

# Welton Water Sports Club Ltd

Limited by Guarantee  
Incorporating

## Welton Sailing Club Yorkshire Water Ski Club

### Rules Revised 2018

#### **Name of Club.**

The Club shall be named the "Welton Water Sports Club Limited" and shall consist of Patrons, Honorary Members, Members, Student, Junior, County, Social and Corporate Members.

#### **1. Objectives**

The objectives of the Company and Club are to promote, encourage and provide facilities for Watersports, including Water Skiing, Wakeboarding, Sailing, Sail Boarding, and any game sport or recreation connected therewith, as well as the provision of club house facilities for social activities and refreshments.

#### **2. Management**

(a) The Club shall be governed by a Board of Company Directors. The Board shall consist of four principal officers, comprising a Chairperson, Vice Chairperson, Company Secretary and Treasurer, and the Ski Captain, the Sailing Commodore and representatives from both sections as necessary to perform the board duties. Directors shall be drawn from both sections of the Club to ensure the interests of each section are fairly represented. Directors shall delegate the internal management of the Club Sections to each Section Committee. Directors shall retire from office at the date of each Annual General Meeting of the Company and may offer themselves for re-election. Should the whole Board not offer themselves for re-election, candidates for Directors will be sought from Club Membership.

(b) Directors shall be responsible for complying with alcohol licences as required.

(c) The whole of the profits from the sale of refreshments for any Club event shall be applied in the furtherance of the activities of the Club.

#### **3. Election of Members**

Each candidate for admission shall be submitted to the appropriate Section Committee together with the required subscriptions and entrance fee. The Section Committee is authorised to grant provisional membership only prior to ratification at the next meeting of the full Board of Directors.

The sole right to ballot and the election or rejection of a candidate shall rest with the Directors, who shall accept or reject the application at their absolute discretion.

The Secretary of the Company shall advise every candidate of their election and forward to them a copy of the Rules of the Club.

#### **4. Payment of Subscriptions**

Subscriptions shall be due on the 1<sup>st</sup> March in each year and water sport activities are not permitted until payment for the year has been made. If any subscription remaining unpaid by the 1<sup>st</sup> June following, the member shall cease to enjoy the facilities of the Club and may have his or her membership cancelled by the Directors under the provisions of Article 22 of the Company's Articles of Association. Section Treasurers shall inform the board of those members where their subscription remains unpaid.

Membership Subscriptions are an annual charge and cover Membership of the Club for a full year.

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#### 5. Resignations

Members wishing to resign shall give notice in writing to the Secretary of the Company or Section Membership Secretary before the 1<sup>st</sup> March each year. Members may resign before the end of the subscription year if they wish however membership subscriptions already paid for that year are not returnable.

#### 6. Visitors

(a) Every Member shall, subject to the Rules and regulations and/or Bye-Laws for the time being in force, be permitted to introduce watersport participating visitors to the Club. In the case of the same watersport participating visitor(s) the introduction shall not exceed more than three times in any one season with the exception that anybody under the age of 18 years (ie potential Junior Members) shall not exceed more than six times in any one season. The Directors shall have the absolute discretion to refuse entrance to the Club to any visitor and the Directors may take any steps to suspend or expel any member who, knowingly or contrary to the Directors' decision assists any such visitor to gain subsequent entry to the Club premises.

(b) The name of the visitor and the Member by whom he/she has been introduced shall, on entering the Club, be written by the member in the visitors' book kept for that purpose. Upon entry in such a manner the visitor shall sign such book and the member shall pay such visitors fee as shall be fixed from time to time by the Directors. The visitor shall have full use of the Club facilities

(c) No person who has been expelled or struck off as a defaulter in accordance with the Articles, Rules, regulations or Bye-Laws, or has been refused election under these rules, shall under any circumstances be introduced as a visitor.

(d) Each member shall be responsible for the good behaviour of all visitors introduced by them. And no visitor shall have any privilege of the Club unless in company of the member who introduced them, nor shall they remain in the Club in the absence of the member.

