



# Rochester Cruising Club

(Established 1905)

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**INFORMATION  
AND  
EVENTS**

*Rochester Cruising Club*

*Cruising Since 1905*

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# 2020

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# COASTAL CRUISING PROGRAMME 2020

## APRIL

Easter  
Friday 10th - Monday 13th

Burnham On Crouch

## MAY

Bank Holiday  
Friday 8th - Sunday 10th/  
Monday 11th

Heybridge Basin

## MAY

Bank Holiday  
Wed 20th - Monday 25th

Dunkirk

## MAY

Monday 25th - Sat 30th

Extended Cruise (Dunkirk)  
France/Belgium

## JULY

Summer Cruise  
Saturday 4th - Sat 25th

French Coast &  
Channel Islands

## JULY

Saturday 18th/Sun 19th

Admiral's Cruise

## JULY/AUGUST

Summer Cruise  
Saturday 25th - Sat 8th

East Coast

## AUGUST

Bank Holiday  
Saturday 29th - Mon 31st

Dover

**Note that plans may change due to weather or other circumstances  
Please check the notice board regularly**

# INSHORE CRUISING PROGRAMME 2020

## January

Wednesday 1st

New Year Ice Breaker  
(Food in Club after)

## March

Sunday 22nd

Mothers Day Cruise  
(Carvery in Clubhouse after)

## April

Friday 10th - Mon 13th

West India Dock

## May

Friday 8th - Mon 11th

Conyer (Bank Holiday)

## May

Saturday 23rd - Mon 25th

TBA

## June

Date TBA

Valiant Cruise  
(Buffet in Club after)

## July

Saturday 18th/ Sun 19th

Admiral's Cruise      Blazers/Whites

## July - August

Saturday 25th - 8th Aug

Summer Cruise  
Thames

## August

Sat 29th - Mon 31st Aug

Summer Bank Holiday  
Leigh on Sea

## September

Saturday 12th

Commodore's  
Sailpast      Blazers/Whites

## November

Saturday 14th - 15th

Xmas Cruise TBA

# SOCIAL PROGRAMME 2020

<b>Date</b>	<b>Function</b>	<b>Dress</b>
Saturday 29th February	Annual Dinner Dance	Dinner Jackets
Saturday 14th March	Fitting Out Supper	Blazers/Greys
Sunday 22nd March	Mothers Day Cruise	Smart Casual
Saturday 18th July	Admiral's Cruise BBQ Dance	Smart Casual
Sunday 19th July	Admiral's Cruise Reception	Blazers/Whites
Saturday 12th September	Commodore's Sailpast & Dance	Blazers/Whites
Saturday 10th October	Laying Up Supper	Blazers/Greys
Friday 30th October	AGM	Smart Casual
Saturday 5th December	Children's Party	Smart Casual
Saturday 12th December	Purser's Xmas Dinner	Smart Casual
Thursday 31st December	New Years Eve Dance	Smart Casual

Extra events may be arranged throughout the year, please keep an eye on notice board, website and emails. Suggestions welcome.

# ROCHESTER CRUISING CLUB

## CRUISING ETIQUETTE

All R.C.C. craft on an official cruise should wear a Red or Defaced Blue Ensign, at transom or mizzen, and also wear the R.C.C. burgee. All craft should be seaworthy, and covered by at least third party insurance, for the area in which the cruise takes place.

All cruises are planned by the Rear Commodore, and it is he who will sail in the sternmost position of a cruise. Should any craft suffer disability, or should other problems occur, the Rear Commodore should be contacted by VHF, radio for advice, and/or assistance. A V.H.F. channel will be allocated at the briefing for each cruise. Members will be expected to follow normal good practise in all VHF, radio transmissions, as laid down in the documents, which accompanied the ships VHF. licence. Normally all official club cruises will be led by the Commodore, or in his absence, the Vice Commodore, in either his own craft, or wearing his flag in another vessel. All participating craft should take station in line astern, at a suitable regular distance. Any craft wishing to either join, or leave, a cruise convoy, should first contact the Rear Commodore by VHF. radio. Although every effort will be made by Flag Officers to advise and assist members during a cruise, all participating members will be responsible for there own seamanship, and navigation.

