

# THE CRUISING ASSOCIATION

## REGULATIONS



### 1) SUBSCRIPTIONS

#### a) Costs

	Entrance Fee	Annual Subscription	
		Cash	Direct Debit
Ordinary Member resident in the UK	£10	£120	£112.50
Partner of the above	-	£30	£27
Ordinary Member resident abroad	£10	£58	-
Partner of the above	-	£18.50	-
Young Member	-	£27	£24
Cadet Member	-	£10	-

#### b) An Entrance Fee is not payable by:

- i) a Young Member who becomes an Ordinary Member without a break in membership;
- ii) an Honorary Local Representative;
- iii) a candidate from the Crewing Service who has paid a fee to that service in the year of application;
- iv) members of the Royal Cruising Club, the Clyde Cruising Club, or holders of a full RYA/DoT Yachtmaster Offshore or Ocean Certificate.

#### c) The Annual Subscription:

- i) is due on 1 January each year for those Members who joined prior to 1997 and pay by the Direct Debit system.
- ii) is due on 1 January in each year for all Members who joined prior to September 2000 and pay by cash, credit card or cheque.
- iii) is due on the anniversary date of joining for Members joining after 1 January 1997 and paying by the Direct Debit system or who joined after September 2000 and pay by cash, cheque or credit card. The amount taken will be at the subscription rate as notified to the Membership.

- iv) Members who have paid forty years uninterrupted subscriptions shall pay one third of the subscription for their class of membership.
  - v) Young Members and Cadet Members shall pay the next higher rate for the year in which on 30 June they will have passed the age limit for their class.
- d) Foundation Membership
- i) Foundation Members pay the appropriate subscription for UK, Overseas or Spouse Members, less a reduction of £5 for each £100 lent to the Association through the Property Bond Appeal.
- e) Uninterrupted Membership
- i) Members who have paid forty years uninterrupted subscriptions shall pay one third of the subscription for their class of Membership.

## 2) PREMISES

- a) General
- i) During office hours, the premises are under the control of the senior member of the Secretariat present.
  - ii) At other times when the premises are open to members, they are to be under the control of a Member appointed by the Committee responsible for the opening.
  - iii) At times when no responsible Member or member of the Secretariat is present, the control of the premises is the responsibility of the senior member of the Bar Staff.
  - iv) Unsupervised children are not allowed in CA House at any time
  - v) Such responsible persons are to be fully acquainted with the fire warning and protection equipment, means of escape, burglar alarm and security system, telephone system and availability of first-aid. They are responsible for checking and securing the premises on leaving.
  - vi) Smoking is not permitted in CA House.
  - vii) No animals other than guide dogs are allowed on the premises.
  - viii) Cars parked on Cruising Association property are left at owners' risk.
  - ix) The Car Park is reserved for members only when they are visiting the CA House
  - x) Members are responsible for the security of all personal property and the Cruising Association cannot be held responsible for any loss or damage to such property.
  - xi) Members must settle any bills or charges before leaving CA House.
- b) Admission to premises.
- i) There may be admitted to the Association's premises, in addition to Members and their guests, persons other than such members and guests who are:
    - (1) Persons attending the Association's premises for instructional classes, lectures or functions;
    - or

- (2) Members of clubs or associations the principal objects of which are the promotion or furtherance of sailing or cruising in boats, and their guests, on such occasions as the Council shall permit.
- ii) Members may bring only two guests on to the premises at any one time. The names and other required details of such guests must be entered in the Visitors' Book on arrival.
- iii) Whilst using the premises, Members and guests must be appropriately dressed. No foul weather gear or dirty working clothing is allowed. Shorts are acceptable during the hot weather, but shirts and footwear must be worn.
- iv) use of the premises or part of the premises with appropriate facilities may be permitted to other organisations or businesses for occasional functions. Such functions shall be booked at least two days before the event. The code of conduct and appropriate rules and regulations shall apply to those attending whilst on the premises.
- v) Smoking is banned through out the whole of CA House.