#### 7. Expulsion

Should the conduct of a Member be, in the opinion of the Directors, injurious to the character and interests of the Club, the Directors are empowered to request such member to resign. Within a week of such request or if the member so requested shall not resign within such time, the Directors may expel them without further notice. In the event of any such request of a member to resign, the member receiving such request may, within seven days, notify the Secretary in writing of his objection to the action taken and request an opportunity to be heard on the merits of his conduct. They shall be notified by the Secretary in writing at no less than 14 days-notice of a Meeting of the Directors specially convened for the purpose and shall be heard in full detail on the merits of his case. This is without prejudice to the Directors' absolute discretion to suspend or expel such member.

#### 8. Disputes

All disputes and difficulties not otherwise provided for in these rules shall be decided by the Directors whose decision will be final.

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#### 9. Children

The number of Children that are allowed to be included within the Family Membership Category is defined by each respective Section. This may not necessary be the same of each respective Section. Children under 21 who fall into the category of Family Membership and whose parents are family members of the Club may have the use of the Club's facilities and equipment. The parents or nominated guardian(s) are responsible for the control and safety of their own children. Under no circumstances shall any persons under the age of 18 be supplied with alcoholic beverages by the club.

Accompanying parent(s)/ nominated guardian(s) who are not members but are supervising junior members of the Club may enjoy the facilities of the Club, but may not take part in any sporting activities on the water.

#### 10. Membership Fees and Charges

There are seven classes of Membership:

- (1) Member
  - (a) Single Member
  - (b) Family Member (e.g. Man, Wife, Partner and Children under 21 years as defined by each respective section)
- (2) Student (up to 25 years, in full-time recognised education)
- (3) Junior Member under 21 years
- (4) County Member (ie resident at least 40 miles radius from Welton Water)
- (5) Social Member
- (6) Corporate Member
- (7) Visitor Member – For visitors undertaking a water based activity, this category is limited to three visits in any membership year after which the Visitor Member must transfer to another category or in the case of anybody under the age of 18 years, this category is limited to six visits in any membership year after which the they must transfer to another category. To comply with the Club Insurance Policy, Visitor Members must always be accompanied at the Club premises at all times by a Member as specified in (1), (2), (4), (5) or (6) and that person is responsible for ensuring the premises are fully locked and secure before departing from the Club.

All classes of Membership shall pay annual subscriptions as determined by the Directors from time to time, together with levies required by each Section to meet special Section costs and appropriate National Association charges where necessary. All subscriptions are due 1st March and ages apply on that date. Junior Members, Social Members and Children under 18 years shall not have any right to vote, although they may attend meetings at the absolute discretion of the Chairman for the time being of such meetings.

On joining the Club each new Member shall, in addition to the annual subscription, pay an appropriate entry fee as currently defined.

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Social Membership. Social Membership of each respective section allows the use of on-shore facilities at a rate of 20% of current single adult membership charged by the Club plus any additional uplift charged by the Section at that time.

#### **11. Private Craft**

It is a condition of Membership that all privately owned craft must be insured at the owner's expense against all Third Party Risks before being placed on the Club's water.

##### **11.1 Storage**

Storage of such boats and respective trailers is available to current paid up members only. Lapsed members are required to remove their boat(s)/trailer within 3 months of discontinued membership.

In the event of failure to do so, the committee upon giving 3 months by recorded delivery or registered letter shall be empowered to dispose of the boat(s)/trailer in any manner deemed fit. If by sale, the balance (if any) of monies obtained and after deduction of any arrears due to, or expenses incurred by the Club, shall be accounted to the owner at his last known address.

#### **12. Use of the Water**

The lease of Welton Water allows the annual use of the water for Sailing and Sail Boarding Section, but the Ski Section is restricted to the period from 1st March to 31st October annually. Water sharing for each Section is clearly defined within the Section Rules which also define safety standards, operation periods and facilities etc.

#### **13. Use of Club Facilities**

The Directors are empowered to curtail or extend the use of Club facilities on special occasions by Resolutions specifying the nature of such special occasions: a copy of the Resolution shall be exhibited on the Club Notice Board. Directors are to be given a minimum of 28 days advance notice of any such requests.