There are two very important cruises in the R.C.C. cruising programme, in which all members should endeavour to take part. These are the Admiral's Cruise and the Commodore's Sailpast. For these events members are permitted, indeed encouraged, to dress their craft overall. The correct order to fly signals flags, stem to stern, is as follows:

E. Q. P3. G. P8. Z. P4. W. P6. P. P1. I. A/P. T. Y. B. X. 1st SUB. H. 3rd SUB. D. F. 2nd SUB. U. A. O. M. R. P2. J. P0. N. P9. K. P7. V. P5. L. C. S.

# **ROCHESTER CRUISING CLUB BURGEE & ENSIGN ETIQUETTE**

All Rochester Cruising Club Members with boats should fly the club Burgee and should wear the Red or Defaced Blue Ensign. This ruling applies when the owner/member is on board, or when under way.

The Club Burgee should be flown on the masthead or starboard crosstree (port crosstree would also be acceptable)- as on the river, vessels pass to port.

The Ensign should be worn on an Ensign staff at the stern of the boat. Both Burgee and Ensign should be put up at 08.00 hours summer or 09.00 hours winter and taken down at 20.00 hours winter or 21 .00 hours summer or sunset - whichever is the earlier. This is to save wear and tear. The Ensign should not be worn at night or when the skipper is not in attendance.

When on Club moorings, only the Rochester Cruising Club Burgee and Red or Defaced Blue Ensign will be acceptable.

## **OTHER ENSIGNS AND BURGEEES**

All Rochester Cruising Club members with boats who are members of other clubs, are free to fly another club's burgee and wear the appropriate ensign-

- a) when leaving Rochester Cruising Club moorings or returning to Rochester Cruising Club Moorings whilst on another club's business;
- b) whilst on another club's business;
- c) outside the Medway River boundaries;

(When on Rochester Cruising Club moorings, only the Rochester Cruising Club Burgee and Red or Defaced Blue Ensign will be acceptable).

When on another club's business, the Rochester Cruising Club Burgee must not be flown. Upon entering the Medway River, if not on another Club's business, the Rochester Cruising Club Burgee and Red or Defaced Blue Ensign should be flown. This would mean changing club dress at Garrison Point if not on another club's business.

## **COURTESY ENSIGNS**

When entering and in foreign ports, all Rochester Cruising Club members with boats, should fly that country's courtesy ensign.

The courtesy ensign should be flown from the starboard crosstree. If own burgee is flown from the masthead or port crosstree, it will leave the starboard crosstree free to fly the courtesy ensign upon entry to that port, without having to change the position of your own burgee at sea. When in foreign waters, it would be acceptable to display both Club Burgee and Ensign continuously.

## **Conduct**

High standards of behaviour are required of members and their guests. Failure to observe these standards will leave the member or guest liable to action under the Articles as laid down in sections 11,12,13,14 &15.

This is especially true for violent or abusive behaviour.

# ROCHESTER CRUISING CLUB LTD.

## BY-LAWS

1. These by-laws are issued in accordance with Article 40 of the Articles of Association. They are binding on all members of the Club as are the Memorandum and Articles of Association; copies of which are available to Members. One copy shall be displayed on the Notice Board at all times. One copy of the By-laws shall be issued free to each Member. All previous By-laws are hereby revoked.
2. Rochester Cruising Club Limited formerly known as the Rochester Cruising Club founded in 1905 (in these By-laws called the Club) shall sail under the colours of the Rochester Heraldic Red Lion on a yellow background.
3. **Subscriptions.**
  - a) Entrance fees shall be determined from time to time by the Annual General Meeting of the club. Subscriptions and Mooring Fees will be subject to an annual increase equal to that of the Retail Price Index (RPI), published by the Government in respect of the previous year, or 2.0% whichever is the greater, but capped at an increase no greater than 5%. These figures shall be displayed on the notice board. Annual subscriptions shall be due and payable on November 1st or seven days after the AGM whichever is the later. The payment of mooring fees will remain subject to a schedule determined and agreed with the Administration Desk.
  - a(i) Members paying in full by October will qualify for a 5% reduction. Those wishing to pay their mooring fees by quarterly instalments will pay the published rate. Members paying by monthly S.O. will pay a 5% levy. These percentages may be amended from time to time by members at an AGM.
  - b) Members who have reached the age of 65 and have been Full Members of the Club for not less than 5 five years will only be liable to pay 85% of the current membership subscription. Members achieving the required status prior to the 1st October 2016 and those already enjoying it will continue to pay 50% of the current membership subscription.



