Sailing Calendar

Full details of our sailing calendar, for both dinghies and yachts can be found on our web site at –

<http://dbscweb.wordpress.com/sailing/>

DBSC Dinghy Sailing Instructions

1 Rules

1.1 Club races will be governed by the 'rules' as defined in The Racing Rules of Sailing (RRS).

1.2 All boats must comply with the Queen's Harbour Master's Regulations and Forth Port Authority bylaws. Failure to do so will result in disqualification without a hearing. This alters rule 63.1.

1.3 Where there is conflict between the sailing instructions listed on the web site and the 2009 handbook the web version at <http://www.dalgetybaysc.org/rota/sailinst.htm> shall take preference.

2 Safety

2.1 The safety of a boat and her entire management, including insurance, shall be the sole responsibility of the owner/competitor racing the boat who must ensure that the boat and crew are adequate to face the conditions that may arise in the course of the race. Neither the establishment of these sailing instructions nor the inspection of the boat under these conditions in any way limits or reduces the absolute responsibility of the owner/competitor for the crew, the boat and the management thereof. The Organising Authority shall not be responsible for any loss, damage, death or personal injury howsoever caused to the owner/competitor, skipper or crew, as a result of their taking part in the race or races. Moreover, every owner/competitor warrants the suitability of the boat for the race or races.

2.2 Personal buoyancy must be worn at all times when racing. Wet suits and dry suits are not adequate personal buoyancy. This alters Rule 40.1.

2.3 A boat must sign-on and sign-off for each race that she takes part in, by completing the registration sheet at the Race Officer's hut.

3 Entries

3.1 Eligible boats are those entered by members of the club who are 'sailing members'. Members may sail with guests subject to the club rules governing the admission of member's guests.

3.2 Visitors may enter races with the permission of the Race Officer, or a Senior Club Officer, but will not be eligible for series points.

3.3 Only club members will be eligible for any prizes awarded for any race or series.

3.4 Each boat sailing must have Third-Party insurance for a minimum of £1,000,000.

4 Notices to Competitors

4.1 Notices to competitors will be posted at the Race Officer's hut.

5 Changes in Sailing Instructions

5.1 Any change to these sailing instructions will be posted at the Race Officer's hut as early as practicable, but no later than 15 minutes, or 30 minutes for keelboat or combined races, before the first warning signal, on the day that it is first implemented, and will be posted within the Race Officer's hut thereafter.

5.2 Any change to the published sailing programme will be posted at the Race Officer's hut before the start of the scheduled race the preceding week.

6 Signals made ashore

6.1 Signals made ashore will be displayed at the Race Officers hut.

7 Schedule of Races

7.1 The schedule of races is published in the club Sailing Programme.

7.2 There will be two separate starts for the following classes :

Class 1 Asymmetric handicap

Class 2 Non-Asymmetric handicap

Class 3 Novice/ Junior handicap

Skippers must specify which class they will take part in when signing-on for the race. (Note that scores cannot be carried over from one class to another within a series).

At the discretion of the race officer one or more of the above classes may be combined.

7.3 For combined races such as the Round Inchcolm and the Two Bridges, there will be a single start for a handicap class.

8 Class Signals

8.1 For shore starts, coloured lights will be used in place of class flags. The first start in any sequence will use a Red light, the second start will use an Orange light, and the third start will use a Yellow light. The Preparatory signal will be shown by a White light. This changes “Race Signals”.

8.2 For committee boat starts, the warning signal for the first start in any sequence will use flag Numeral 1, the second start will use flag Numeral 2, and the third start will use flag Numeral 3.

9 Racing Area

9.1 The racing area is in the Forth Estuary to the south of the club generally bounded by a line joining Downing Point, Admiralty Mooring Buoy 1A, the West Cardinal Mark south west of Haystack, Haystack, and the pier on Braefoot Point. Some specific races, such as the Round Inchcolm race and the Two Bridges race, will involve sailing outside this area.

10 The Course

10.1 The Race Officer will set the course for each race on the day. The course will be displayed at the Race Officers hut 15 minutes before the warning signal. For combined races, the course will be displayed at the Race Officers hut 30 minutes before the warning signal.

10.2 For races designated as 'Average Lap Time': There will be no set number of laps, but the Race Officer will indicate the expected length of race for the leading boat (e.g. 45 minutes).