#### **14. Annual General Meeting**

The Annual General Meeting of the Members of the Club shall be the Annual General Meeting of the Welton Water Sports Club Limited held in accordance with the Articles of Association and such Meeting so arranged for accepting resignation of directors, re-electing directors, electing new directors, receiving the Annual Report and Balance Sheet for the year and for the transaction of such business as may be stated on the Agenda accompanying the notice of such Meeting.

#### **15. Other Meetings**

All other meetings shall be called in accordance with the procedure laid down by the Companies Act 1985 as notified by the Articles of Association of the Company.

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#### **16. Dogs**

In the interest of hygiene and safety, dogs (except guide dogs) are not allowed in the club house at any time, and only in the club house surrounds when contained within, or secured to, a Member's car or vehicle. Any dog dirt created on the premises must be cleared by the owner.

#### **17. The Rules and regulations and Bye-Laws for the time being in force**

At the discretion of the Directors these shall be printed from time to time and a copy shall be exhibited in the Club at all times and, on application, a copy shall be delivered to every Member of the Club, and shall be binding on every member of the Club. Revised rules will be sent to all current club members when applicable.

#### **18. Damage to Club Property**

Any Member or any other person causing damage to furniture or other property of the Club shall make good or replace the same to the satisfaction of the Directors, and in default the Directors may prohibit any such person from attending at the premises for so long as the default continues.

#### **19. Social Activities**

The control of all recreation and social activities held at or connected with the Club shall be under the sole control of the Committees or a Sub-Committee appointed by the Directors and acting under the authority of the Directors. Such Committees shall have the power to make Regulations concerning the efficient management of the Club's Social activities subject to the approval of the Directors.

#### **20. Interpretation of Rules**

The Directors are the sole authority for the interpretation of these Rules and Regulations and the Bye-Laws made thereunder and the decision of the Directors upon any question of interpretation or under any matter affecting the Club and not provided for by these Rules and Regulations or by the Bye-Laws made thereunder, shall be final and binding upon the Members.

#### **21. Rule Changes**

The Directors shall have power from time to time to make, alter or revoke Rules and Regulations and Bye-Laws for the management and good government of the Club, and the preserving of good order therein, and to appoint and dismiss all officials and servants and all matters whether provided for by these Rules or not shall be decided by them Subject to Article (22) of the Articles of Association.

#### **22. Removal of Club Property**

No Member shall take from the Club premises any articles or property of the Club, without the express sanction of the Directors, and any contravention thereof will render the Member liable to replace the property removed, or be charged with the cost of replacement.

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#### **23. Complaints**

All complaints and notices by Members shall be made by letter to the Secretary who shall bring it before the Directors and in no instance shall the conduct of officials or servants be made a matter of personal reprimand by a Member.

#### **24. Suggestions**

All recommendations or suggestions shall be made to the Directors in writing to the Secretary.

#### **25. Honorary Members**

The Directors shall have the power to elect from time to time Honorary Members, for such a period as they think fit and without payment of any subscription, any ladies or gentlemen of distinction, or those who have rendered valuable services to the Club.

#### **26. Health and Safety**

Safety is a major consideration by the Directors in the running of the Club, and Directors are to ensure that appropriate Health and Safety policies are in place.

In the interest of safety, Members shall conform to the Section Rules and Regulations governing the pursuit of their respective sport.

At all times Members shall ensure that their actions do not compromise their own or the safety of others.

Smoking is not permitted inside the clubhouse, storage sheds, around the Ski Boat fuel storage tank or in any other area likely to cause a hazard.

Members using the facilities provided for the preparation, consumption and storage of food are to ensure that the facilities are left clean and tidy after use. Members are responsible for the removal of waste from the premises as no contracted waste removal service is in effect.

In the event of local first aid being required, this shall be undertaken in accordance with the procedures set out in Appendix 1 of this document.

#### **27. Equality and Diversity Policy**

The Company operates an Equality and Diversity Policy Statement as defined in Appendix 2 of this document.

#### **28. Child Protection Policy**

The Company operates a Child Protection Policy Statement as defined in Appendix 3 of this documents.