- c) Members currently enjoying Life status and those achieving same prior to 1st October 2016 will pay the currently agreed rate. Those achieving Life status after 1st October 2016 will pay 50% of the current membership subscription.
  - d) Annual Mooring Fees shall be due and payable by 1st October.
  - e) All partners (excluding Spouses) who are joint owners in boats moored at Rochester Cruising Club shall be required to apply for membership of the Club.
  - f) A full membership subscription and mooring fee shall be payable in respect of each boat on a Club Mooring.
  - g) A son or daughter of a Full Member, on attaining the age of 18 years, and before their 19th Birthday, also the legal spouse of a Full Member may apply for full membership without being liable to pay the joining fee, provided that the Full Member has been a fully paid member for 12 months prior to the application.
  - h) A first subscription for a newly elected member shall be calculated by dividing the annual subscription by twelve and charging the number of whole or part months remaining in the club year until the 31<sup>st</sup> October'
  - i) Applications for Membership: Any person may apply to become a Member by filling in the application form with his name, address, age, occupation and previous Clubs. He should be proposed and seconded by existing Member of the Club. His form will be displayed on the Notice Board for at least 14 days after which he will be interviewed by the Membership Committee who will submit their findings to the next available General Committee Meeting. When an applicant is not known to existing members he should submit the names of two referees to whom the Secretary will apply.
  - j) A member who chooses to resign from membership should do so in writing to the Honorary Secretary. A subsequent application to rejoin within a period of five years from the date of resignation will be exempt from the joining fee. Upon renewal of the new membership, the members seniority date will be that of receipt of the new membership fee.
4. The Committee shall have the power from time to time to make a

charge to a Member for entry to the Clubhouse to specific Social Functions, providing 28 days notice of same shall have been posted on the Notice Board.

- a) Members will contribute £10.00 to the Social Fund for each guest taken by them to a Club 'Free' event
5. a) The Club or its Officers shall not be held responsible for any accident or damage to property moored on or to the Club Premises or to any Member or visitor using the Club premises, or liability for negligence or other default in maintenance of equipment or errors of judgement in leadership.
  - b) Any member who is held responsible for the loss of or damage to Club property shall be liable to the Club for the cost of such loss or damage.
6. No person shall be allowed to live permanently on any boat on or moored to any Club property.
7. Dress Etiquette: Members will have to abide by the dress code as set out for appropriate functions.
8. Children shall not be allowed in the Bar Area.
9. Members may bring well behaved dogs on leads into the clubhouse, except during functions and special occasions, and at anytime elsewhere, must be kept under control at all times.
10. Only alcoholic beverages purchased from the Club Bar may be distributed or consumed in the Clubhouse.
11. Members must not use the Clubhouse for storage of property.
12. The Back Door shall be kept locked at all times.

### **13. Mooring By-Laws**

All moorings and associated facilities provided by Rochester Cruising Club Ltd., for use by Club Members remains the property of Rochester Cruising Club at all times. The management of the moorings and associated facilities is vested in the position of Mooring Master, answerable to the duly elected Management Committee and in accordance with the By-Laws as set out below and as amended from time to time by AGM.

Rochester Cruising Club Limited, for itself, its Committee, Members, Employees and servants, does not accept responsibility for any loss, damage or injury to persons or property howsoever

caused in the usage of the mooring facilities.

Should a dispute arise with regard to the administration or interpretation of these Mooring By-Laws a member may appeal in accordance with the By-Laws and Articles of the Club.