11 Marks

11.1 The club racing marks will normally be used. If the Race Officer considers that it is necessary to use alternative marks he may do so but he should make all reasonable attempts to ensure that all competitors are aware of the marks to be used.

11.2 For combined races such as the Round Inchcolm Race and the Two Bridges Race, the marks to be used will be identified at the Race Officer's hut at least 30 minute before the warning signal.

12 The Start

12.1 Shore based starts

12.1.1 Races will be started as follows. This changes rule 26. Visual signals will be made by illuminating lights above the Race Officer's hut. Times will be taken from the visual signal; the failure of a sound signal shall be disregarded.

Signal	Light and sound	Minutes before starting signal
Warning	1 light (coloured); 1 sound	5
Preparatory	2 nd light (white); 1 sound	4
One-Minute	Preparatory light off ; 1 long sound	1
Starting	All lights off; 1 sound	0

The warning signal for each succeeding class shall be made with or after the starting signal of the preceding class.

12.1.2 The starting line will be a transit between the flag pole in front of the Race Officer's hut and the pole on the grassed area in front of the Race Officer's hut.

Boats must pass between the outer distance mark, as specified by the race officer, leaving it on the required side, and the shore (or inner distance mark) to start.

12.1.3 Individual Recalls. Individual Recalls will be notified by showing a Blue light from the Race box, instead of flying flag 'X'. This alters Rule 29.1 and "Race Signals".

12.1.4 General Recalls. A General Recall will be notified by flashing the class warning light for a period of 1 minute, together with 2 sound signals. The warning signal for a new start for the recalled class shall be made with the starting signal for the last class in the sequence, or if there are no other classes to start, then it will be made after the 1 minute period has expired. This alters Rule 29.2 and "race signals"

12.2 Committee Boat starts

12.2.1 Races will be started under Rule 26.

12.2.2 The starting line will be between a mast displaying an orange flag on the committee boat at the starboard end and a spherical buoy at the port end.

12.2.3 General recalls will be signaled in accordance with rule 29.2 except that the warning signal for a new start for the 1st recalled class shall be made with or after the starting signal for the last scheduled class. The new warning signal for a new start for a 2nd recalled class will be made with or after the starting signal for the 1st recalled class and so on. If the last class in a starting sequence is recalled, then rule 29.2 will apply as normal.

12.3 Boats whose warning signal has not been made shall avoid the starting area.

12.4 A boat starting later than 10 minutes after her starting signal will be scored Did Not Start. This changes rule A4.

13 Sailing the Course

13.1 A boat that is observed by the race officer to break Rule 28.1 (Sailing the course) may be disqualified without a protest hearing. This alters Rule 63.1.

14 The Finish

14.1 For all races involving a shore finish, the finishing line will be between the flag pole in front of the Race Officers hut and the outer distance mark as specified by the race officer.

- For any races involving a committee boat finish, the finishing line will be between a mast displaying an orange flag on the committee boat at the starboard end and a spherical buoy at the port end.

14.2 Shortening course – at the normal finishing line. A shortened course will be signified by flying flag 'S' with 2 sound signals, together with the appropriate class signal (light) for the class(es) being shortened.

14.3 Shortening course – at a rounding mark. A shortened course will be signified by flying flag 'S' with 2 sound signals, together with a flag of the same colour as the class signal (light) for the class(es) being shortened.

14.4 For races designated as 'Average Lap Time': When the Race Officer determines that the race is to finish, flag 'S' will be displayed with 2 sound signals together with the appropriate class signal (light) for the class being finished. Boats will finish the race when they next pass through the finish line at the end of their current lap.

15 Time Limit

Series	Time Limit for first boat	Time limit after leading boat finishes
All dinghy races except combined dinghy & keelboat races	1.5 hours elapsed	45 minutes
Combined Dinghy and Keelboat Races	3 hours	1 hour

16 Protests

16.1 Protests shall be written on forms available at the Race Officer's hut and delivered there within 1 hour after the time of the last boat's finish.

16.2 Protest notices will be posted on the club notice board within one week of the race to inform competitors when and where there is a hearing in which they are parties, or have been named as witnesses.