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#### WELTON WATER SPORTS CLUB LIMITED BYE-LAWS

1. No sailing boat shall be brought into the Club Compound or placed in the water by a non-member without the consent of the Sailing Section, and in compliance with Rule 12 of these Rules and Regulations.
2. No power boat, other than the Sailing and Sail Boarding rescue boat(s), any working boat and the Ski Club controlled boats may be placed on the water without approval of the Board of Directors of the Company.
3. No access road other than Common Lane shall be used and the speed limit thereon of 15 mph shall be observed.
4. No ball games shall be played in, or directly in front of, the Club House.
5. Recreational swimming shall not take place at any time.
6. No children under the age of 9 years shall go on the jetties or approaches thereto unless accompanied by an adult, and then should wear a life jacket or a buoyancy aid.
7. The last person to leave the Club premises is responsible for locking all doors and the compound. This includes the lowering of all window shutters in the Club House and in particular that the eastern exit door is first closed.
8. Members may apply for Club keys from the appropriate Section Officer at the current cost.
9. Life jackets/buoyancy aids must be worn in accordance with the Club and section requirements.
10. Events Guidance.
  - i) Any dedicated event must be applied for through the board for agreement and programming into the seasons calendar (excluding Bank Holidays).
  - ii) A nominated person shall be responsible for the running of each event.

#### Water Sharing Rules.

With the exception of the conditions specified below, the water may be used by both sections at the same time provided the following rules are applied:-

- The Ski Section shall assess which is the best stretch of water for them to use.
- They shall then agree this location with either the Sailing Section 'Officer of the Day' or if it is individual sailors/windsurfers using the lake, discuss this with the helm of each boat/board and ensure the sailor/windsurfer(s) have a clear understanding which section of the water is allocated for sailing only.
- The Ski Boat shall be driven at low speed from the jetty/boat shed to the agreed allocated Ski area.
- The Ski Boat Driver shall monitor the arrival of any new sailing members arriving at the Club and shall break off at a convenient time to ensure any new arrivals are aware of the water allocated to sailors.

The following segregation rules apply when both Skiing and Sailing activities are taking place on the water at the same time during Sunday afternoons (12.45 to 5.00pm):-

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- Skiing shall take place along the south bank area only, this area to include the current location of the ski jump facility, starting at either the east or west end of that area.
- Sailing shall take place away from the south bank area at least 50 metres south of the ski jump facility and even further away where the ski boat turns at each end of the run.
- The ski boat will only be allowed to approach or leave the jetty at tickover along the east bank whilst there are sailing boats on the water or jetties.

Neither section shall enter the Lagoon Area used by Welton Water Adventure Centre unless there is a need to provide safety support services.

Tuesday evenings are solely for the use of the Ski/Wakeboard Section.

Thursday evenings are solely for the use of the Sailing Section.

Notwithstanding the above, exceptional conditions may require special agreement at the time between section members particularly outside normal laid down times/dedicated section activities.



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### Appendix 1

#### First Aid Policy Statement

##### Site Risk Assessment Process

Members of Welton Water Sports Club must consider health and safety issues relating to the:

- Activity
- Environment
- Facilities
- Equipment
- Participants and others

These factors should be considered on each occasion visit to the clubs premises.

##### First Aid

Welton Water Sports Club will at all times maintain no less than an adequate number of suitably trained first aiders at its premises. The name of each first aider is to be displayed in the main notice board within the club house. Those first aiders will have been trained in accordance with the requirements of the relevant national and local sports partnerships as well as national governing bodies. Welton Water Sports Club will consider providing such training, at its cost, to any personnel who may wish to volunteer for it. They should contact the Health and Safety Manager to discuss this.

First aid boxes will be kept:

- In entrance to the club house
- In the kitchen area of the club house
- On the Ski Boat

The club officials will be responsible for ensuring that they are replenished as and when needed.

Basic contents of First Aid kits:

- Plasters (assorted sizes)
- 6 x Medium Dressings
- 2 x Large Dressings
- 1 x Eye Pad
- 6 x Triangular Bandages
- 6 x Safety Pins
- Roller Bandages

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- Disposable Gloves
- Scissors
- Tweezers
- Adhesive Tape
- Alcohol Gel
- Alcohol-free wound cleansing wipes
- Plastic face shield or packet mask
- Notepad and pencil

Where the ski boat or any rescue boat is in use, they must be able to make radio contact with the shore as required.

When in use, a first aider is required on the ski and rescue boat at all times.