- a) Only Club members shall be granted annual mooring facilities, limited to one berth per member.
- b) A mooring application form shall be completed and lodged with the Club for the duration of membership. The application shall be completed in full showing overall vessel dimensions including all fixtures and fittings, whether temporary or permanent, extending past the hull transom and prow.
- c) The Mooring Master in accordance with the current mooring by-laws will allocate moorings. All allocations will be made in accordance with Appendix A "Guidance for Mooring Allocation" attached to these By-Laws. The allocation guide lines are to be considered as part of these by-laws and binding upon all members. The mooring By-Laws will be displayed on the Club notice board. All new berths allocated by the Mooring Master will be displayed on the Club notice board for 14 days in advance of the berth being confirmed to allow members to appeal. Any appeals against an allocation must be made in writing within this period giving reasons for the appeal. The Management Committee in line with the By-Laws and Articles of Association will consider any appeals. With effect from 1st January 2001, no new berth allocations will be made to vessels in excess of 50 (fifty) feet (15.24 metres) overall.
- d) All first time berth allocations will be let subject to a one-year probationary period, It is the Mooring Master's responsibility to notify the Management Committee when a probationer is nearing his/her assessment date. The assessment will be in accordance with the Articles and By-Laws of the Club.
- e) Berths allocated on the inshore pontoons extending either side of the second walkway gate will be limited to vessels not exceeding 35 (thirty five) feet (10.67 metres) overall, with the exception of the first 2 (two) berths from the shore side down river end, which are classed as deep water berths for charging purposes. Such an allocation will be made at the discretion of the Mooring Master.

- f)** Members shall not transfer or sub-let their allocated berth.
- g)** A berth allocated shall not be occupied before the appropriate fee has been paid. Subsequent mooring changes, which require a corresponding alteration to payment or rebate, will initially be administered by the Mooring Master. Any rebate will be subject to an administration charge equal to one-month fee for the vessel in question. The Club must be notified within 14 days of any change in a moored vessel.
- h)** All vessels on Club moorings whether temporary or permanent are required to have third party insurance with a minimum indemnity limit of £2,000,000 (two million pounds sterling). A copy of the insurance certificate is to be deposited annually in the Club office on renewal. No use shall be made of the allocated berth until the current certificate is submitted.
- i)** Owners must ensure that vessels be securely moored in the position, as allocated by the Mooring Master. All vessels secured to Club moorings must use ropes and fenders suitable for the vessel and in a serviceable condition.
- j)** Whilst every effort will be made to contact the owner before hand, in the event of an emergency, a vessel may be moved at the risk of the owner from a berth, or moved from one berth to another at the discretion of the Mooring Master or mooring sub-committee, without the prior consent of the owner or owners of the vessel.
- k)** Berth holders who leave their mooring for a period exceeding 72 (seventy two) hours must deposit a notice in the departure box on the reception and fuel pontoon, stating their period away and estimated time of return.
- l)** Any member vacating his allocated berth for a period exceeding 3 (three) months without giving prior notice to the Mooring Master or the Club Secretary, in writing, will automatically lose his right to that or any berth. The member concerned must obtain written confirmation of receipt of such notification from the Club. Any extension to the vacated period will be at the discretion of the Management Committee.
- m)** Non-berth holding members may be allowed to moor their vessel registered with the club on the pontoons free of charge for up to 24

- (twenty four) hours, at the discretion of the Mooring Master, when a berth is available, for a maximum of 6 (six) occasions in any 12 (twelve) month period. Additional time will be charged at the normal visitors rates. No member is to moor on the pontoons without having first consulted the mooring Master or member of his sub-committee.
- n)** All berth holders must be prepared to take visiting craft along side from time to time as circumstances may require. The Mooring Master or mooring sub-committee member will ensure that the visiting vessel uses suitable fenders and is appropriately moored and that the visitor is made aware of the need to treat Club Members' vessels with care and respect. Details of the visitor's vessel, insurance company and owner are to be provided by the visitor to the Mooring Master or a member of his sub-committee.
  - o)** All visitors will be charged the appropriate mooring fee in force at the time, except Clubs that have reciprocal arrangements that have been agreed by the Club Management Committee, and a visitor's mooring form shall be completed.
  - p)** A tender is a dinghy not over 12 (twelve) feet overall length, used to go to and from the parent craft and shall be subject to the same rules as the parent craft. Only dinghies whose parent craft occupies a Club berth may be placed in the dinghy parking area free of charge. Where a security lock is used on a dinghy in the dinghy parking area, a duplicate key shall be lodged with the Mooring Master. Only one dinghy per parent craft will be allowed and all dinghies must be clearly marked with the name of the parent craft. No responsibility is accepted by the Club for the security of any dinghy or other property left in the dinghy parking area and which shall remain at the owner's risk.
  - q)** The reception and fuel pontoon is solely for obtaining fuel, landing and loading only. The Mooring Master in conjunction with the Fuel Officer will regulate use of the pontoon.
  - r)** The Club launch will not operate above Barge House Point or below Rochester Bridge, except in special circumstances as sanctioned by the Management Committee. Only persons authorised by the Mooring Master can operate the Club launch.
  - s)** In the interest of safety, no loose gear is to be left on the pontoons.