17 Scoring

17.1 The scoring system for each series will be as indicated in the sailing programme.

17.2 For series scored according to the RRS Appendix A system :

17.2.1 The Low Points scoring system of Appendix A will apply.

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17.2.2 50% of the scheduled races must be completed in order to constitute a series.

17.2.3 The number of races (N) to count towards a boat's series score is specified in the Sailing Programme. If more than N races are completed, then a boat's series score shall be the total of her best N races, excluding the remainder. If N or fewer races are completed, a boat's series score shall be the total of her race scores excluding her worst score. This modifies rule A.2.

17.3 For series scored according to the Modified Annandale System :

17.3.1 This system is a high points scoring system where the points are awarded only to boats which start any race according to the following formula.

For first place points = number of starters * 3 + 1

For all other places points = number of starters * 3 + 1 - (place * 2 - 2)

17.3.2 Boats that retire from any race are awarded points equivalent to the number of boats taking part in that race plus 1.

17.3.3 Boats that are disqualified from any race are awarded points equivalent to the number of boats taking part in that race.

17.3.4 The number of races (N) to count towards a boat's series score is specified in the Sailing Programme. If more than N races are completed, then a boat's series score shall be the total of her best N races, excluding the remainder. If N or fewer races are completed, a boat's series score shall be the total of her race scores excluding her worst score.

18 Local Variations

18.1 All boats must keep clear of the Rosyth, Abercorn and Crombie protected areas as shown on Admiralty chart 114C.

18.2 All boats must keep a minimum distance of 100 metres from Hound Point and Braefoot tanker terminals.

TABLE A

Starters	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Place																				
1	4	7	10	13	16	19	22	25	28	31	34	37	40	43	46	49	52	55	58	61
2		5	8	11	14	17	20	23	26	29	32	35	38	41	44	47	50	53	56	59
3			6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57
4				7	10	13	16	19	22	25	28	31	34	37	40	43	46	49	52	55
5					8	11	14	17	20	23	26	29	32	35	38	41	44	47	50	53
6						9	12	15	18	21	24	27	30	33	36	39	42	45	48	51
7							10	13	16	19	22	25	28	31	34	37	40	43	46	49
8								11	14	17	20	23	26	29	32	35	38	41	44	47
9									12	15	18	21	24	27	30	33	36	39	42	45
10										13	16	19	22	25	28	31	34	37	40	43
11											14	17	20	23	26	29	32	35	38	41
12												15	18	21	24	27	30	33	36	39
13													16	19	22	25	28	31	34	37
14														17	20	23	26	29	32	35
15															18	21	24	27	30	33
16																19	22	25	28	31
17																	20	23	26	29
18																		21	24	27
19																			22	25
20																				23
Ref	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Disq	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

ANNANDALE SCORING TABLE

DBSC Keelboat Sailing Instructions

1 Rules

- 1.1 Club races will be governed by the 'rules' as defined in The Racing Rules of Sailing (RRS).
- 1.2 All boats must comply with the Queen's Harbour Master's Regulations and Forth Port Authority bylaws. Failure to do so will result in disqualification without a hearing. This alters rule 63.1.
- 1.3 Handicaps will be based on the RYA Portsmouth Yardstick and the FYCA list. (In some cases the Handicap Officer or the Sailing Committee will set the handicap).
- 1.4 Where there is confliction between the sailing instructions listed on the web site and the handbook the web version at <http://www.dalgetybaysc.org/rota/sailinst.htm> shall take preference.

2 Safety

- 2.1 The safety of a boat and her entire management, including insurance, shall be the sole responsibility of the owner/competitor racing the boat who must ensure that the boat and crew are adequate to face the conditions that may arise in the course of the race. Neither the establishment of these sailing instructions nor the inspection of the boat under these conditions in any way limits or reduces the absolute responsibility of the owner/competitor for the crew, the boat and the management thereof. The Organising Authority shall not be responsible for any loss, damage, death or personal injury howsoever caused to the owner/competitor, skipper or crew, as a result of their taking part in the race or races. Moreover, every owner/competitor warrants the suitability of the boat for the race or races.
- 2.2 Safety equipment should be carried for category 1 use in accordance with the RYA 's publication C8/98 or in accordance with Class rules.
- 2.3 A boat must sign-on and sign-off for each race that she takes part in, by completing the registration sheet at the Race Officer's hut.