### Records and Reporting of Incidents

An accident book is kept by Welton Water Sports Club in which are recorded details of all accidents which happen to members and non-members, whether on the Welton Water Sports Clubs' premises or elsewhere when on the club's business. The accident book is located within the kitchen area of the club house. It is essential that details of such accidents are fully and properly reported. The Health and Safety Manager will ensure that all employees have access to accident report forms.

Procedure in the event that an accident has occurred:

- Dial 999 to call an ambulance.
- Provide site address of Welton Water Sports Club, Common Lane, Welton, HU15 1ER.
- Advise ambulance to cross the level train crossing, turn left at first lake and proceed to the end of the lane.
- While one person stays with the injured party, another person is to proceed to the first lake (coming from the train crossing), in order to ensure that ambulance has the correct directions to reach the accident zone.

### Control of Substances Hazardous to Health (COSHH)

There is legislation covering COSHH. Fortunately, in a sports club's environment there are relatively few substances that might be hazardous to health but there are some such as kitchen and cleaning materials. Where appropriate, Welton Water Sports Club has endeavoured to store the main supplies of these substances separately and safely.

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### Appendix 2

#### Equality & Diversity Policy Statement

##### Aims of this Policy

This policy is designed to ensure that Welton Water Sports Club complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Welton Water Sports Club is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

We believe sporting opportunities should be open to all and we are committed to:

- Developing a culture that enables and values everyone's full involvement
- Creating an environment in which everyone has opportunities to play, compete, officiate, coach, volunteer and run community sport.
- Overcoming potential barriers for those wishing to play sport, particularly if they are from groups who are currently under-represented in sport.
- All members, participants, visitors and volunteers have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other members or by people (third parties) who are not employees of Welton Water Sports Club such as guests.
- All parties (volunteers/service users) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.

##### Scope of this Policy

This policy applies to all parties, be it members, officials, volunteers or visitors.

##### Direct discrimination

When a party is treated less favourably than someone else because of their:

- sex
- marriage or civil partnership
- gender reassignment
- pregnancy and maternity leave
- sexual orientation
- disability

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- race
- religion or belief
- age

and that there is no genuine occupation requirement for it. People also must not be discriminated against because of their input in to the club.

#### **Indirect discrimination**

Where there is a working condition, practice or rule that disadvantages one group of people more than another. In other words it is more difficult for people from one group to comply with the requirement. Even if it is done accidentally indirect discrimination is unlawful. Indirect discrimination is only allowed if it is necessary for the way the organisation works, and there is no other way of achieving it.

#### **Discrimination arising from disability**

This is where a disabled person is treated unfavourably because of something connected to their disability where it cannot be objectively justified. This only applies where the organisation knew or could reasonably be expected to know that the person was disabled **Associative Discrimination**.

This is where someone is treated worse than someone else because they are associated with someone with a protected characteristic.

#### **Perceptive Discrimination**

This is where someone is treated worse than someone else because there has been an incorrect assumption that they have a protected characteristic. This applies even if the person does not possess the characteristic.

#### **Third Party Harassment**

This is where a member or official is harassed by a third party who is not a member e.g. external volunteers or service users. The organisation becomes liable if it has happened on at least two occasions that it is aware that it took place and have not taken steps to prevent it happening again.

#### **Policy Statement**

As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increase our understanding of our service users.

We will do all we can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

#### **Responsibilities**

Members and volunteers (including directors) of Welton Water Sports Club have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

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Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the directors and members of Welton Water Sports Club.

#### **Breaches of the Equality and Diversity Policy by members and volunteers**

Breaches of this policy by employees may be dealt with by the directors of Welton Water Sports Club or an appointed disciplinary panel.

Members and volunteers are also personally liable under equality legislation for any act of unlawful discrimination.

#### **Equality and Diversity in Practice**

Particular attention will be placed on the following:

- Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures
- Requiring entry to volunteering or progression within it to be based on merit
- Not discriminating in opportunities for recruitment, training, or transfer of volunteers
- Ensuring that every individual is assessed according to his or her personal capability to carry out a given role
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures
- Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment or volunteering tasks and opportunities.
- Ensure that any amendments to any legislation relating to discrimination are met and adhered to.