- t) Members are to be responsible for the safety and behaviour of their children and guests at all times. Pets brought on to the moorings must be under the owners' control at all times. Members are responsible for the safety and behaviour of any animal so allowed.
- u) Electrical cables and plugs from the pontoon electrical supply boxes to a berth holders' vessel are the responsibility of the berth holder and must be of a suitable nature and free from defects. Such equipment must be of the correct rating and correctly installed to suit its intended purpose or shall be removed. It will be the berth holder's responsibility to ensure that his pontoon electrical outlet is locked whilst he is away from the berth. The berth holder will be responsible for payment of all electricity supplies through his designated meter.
- v) All barrows must be returned to the designated parking area by the main walkway gate immediately after they have transported their loads. All barrows must be returned in a clean condition. Only designated barrows may be used for the transportation of oily or dirty loads, and must be thoroughly cleaned before their return to the parking area.
- w) The walkway gates shall be kept locked at all times. Members may obtain a fob from the office. Visitors will be provided with a pin pad code on arrival.

#### **14. Scrubbing Berth Rules:-**

- a) All bookings for use of the scrubbing berth to be made through the Scrubbing Block Officer or his sub committee and signed for. Dates will be allocated as requested, or by agreement if requested dates are already booked. The Scrubbing Block Officer reserves the right to change booked dates in what he decides are exceptional circumstances, such as essential maintenance required to the berth.
- b) Only Club Members to be granted access to the berth. Emergency use by visitors only at Scrubbing Block Officer's discretion.
- c) i) No vessel in excess of 20 tons will be permitted to use the berth.  
ii) No vessel in excess of 46 feet waterline will be permitted to use the berth.
- d) No vessel is to be left unattended whilst grounding on the blocks.
- e) The Club does not accept any responsibility for loss or damage however caused whilst using the berth.

- f) All vessels shall be fully insured to cover damage to the berth and themselves.
- g) The removal of old antifouling paint by scraping or sand blasting is prohibited whilst in the berth.
- h) All rubbish to be removed from the berth and put in the skip in the car park.
- i) No paint brushes or rollers to be cleaned out in the berth or on the pontoons. Environmental considerations to be adhered to. The structure will remain black, and not have antifoul paints brushed out on it.
- j) i) No children under the age of 12 will be permitted on the berth.  
 ii) Children between the ages of 12 and 16 will be strictly supervised.  
 iii) No person under the age of 18 will be permitted to use the power washer.
- k) Any person wishing to use the berth will have to be safety inducted.
- l) The tariff for use of the berth will be as laid down by the committee.
- m) Persons who have booked the facility, and do not use it on the booked dates; will still be liable for full payment unless:-
  - a) 14 clear days notice of cancellation is given.
  - b) Another person is willing to take over the booked dates.
  - c) Exceptional circumstances exist at the Scrubbing Block Officer's discretion.
- n) Persons booking the berth for two consecutive days, and only using it for one, will still be liable for two days charges.
- o) Any instance of use of the berth without the consent of the Scrubbing Block Officer or his sub committee will be treated as a breach of Club By-laws and will be dealt with as such by the General Committee.
- p) No vessel will be permitted to book the berth for more than two Consecutive days without the special consent of the Scrubbing Block Officer.
- q) All scrubbing berth charges due are payable at the time of booking.