3 Entries

- 3.1 Eligible boats are those entered by members of the club who are 'sailing members'. Members may sail with guests subject to the club rules governing the admission of member's guests.
- 3.2 Visitors may enter races with the permission of the Race Officer, or a Senior Club Officer, but will not be eligible for series points.
- 3.3 Only club members will be eligible for any prizes awarded for any race or series.
- 3.4 Each boat sailing must have Third-Party insurance for a minimum of £1,000,000.

4 Notices to Competitors

- 4.1 Notices to competitors will be posted at the Race Officer's hut.

5 Changes in Sailing Instructions

- 5.1 Any change to these sailing instructions will be posted at the Race Officer's hut as early as practicable, but no later than 30 minutes for keelboat or combined races, before the first warning signal, on the day that it is first implemented, and will be posted within the Race Officer's hut thereafter.

5.2 Any change to the published sailing programme will be posted at the Race Officer's hut before the start of the scheduled race the preceding week.

6 Signals made ashore

6.1 Signals made ashore will be displayed at the Race Officers hut.

7 Schedule of Races

7.1 The schedule of races is published in the club Sailing Programme.

7.2 There will be a single start for a handicap class.

7.3 For combined races such as the Round Inchcolm and the Two Bridges, there will be a single start for a handicap class.

8 Class Signals

8.1 For shore starts, coloured lights will be used in place of class flags. The first start in any sequence will use a Red light, the second start will use an Orange light, and the third start will use a Yellow light. The Preparatory signal will be shown by a White light. This changes "Race Signals".

8.2 For committee boat starts, the warning signal for the first start in any sequence will use flag Numeral 1, the second start will use flag Numeral 2, and the third start will use flag Numeral 3.

9 Racing Area

9.1 The racing area may further extend to Kincardine in the west, and to the May Isle in the east.

10 The Course

10.1 The Race Officer will set the course for each race on the day. The course will be displayed at the Race Officers hut 30 minutes before the warning signal.

10.2 For races designated as 'Average Lap Time': There will be no set number of laps, but the Race Officer will indicate the expected length of race for the leading boat (e.g. 45 minutes).

11 Marks

11.1 The club racing marks and any of the Forth navigation marks within the racing area may be used.

11.2 For combined races such as the Round Inchcolm Race and the Two Bridges Race, the marks to be used will be identified at the Race Officer's hut at least 30 minute before the warning signal.

12 The Start

12.1 Shore based starts

12.1.1 Races will be started as follows. This changes rule 26. Visual signals will be made by illuminating lights above the Race Officer's hut. Times will be taken from the visual signal; the failure of a sound signal shall be disregarded.

<i>Signal</i>	<i>Light and sound</i>	<i>Minutes before starting signal</i>
Warning	1 light (coloured); 1 sound	5
Preparatory	2 nd light (white); 1 sound	4
One-Minute	Preparatory light off ; 1 long sound	1
Starting	All lights off; 1 sound	0

The warning signal for each succeeding class shall be made with or after the starting signal of the preceding class.

12.1.2 For keelboats and combined races, the starting line will be a transit between the flag pole in front of the Race Officer's hut and the pole on the grassed area in front of the Race Officer's hut.

Boats must pass between the outer distance mark, as specified by the race officer, leaving it on the required side, and the shore (or inner distance mark) to start.

12.1.3 Individual Recalls. Individual Recalls will be notified by showing a Blue light from the Race box, instead of flying flag 'X'. This alters Rule 29.1 and "Race Signals".

12.1.4 General Recalls. A General Recall will be notified by flashing the class warning light for a period of 1 minute, together with 2 sound signals. The warning signal for a new start for the recalled class shall be made with the starting signal for the last class in the sequence, or if there are no other classes to start, then it will be made after the 1 minute period has expired. This alters Rule 29.2 and "race signals"

12.2 Committee Boat starts

12.2.1 Races will be started under Rule 26.

12.2.2 The starting line will be between a mast displaying an orange flag on the committee boat at the starboard end and a spherical buoy at the port end.

