



Civil Service Offshore Racing Club

CSORC - Affiliated to the Civil Service Sailing Association - Civil Service Sports & Leisure.

Rules of CSORC Ltd

THE CLUB

1. The Civil Service Offshore Racing Club is registered in England and Wales as CSORC Ltd (16489709), a Company Limited by Guarantee, and is affiliated to the Civil Service Sailing Association (CSSA).
2. The company's Articles of Association are attached as Annex A. In the event of a conflict between these Rules and the Articles, the Articles shall prevail.
3. In these Rules, the Club means the company named in Rule 1.
4. The primary object of the Club is to pursue the promotion of sport i.e. recreational boating including racing, training, coastal, offshore and ocean sailing in all its aspects. The Club is established on a "not for profit" basis and previously operated as an unincorporated association with the same name and similar objectives.
5. The Burgee of the Club shall be identical with that of the CSSA.

OFFICERS

6. The Officers of the Club shall be the Captain, Crew Bureau, Secretary, and Treasurer, who shall be elected annually as Directors in accordance with the Articles. In the event of a vacancy the Directors may appoint another Member as a Director.
7. The Officers shall be responsible for the overall management of the Club including the operation of any yacht owned by the Club, and for this purpose may make additional Rules.
8. The Officers may appoint to specific roles (such as yacht secretary, yacht husband, racing manager, etc) other Members (not being Directors) who together with the Officers constitute an executive committee to manage the day-to-day business of the Club.

OFFICERS' RESPONSIBILITIES

The Captain shall:

9. Chair all meetings of the Directors, of the executive committee, and of general meetings of Members, except that in the absence of the Captain another Officer shall chair.
10. Represent the Club and its interests at meetings of the CSSA or similar bodies.

The Secretary shall:

11. Give notice of their meetings to the Directors and to members of the executive committee, and give notice of general meetings to Members, in accordance with the Articles.
12. Record and publish as appropriate the minutes of such meetings.
13. Maintain registers of Members and of Directors and file the appropriate returns at Companies House.



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The Treasurer shall:

14. Keep proper books of account of all monies received and paid on behalf of the Club.
15. Arrange for receipts to be deposited into, and payments made from, an account in the name of the company with such bank and in accordance with such mandate as the Directors may determine.
16. Prepare an income and expenditure account and a balance sheet as at 31 December in each year, and shall cause such account and balance sheet to be independently examined not less than fourteen days before the general meeting of Members to which they are to be presented.
17. Arrange for the annual accounts to be filed at Companies House.

The Crew Bureau shall;

18. Maintain (with the Secretary) a list of Members and a list of Approved Skippers to facilitate crewing of the annual events programme
19. Manage booking by Approved Skippers of the Club yacht for Club events or otherwise (private use booking)

LIABILITIES

20. The Officers may not without a Special Resolution of the Members incur liabilities in excess of the reasonably expected income from the then current activities of the Club.

MEMBERS

21. Membership is open to any individual interested in the sport of Boating who is eligible for membership of the CSSA.
22. Every person who, at the date of incorporation of the Club, was a member of the unincorporated association known as the Civil Service Offshore Racing Club in accordance with the Constitution of that club, shall be a Member of the Club.
23. Any person who was not made a Member of the Club at the date of incorporation may apply for membership by completing, signing and returning a berth offer form for a Club event.
24. Members of the Club may similarly, and from time to time, renew their membership by completing, signing and returning a berth offer form for a Club event.
25. Membership of the Club may be terminated in accordance with Article 12, that is, by voluntary retirement or for failure to comply with the Rules and Articles.
26. Members of the Club who do not take part in any Club event, general meeting or other Club activity during a period of three years shall be deemed to have resigned their membership.

EVENTS

27. The Officers shall be responsible for preparing and offering to Members an annual programme of events using a yacht owned by the Club or chartered yachts,



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- nominating a skipper for each event, and setting the berth fee payable by each participant.
28. The Crew Bureau or other Officer shall invite individuals to take part in a Club event by sending a berth offer form detailing the arrangements for the event, the berth fee payable (including any deposit), and membership obligations. The sending and return of berth offer forms may be by post, by email, or by other electronic means.
 29. Individuals who are not eligible for membership of the CSSA may only take part in a Club event with the express permission of the Officers.
 30. A deposit paid to accept and secure a berth offer may only be refunded if the event is cancelled or if the berth can be filled by another person.

APPROVED SKIPPERS

31. Only Members approved by the Officers may skipper a yacht for a Club event or for a private booking of a Club yacht.
32. An applicant for approval must hold a recognised sailing qualification equivalent to at least RYA Yachtmaster (Coastal) or RYA Coastal Skipper.
33. An applicant for approval must be recommended by two Members having direct experience of the applicant taking command of a yacht. At least one of the Members must be an Approved Skipper.
34. The Officers may place limits on the use of a yacht for a particular Club event or private booking on a case by case basis. Such limits would take into consideration environmental conditions such as weather and daylight, the range from a safe haven, and the experience of the Approved Skipper.

DAMAGE COSTS

35. The skipper and crew of a Club event yacht shall be liable for the cost of any loss or damage incurred by or charged to them up to a set limit for that event, and the Club shall be liable for the remainder.

CLUB YACHT

36. Any Club yacht including all its equipment, machinery and other gear shall be insured, registered and operated as an ocean-going Pleasure Vessel on a not-for-profit basis.
37. The Club yacht(s) shall be equipped, maintained and operated in accordance with relevant standards and procedures set out in [World Sailing Offshore Special Regulations](#) for Category 2 racing, and in MCA Marine Guidance Note [MGN 280](#) for Area Category 2 (up to 60 miles from a safe haven).
38. Members who are Approved Skippers may make a bareboat booking of a Club yacht, for racing or otherwise for a Club event, or for private use, using the Bareboat Booking Agreement at Annex A.



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39. Members and individuals applying for membership may book crew berths either through the Crew Bureau for a Club event or at the invitation of the Skipper for a private use booking.
40. The Skipper and all crew members must provide next of kin details on and sign the appropriately completed Bareboat Booking Agreement, whereby they also agree to abide by the Club's Crew's Articles and other relevant Club Rules and policies.