## **15. Marine Fuel Purchase Rules (RDCO):**

1. The Fuel Officer shall be the member elected to this position at an AGM.

2. A Nominated Deputy (FO) shall be a named member or members approved by the Fuel Officer and the General Committee and recorded in its minutes.
3. The Fuel Officer or Nominated Deputy (FO) must be present at all times during the discharge of fuel from a tanker into the fuel tank. The receipt of goods printout must tally with the meter reading of the tanker.
4. All fuel related documents and receipts must be signed and dated by the Supply Operator.
5. No deliveries can take place unless the Fuel Officer or an FO is present.
6. The lending of fuel pontoon keys by an FO to any other Club Member is strictly prohibited under these rules.
7. Marine Gas Oil is strictly forbidden for sale and/or supply for "Road Use". The Rochester Cruising Club Ltd. will not accept responsibility for any Club Member found to have Marine Gas Oil in his/her road vehicle fuel tank.
8. The Maximum amount of fuel to be delivered to a vessel at any one time is 2000 litres and the minimum is no less than 20 litres.  
A maximum of 75 litres of Fuel Oil may be dispensed into approved containers at any one time, for the sole use on a member's vessel and by prior arrangement with the Fuel Officer.
9. Any Club Member may be asked to provide details of his/her current membership prior to the purchase of Marine Gas Oil.
10. Payment may be made by cash, debit card, BACS or cheque (supported by cheque guarantee card) at the time of delivery to the vessel. There is strictly no credit.
11. A minimum of 300 litres must be left at all times in the fuel storage tank to avoid malfunction of the system.
12. An RDCO return must be made to HM Customs and Excise by the 21st of each month.
16. **Defaced Blue Ensign:**
  - 1) A Permit for the wearing of the Defaced Blue Ensign is issued under a Warrant granted by the Secretary of State to Rochester Cruising Club (The Club) dated 11th May 2005.



- 2) An Application form is to be submitted to the Honorary Secretary together with the Ship's Registration Certificate. This may be either Part I or Part III. A copy is to be attached to the Permit after validation by The Club.
- 3) All persons named on the Ship's Registration Certificate must be members of The Club at the date of the application. Company or Commercial Registrations are not acceptable.
- 4) Upon completion of verification by the Honorary Secretary that the applicants and the conditions laid down, together with these rules, the General Committee may ratify the application by a majority vote.
- 5) All issued Permits will be numbered; a validation stamp and Company Seal will be affixed.
- 6) The expiry date of the Permit will be that of the submitted Ships Registration Certificate or upon the sale of the Yacht or cessation of membership of any owner, whichever is the earliest.
- 7) Members of The Club must have completed two full years membership before being eligible to apply for a permit. Where these differ the most senior date may apply.
- 8) A permit may be revoked by the General Committee of The Club for boating conduct likely to bring The Club into disrepute.
- 9) A member seeking to apply for a permit is deemed to accept and observe the conditions as set out on the reverse of the application and the issued Permit.
- 10) A Register of the issued Permits is to be kept by the Club and a yearly return made to the Authorising Body (currently the Royal Yachting Association).
- 11) The permit is to be kept on board the authorised Yacht whenever the defaced Blue Ensign is worn. The Club burgee must also be worn.

#### **17. Smoking.**

No smoking is permitted on the Club Premises

# **Rochester Cruising Club Ltd.**

## **Appendix A**

### **Mooring By-laws**

#### **Guidance for Allocation**

1. All mooring applications shall be made on Club approved forms and signed by the applicant to acknowledge recognition of mooring by-laws.
2. All applicants shall be added to the waiting list in order, based upon seniority by date of membership acceptance.
3. Waiting list for berths on Club moorings shall be posted on the Club notice board. No amendments will be permitted except by the duly elected Mooring Master of the day.
4. Members will be responsible for checking and confirming that personal and vessel details on the waiting list are correct.
5. The waiting list will show name of member applicant along with membership acceptance date, vessel name, vessel size and choices of class of mooring required.
6. Class of moorings will, in descending order be:
  - a) Full Tide pontoon (outside)
  - b) Full Tide pontoon (inside)
  - c) Half Tide pontoon
7. Any berth becoming vacant or made available by what so ever means, shall be offered by the Mooring Master to the first member on the waiting list for that class and size of mooring.
8. The dimensions of any vessel on the mooring waiting list shall be the overall length including any fixtures and fittings, whether temporary or permanent. The Mooring Master is to check and agree with the vessel owner the dimension prior to allocation.
9. If no vessel of a suitable size is available from the lists, the Mooring Master may allocate the berth in the best way he considers suitable to maximise the Club's income. In all cases the Mooring Master will take applicants in order of membership seniority.