12.2.3 General recalls will be signaled in accordance with rule 29.2 except that the warning signal for a new start for the 1st recalled class shall be made with or after the starting signal for the last scheduled class. The new warning signal for a new start for a 2nd recalled class will be made with or after the starting signal for the 1st recalled class and so on. If the last class in a starting sequence is recalled, then rule 29.2 will apply as normal.

12.3 Boats whose warning signal has not been made shall avoid the starting area.

12.4 A boat starting later than 10 minutes after her starting signal will be scored Did Not Start. This changes rule A4.

13 1. Postponement

13.1. OOD should exercise a degree of flexibility regarding the start time if a boat on the water is not ready to start, but the crew is in the process of preparing their boat.

13.2. Skippers who anticipate arriving late are permitted to request a single 15 minute postponement to the scheduled race start time. The Skipper must phone the club house directly, no less than 30 minutes before the scheduled start time, asking for a requested 15 minute postponement message be passed to the OOD.

13.3. A postponement of any start from the advertised starting time will be signalled by hoisting the AP flag, accompanied by the sounding of two short blasts.

13.4. After required postponement period has passed, the AP flag will be dropped accompanied by the sounding of a single blast as a warning signal that the start sequence will start in one minute

14 Postponements

14.1. OOD should exercise a degree of flexibility regarding the start time if a boat on the water is not ready to start, but the crew is in the process of preparing their boat.

14.2 Skippers who anticipate arriving late are permitted to request a single 15 minute postponement to the scheduled race start time. The Skipper must phone the club house directly, no less than 30 minutes before the scheduled start time, asking for a requested 15 minute postponement message be passed to the OOD.

14.3 A postponement of any start from the advertised starting time will be signaled by hoisting the AP flag, accompanied by the sounding of two short blasts.

14.4 After required postponement period has passed, the AP flag will be dropped accompanied by the sounding of a single blast as a warning signal that the start sequence will start in one minute.

15 Sailing the Course

15.1 A boat that is observed by the race officer to break Rule 28.1 (Sailing the course) may be disqualified without a protest hearing. This alters Rule 63.1.

16 The Finish

16.1 For keelboats and combined races the finishing line will be between the flag pole in front of the Race Officers hut and mark 9.

For any races involving a committee boat finish, the finishing line will be between a mast displaying an orange flag on the committee boat at the starboard end and a spherical buoy at the port end.

16.2 Shortening course – at the normal finishing line. A shortened course will be signified by flying flag 'S' with 2 sound signals.

16.3 Shortening course – at a rounding mark. A shortened course will be signified by flying flag 'S' with 2 sound signals.

16.4 For races designated as 'Average Lap Time': When the Race Officer determines that the race is to finish, flag 'S' will be displayed with 2 sound signals. Boats will finish the race when they next pass through the finish line at the end of their current lap.

17 Time Limit

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Series	Time Limit for first boat	Time limit after leading boat finishes
Keelboat Friday night series in April, August and September	Absolute time limit of 21:30 hours	45 minutes
Keelboat Friday night series in May, June and July	Absolute time limit of 22:00 hours	45 minutes
Combined Dinghy and Keelboat Races	3 hours	1 hour

18 Protests

18.1 Protests shall be written on forms available at the Race Officer's hut and delivered there within 1 hour after the time of the last boat's finish.

18.2 Protest notices will be posted on the club notice board within one week of the race to inform competitors when and where there is a hearing in which they are parties, or have been named as witnesses.

19 Scoring

19.1 The Low Points scoring system of RRS Appendix A will apply.

19.2 50% of the scheduled races must be completed in order to constitute a series.

19.2 The number of races (N) to count towards a boat's series score is specified in the Sailing Programme. If more than N races are completed, then a boat's series score shall be the total of her best N races, excluding the remainder. If N or fewer races are completed, a boat's series score shall be the total of her race scores excluding her worst score. This modifies rule A.2.