#### **Implementation of the Policy**

All members and volunteers will be involved in creating an equality environment and one that values diversity.

#### **COMMUNICATIONS**

Communication of the policy to members, volunteers and visitors through policy being sent to all new and existing members, made available online and within the organisations premises.

#### **WORKING WITH PARTNERS**

- Working with RYA and British Waterski and Wakeboard National Governing Bodies to ensure affiliation compliance
- Working with national and county sports partnerships

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- Seeking out opportunities to work with community groups capable of delivering 'break-through' with different parts of the population

#### **MONITORING THE POLICY**

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring will relate to both members, volunteers and to service users and methods used will include:

- Information of location of service users
- Information on how they heard of our services and accessed our services
- Elements of the services used by people

#### **Reporting Discrimination / Potential Discrimination**

Any party who feel that they have suffered any form of discrimination should raise the issue through write communication in the form of an e-mail to [alex@dobson.co.uk](mailto:alex@dobson.co.uk) and [bwells@bwells.karoo.co.uk](mailto:bwells@bwells.karoo.co.uk)

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#### **Appendix 3**

#### **Child Protection Policy Statement**

Welton Water Sports Club acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all children

- have a positive and enjoyable experience of sport at Welton Water Sports Club in a safe and child centred environment
- are protected from abuse whilst participating in sailing, water-skiing, swimming and any other game, sport, recreation or pastime.

Welton Water Sports Club acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

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As part of our safeguarding policy Welton Water Sports Club will:

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Welton Water Sports Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

#### Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils, RYA and British Waterski and Wakeboard.
- as a result of any other significant change or event.

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#### Appendix 4

### General Data Protection Regulations Policy Statement

#### Employment of Staff.

As the Club does not employ any regular staff, it is only personal data of members and guests that will be documented to comply with this regulation.

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#### Membership Data

From 25<sup>th</sup> May 2018 the Club is required to inform members how, why, where and for how long their personal data is collected and stored. This appendix sets out to define that information.

Data	Source of data	Distribution to Club Officials	Method of Storage of data	Disposal of data
Title/Full name	Membership Application/Renewal Form	<ul style="list-style-type: none"> <li>• Section Membership Secretary</li> <li>• Section Treasurer</li> <li>• Key Provider</li> <li>• Ski Captain/Sailing Commodore</li> <li>• Company Secretary</li> <li>• Boat Berthing Coordinator</li> <li>• Sailing Secretary</li> </ul>	Paper Application Form or Personal PC/Cloud Storage	1 year after official resignation from the Club
Address/Post Code	Ditto	<ul style="list-style-type: none"> <li>• Section Membership Secretary</li> <li>• Section Treasurer</li> </ul>	Ditto	Ditto
Date of Birth – (Ski Section only)	Ditto	<ul style="list-style-type: none"> <li>• Section Membership Secretary</li> </ul>	Ditto	Ditto
Email Address	Ditto	<ul style="list-style-type: none"> <li>• Section Membership Secretary</li> <li>• Section Treasurer</li> <li>• Ski Captain/Sailing Commodore</li> <li>• Sailing Secretary</li> </ul>	Ditto	Ditto
Home Tel No.	Ditto	<ul style="list-style-type: none"> <li>• Section Membership Secretary</li> <li>• Section Treasurer</li> </ul>	Ditto	Ditto