10. Any member, who has been allocated a berth, may apply to change to another mooring for the same vessel. The Mooring Master must be notified accordingly and application form duly completed. The Mooring Master will add that member to the waiting list in order of original membership seniority, provided that, continuity of membership has been maintained. If a multiple class application is initially made, this will remain valid.
11. Any member who has been allocated and occupied that berth and subsequently seeks a different sized mooring, must notify the Mooring Master accordingly and complete an application form. If the application is for a larger vessel, The Mooring Master will add that member's details to the waiting list in order of membership seniority. If the application is for a smaller vessel the member may, at the discretion of the Mooring Master and dependant upon membership seniority, retain that berth by paying the mooring charges of the larger vessel. The Mooring Master, at the earliest opportunity will re-allocate the smaller vessel to a berth of the correct size. Any member who has been allocated and occupied a berth for a particular vessel and subsequently seeks to change that vessel for another of the same size overall, must notify the Mooring Master and complete a new application form.

## **Rochester Cruising Club Ltd.**

### **Appendix B**

### **By-Laws**

#### **The Maintenance of Bank Accounts**

The club will only maintain with its bankers a 'Main' current account, an interest bearing 'Treasury' account and the approved temporary accounts needed to support Rochester Cruising Club Ltd. credit and debit card transactions and card payment devices.

## **The Financial Instruments and Procurement policy.**

The following are the financial instruments of the Company and will be the only processes by which transactions on behalf of the Company may be conducted.

- 1. Standing orders;** Authorised by two accredited signatories of the Rochester Cruising Club Ltd. against accounts maintained by the club's bankers.
- 2. Direct debits;** Authorised by two accredited signatories of the Rochester Cruising Club Ltd. maintained by the bankers of the supplier.
- 3. Company Cheques;** Drawn in the name of Rochester Cruising Club Ltd. authorised by two accredited signatories of the club against accounts held with the club's bankers; All cheque books shall be secured in the club safe at all times when not in use and available for inspection by the Honorary Treasurer.
- 4. Constraints on Related Parties as Authorised Signatories**

No two or more Directors (Committee members) in a boat, business or legal partnership defined as 'related parties', under the International Standard on Auditing (ISA) 550, (detailed in section A4 to A7 as at 1<sup>st</sup> November 2014) will be permitted to simultaneously hold authorised signatures against Rochester Cruising Club Ltd bank accounts. Furthermore the Committee should, and have the right to, withdraw or withhold an authorised signature/s if two or more Directors (Committee members) holding them, or to hold them, have declared they are, or found to be, in a close personal or financial relationship.

Signatures will be relinquished or withheld in ascending 'authorisation priority' given that this progresses from Vice Commodore through Commodore to Honorary Secretary then Honorary Treasurer. The Committee will then, by majority vote, select a suitable replacement or replacements from the remaining Directors (Committee members).

**5. Business credit/debit cards;** Issued from time to time by both the Honorary Secretary and the Honorary Treasurer to 'functional directors' of and in the name of Rochester Cruising Club Ltd. drawing against accounts held with the club's bankers;  
The Honorary Treasurer bears responsibility for setting and to maintain appropriate financial limits on 'Business credit/debit cards' whereas the 'functional director' issued with a card bears the responsibility for its security under the 'terms of issue' detailed by the club's bankers.

**6. Card terminals;** Installed on the premises to accept payments made by members of the Rochester Cruising Club Ltd. (for goods and services rendered by the club) for the credit of club accounts held with the club's bankers.

**The following constitutes the guidelines of procurement and financial commitment of the Committee (Directors)**

7. The Honorary Treasurer does not have a procurement directive or authority.
8. The procurement of operational consumables is the continuing responsibility of the 'functional director'.
9. The Honorary Treasurer is enabled to authorise payment for the repair or replacement of equipment up to the value of £1,500.
10. The Honorary Treasurer is enabled to authorise payment for the procurement of all new equipment up to the value of £100.
11. All and any other purchases and/or payments, up to the value of £25,000, must be authorised by a majority vote of a quorum of the Committee.