19.2 OOD duty points will be awarded as an average of the best 4 results in a series.

20 Local Variations

20.1 All boats must keep clear of the Rosyth, Abercorn and Crombie protected areas as shown on Admiralty chart 114C.

20.2 All boats must keep a minimum distance of 100 metres from Hound Point and Braefoot tanker terminals.

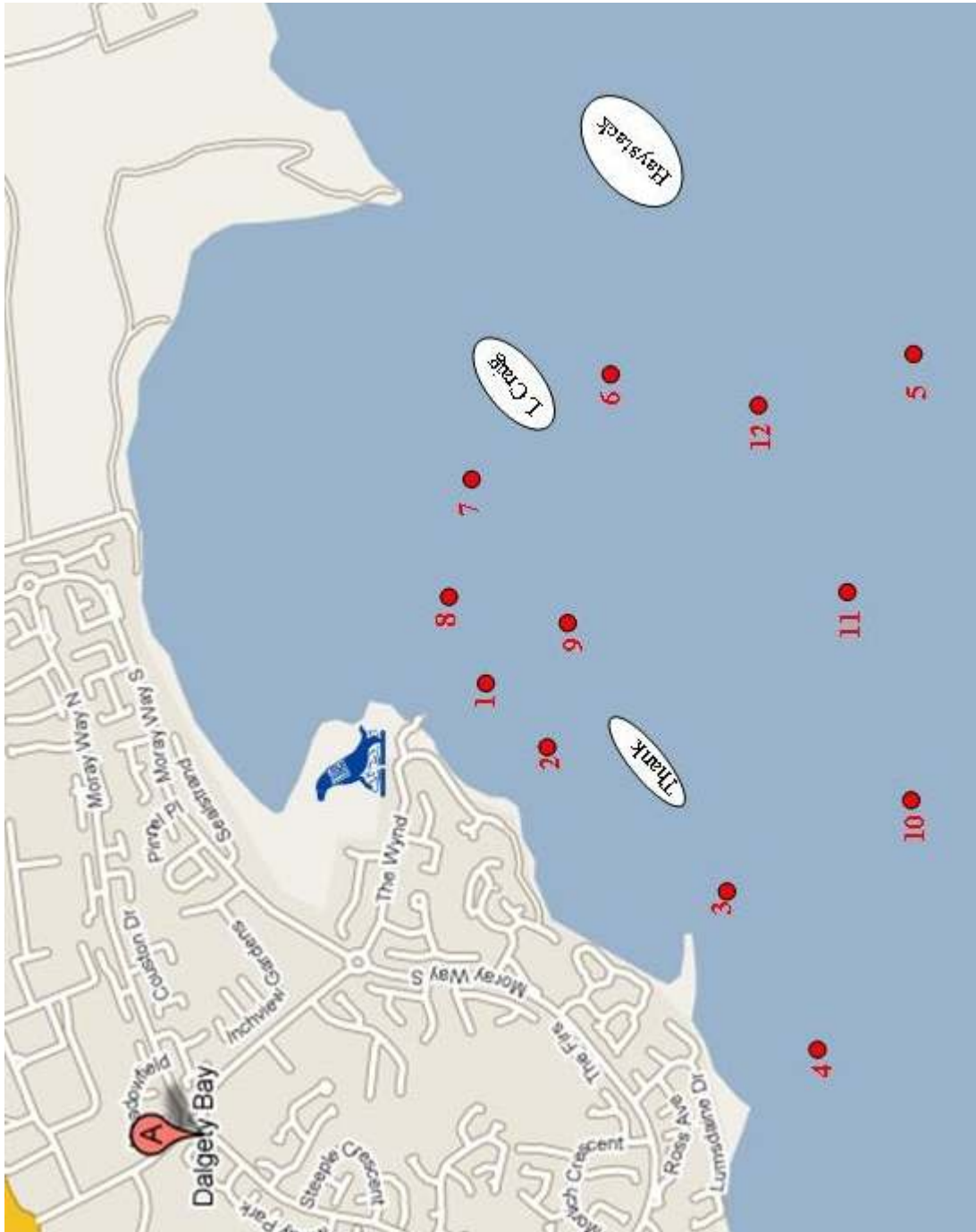
Scoring for Other Keelboat Series

1. Prizes for series which are based on FYCA series (i.e. FIG, FOG and Forth Yacht Championships) will be based on the positions as determined by the scoring rules for those series.

2. Prizes for series which are based on the PEYC Autumn and Winter series will be determined using RRS Appendix A, as defined in section 17.2 of the DBSC Club Sailing Instructions.

Sailing Area

Shown below is a chart of the sailing area used for the club racing. A colour copy of this chart is available from [DBSC Sailing Secretary](#) to anyone on request



Notes;