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		<ul style="list-style-type: none"> <li>• Ski Captain/Sailing Commodore</li> </ul>		
Mobile Tel No.	Ditto	<ul style="list-style-type: none"> <li>• Section Membership Secretary</li> <li>• Section Treasurer</li> <li>• Ski Captain/Sailing Commodore</li> </ul>	Ditto	Ditto
Emergency Contact Name – (Ski Section Only)	Ditto	<ul style="list-style-type: none"> <li>• Section Membership Secretary</li> <li>• Ski Captain</li> </ul>	Ditto	Ditto
Emergency Contact Tel No. – (Ski Section Only)	Ditto	<ul style="list-style-type: none"> <li>• Section Membership Secretary</li> <li>• Ski Captain</li> </ul>	Ditto	Ditto
Partners Name – (Family membership)	Ditto	<ul style="list-style-type: none"> <li>• Section Membership Secretary</li> <li>• Ski Captain/Sailing Commodore</li> </ul>	Ditto	Ditto
Partners Date of Birth – (Ski Section Only)	Ditto	<ul style="list-style-type: none"> <li>• Section Membership Secretary</li> <li>• Ski Captain</li> </ul>	Ditto	Ditto
Names of Children - (Family membership)	Ditto	<ul style="list-style-type: none"> <li>• Section Membership Secretary</li> <li>• Ski Captain/Sailing Commodore</li> </ul>	Ditto	Ditto
Either age or Date of Birth of Children	Ditto	<ul style="list-style-type: none"> <li>• Section Membership Secretary</li> <li>• Ski Captain/Sailing Commodore</li> </ul>	Ditto	Ditto
Boat Class(s) and registration number(s) – (Sailing Section only)	Ditto	<ul style="list-style-type: none"> <li>• Section Membership Secretary</li> <li>• Section Treasurer</li> </ul>	Paper Application Form or Personal PC	1 year after official resignation from the Club or immediately if members sells boat and

# Welton Water Sports Club Ltd

Limited by Guarantee  
Incorporating

## Welton Sailing Club Yorkshire Water Ski Club

### Rules Revised 2018

		<ul style="list-style-type: none"><li>• Boat Berthing Coordinator</li><li>• Sailing Secretary</li></ul>	Paper Berthing List or PC based Race Results software.	purchases an alternative one.
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For Corporate Membership the Membership Secretary holds the name of the organisation and the main contact from that organisation. The Chairman also holds the names of other leaders nominated by that organisation in order to comply with the Club's property Insurance Policy. This is a paper copy held for the duration of the membership.

#### Operational Data

The Board of Directors will hold home and mobile telephone numbers and email addresses of all other Directors to allow them to communicate freely in order to manage the efficient running of the Business. This information is retained while that individual remains in post.

Individual Section Committee Members will hold home and mobile telephone numbers and email addresses of all other Section Members to allow them to communicate freely in order to manage the efficient running of the respective Sections. This information is retained while that individual remains in post.

A Guest Registration Book is held in the Clubhouse and guests using the facilities for activities on the water write their name and sign this book. The book is retained until it is full up and is disposed of when it is replaced. It is used to ensure guests only use the water for a maximum of three times in any season.

The Ski Section takes advance and by the event bookings for both Ski Members and Visitors. The individuals name and telephone contact number is held in a paper file retained in the Ski Container. The information is disposed of after one year.

The Sailing Section hold Open Meetings for their own members and those members visiting from other Clubs. The following personal data is held on paper application forms which are retained by the Sailing Secretary for 12 months and are then destroyed:-

- Full name
- Address
- Home telephone number
- Age if under 18 years
- Name of responsible person if under 18 years
- Car registration No.
- Name of home sailing club
- Boat class and number

The Club may choose to issue a press release of Open Meeting Results in which case entrant's names and boat numbers only, may appear in such a release.

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Under the Club Rules the Board of Directors have the right to ban previous members and guests from visiting the Club who have failed to comply with the Club Rules. Their name and address is held by the Chairman until such a ban is lifted.

#### Transfer of personal data to third parties

Under normal circumstances the Club will not share personal data with third party organisations, however there are some legal and logistical requirements when this is necessary. These are listed below:-

Data	Organisation	Person/role	Reason	Disposal of data
Title/name/address/date of birth/nationality/occupation	Companies House	Directors	Legal requirement	Indefinite
Name/address/tel no./mobile no./email address	Insurance provider	Chairman/Ski Section Treasurer/Sailing Section Treasurer + any claimants named on claims application forms	To manage Club Insurances	Duration of the Insurance Policy
Name/address/tel no./mobile no./email address	National Governing Body (BWSF/RYA)	Ski Section Treasurer/Sailing Section Treasurer	Club Affiliation with National Governing Body	Duration of the role
Name/address/tel no./mobile no./email address	Landlord	Chairman/Company Treasurer	Land lease management	Duration of the role
Name/Boat Class/Registration Number that may appear on Sailing Protest Reports	RYA	Any member or guest	RYA Rules of Racing	Unknown