## OFFICE HOURS

With effect from January the office will be open Monday through to Wednesday & some Thursdays, with Monday being strictly by appointment only. Please ring before visiting to avoid a wasted journey

## **BAR OPENING TIMES**

(At the discretion of the General Committee)

Wednesday 19.00 - 23.30 hours  
Friday 19.00 - 23.30 hours  
Saturday 12.00 -16.00 & 19.00 - 23.30hours  
Sunday 12.00 - 16.00 hours

### **Permitted Times for the Supply of Alcohol**

Sunday - Thursday 12.00 - 00.00 hours  
Friday - Saturday 12.00 - 01.00 hours

# ROCHESTER CRUISING CLUB LTD

- Asst. Hon. Secretary:** **Reg Morris**  
**Boat:** Genista  
**Address:** 45 Tintern Road, Allington, Maidstone, Kent. ME16 0RH  
**Telephone:** P: 01622 675459 - M: 07779 211517  
**Email:** regmorris@sky.com
- Mooring Master:** **Gary Waltham**  
**Boat:** Norwester  
**Address:** 100 Laburnham Road, Strood, Kent. ME 2 2LD  
**Telephone:** M: 07947359471  
**Email:** walthamp@sky.com
- Bosun:** **Nick Easter**  
**Boat:** Temptation  
**Address:** 91 Elmstone Road, Rainham, Kent. ME8 9BA  
**Telephone:** P: 01634 260874M: 07778380285  
**Email:** neaster1974@gmail.com
- Fuel Officer:** **Arthur Stapley**  
**Boat:** Amber Belle  
**Address:** Bridgeway Cottage, Whitstable, Kent. CT5 2EE  
**Telephone:** P: 01227 637017 - M: 07538 264218  
**Email:** bridgewayhouse@talktalk.net
- Purser:**  
**Boat:**  
**Address:** POSITION VACANT  
**Telephone:**  
**Email:**
- Scrubbing Berth Off:** **Les Stevens**  
**Boat:** Liquidator  
**Address:** Kimberly, Spelders Hill Brook, Ashford, Kent. TN25 5PB  
**Telephone:** **Bookings:** 07774458653 - 01634 826614  
**Email:** **Bookings:** allanwads@hotmail.com
- Committee Member:** **Matthew Wright**  
**Boat:** Dark Eyes  
**Address:**  
**Telephone:** M: 07971 298864  
**Email:** mattwright04@aol.com
- Observers:** **Simon Foster - M: 07902635032**  
**Email:** simonfno1@yahoo.com  
**Chris Andrews - M: 07831862254**  
**Email:** chrisandrews@blueyonder.co.uk

# ROCHESTER CRUISING CLUB LTD.

*Registered Office*

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## LIST OF OFFICERS 2019/20

<b>Commodore:</b>	<b>Jo Waltham</b>
<b>Boat:</b>	Norwester
<b>Address:</b>	100 Laburnham Road, Strood, Kent. ME2 2LD
<b>Telephone:</b>	<b>M:</b> 07947339827
<b>Email:</b>	<a href="mailto:walthamp@sky.com">walthamp@sky.com</a>
<b>Vice Commodore:</b>	
<b>Boat:</b>	
<b>Address:</b>	<b>POSITION VACANT</b>
<b>Telephone:</b>	
<b>Email:</b>	
<b>Rear Commodore Coastal</b>	<b>Bob Pink</b>
<b>Boat:</b>	Elsinor
<b>Address:</b>	39 Windmill Street Frindsbury, Strood, Kent. ME2 3XH
<b>Telephone:</b>	<b>P:</b> 01634 722798 <b>M:</b> 07860824303
<b>Email:</b>	<a href="mailto:bob.pink@rochestercc.co.uk">bob.pink@rochestercc.co.uk</a>
<b>Rear Commodore Inshore:</b>	
<b>Boat:</b>	
<b>Address:</b>	<b>POSITION VACANT</b>
<b>Telephone:</b>	
<b>Email:</b>	
<b>Hon. Secretary:</b>	<b>Greg Bayliss</b>
<b>Boat:</b>	Sea Jay
<b>Address:</b>	172 Woodlands Road, Aylesford ME20 6EY
<b>Telephone:</b>	<b>P:</b> 01622 298148 <b>M:</b> 07970434021
<b>Email:</b>	<a href="mailto:greg.bayliss@hotmail.co.uk">greg.bayliss@hotmail.co.uk</a>
<b>Hon. Treasurer:</b>	<b>Neil Simmons</b>
<b>Boat:</b>	Lady Simone II
<b>Address:</b>	4 Church View, Upminster, Essex. RM14 2QX
<b>Telephone:</b>	<b>P:</b> 01708 507536 - <b>M:</b> 07951 012226
<b>Email:</b>	<a href="mailto:neil@geotechnic.co.uk">neil@geotechnic.co.uk</a>