### 3) FLAG REGULATIONS

- a) Association Ensign.
  - i) The Association ensign is the blue ensign of Her Majesty's fleet defaced by a white anchor on a red ball in the fly. It shall be flown according to the regulations laid down by the Ministry of Defence (Commander-in-Chief Naval Home Command) and only by a holder of a Ministry of Defence (C-in-C Naval Home Command) permit, which must be obtained through the Association. Such permit must be on board the yacht when the ensign is flown.
- b) President's Flag.
  - i) The President's flag is a swallowtail pennant, blue at the hoist and white at the fly, having a red ball upon a white field.
- c) Vice-President's Flag.
  - i) The Vice-President's flag is a swallowtail pennant, blue at the hoist and white at the fly, having a red ball upon a white field and a white ball in the upper part of the hoist
- d) Chairman of Council's Flag.
  - i) The Chairman of the Council's flag is a swallow tail pennant blue at the hoist and white at the fly, having a red ball upon a white field and two white balls, one in the upper and one in the lower part of the hoist.
- e) Past President's Flag.
  - i) The Past President's flag is rectangular, blue at the hoist and white at the fly, having a red ball upon a white field and a white anchor in the upper canton.
- f) Association Burgee.
  - i) The Association burgee is a triangular pennant; blue at the hoist and white at the fly, having a red ball upon a white field, being a combination of the former code flags "C" and "A".
- g) Special Burgee.
  - i) Council Members, Chairmen of Committees, Honorary Members, Section Secretaries and Honorary Local Representatives who are CA members shall be entitled to fly the Association burgee with the addition of a white ball in the upper part of the hoist.

- h) Membership Flag.
  - i) The Membership flag is a blue rectangular flag with a white diamond, the angles of which extend to the edges of the flag, and with a red ball on the white diamond. It may be flown from the starboard cross-trees when the burgee of another yacht club is flown from the masthead. The Membership flag can be worn at the cross-trees with the CA burgee at the masthead as an invitation to all other CA members in the anchorage to come aboard.
- i) Station Flag.
  - i) The Station flag is a red rectangular flag with a white diamond, the angles of which extend to the edges of the flag, with the CA Logo on the white diamond. Honorary Local Representatives may fly this flag from their waterside premises.

#### 4) REGULATIONS CONCERNING THE ASSOCIATION ENSIGN - PERMITS

- a) Permits
  - i) Permits are issued through, and Ensigns can only be purchased from the Association.
- b) Eligibility
  - i) To be eligible for a permit to wear the CA Ensign, yachts must conform to the following:
  - ii) The yacht must be a ship registered under either: Part 1 of the Merchant Shipping Act 1894 or the Merchant Shipping Act 1983 (Small Ships Register).
  - iii) The yacht must measure not less than 2 tons gross if registered by tonnage or 7 meters in length if registered by length.
- c) Nationality
  - i) A British subject must own the yacht.
- d) Ownership
  - i) Her owner must be a member of the CA. If several persons own her co-jointly, all owners must be members of the CA.
- e) Type of Craft
  - i) She must be a cruising yacht and be able to go to sea under her own sail or power.
- f) Usage
  - i) The yacht must be used exclusively for private and personal purposes. It may not be used for any professional, business, or commercial purpose. A yacht whose name incorporates a name, product or trademark used for business or commercial purposes is not eligible for a permit.
  - ii) A yacht registered under the Merchant Shipping Act 1894, which is the property of a limited company, may be eligible for a permit provided the provisions of conditions (e) and (f) are complied with and the user is a British subject and a member of the CA.
- g) Application
  - i) Application must be made on a form obtainable from the General Manager. Application forms must be completed and returned to the General Manager with the CERTIFICATE OF REGISTRY of the yacht, which will be returned with the permit. A fee of £15 is charged to cover the permit and administration costs and must be sent with the application.

## 5) REGULATIONS FOR THE USE OF THE ENSIGN

- a) Permit
  - i) The permit is issued to the yacht, not to the owner of the yacht and must be carried on board when the Ensign is worn. It may not be worn unless the owner is on board, or in effective control of her when in harbour or at anchor near the shore. The ensign may be worn by any boat, which belongs to the yacht and can conveniently be hoisted on board her.
- b) Clubs
  - i) If an owner belongs to more than one club, which has been granted a warrant to wear a special ensign and wishes to wear the ensign, he must apply for a separate permit from each club.
- c) Ensign
  - i) When a special ensign is worn only the burgee of that club may be flown with it.
- d) Hire
  - i) If the yacht is lent or chartered, the ensign may not be flown under this permit (see clauses 7 & 9 of the permit) during the period of the loan or charter, and the permit must be returned to the CA. Application may be made for a permit on termination of the period of the loan or charter.
- e) Name Change
  - i) If the name of the yacht is changed or alterations made which affect her registry, the permit must be returned to the CA for correction or re-issue.
- f) Foreign Waters
  - i) Owners of a yacht cruising in foreign waters should avoid actions, which might result in complications with a foreign country. Foreign waters affected by war or serious disturbances should be avoided. Occasionally abroad the Red Ensign is more easily recognised as the national flag than a special ensign.
- g) Sale
  - i) When a yacht is sold or the owner ceases to be a Member of the CA, the permit must be returned to the CA.
- h) Loss of Permit
  - i) In the event of a permit being lost or stolen, the Member must forward to the CA a report on the circumstances of the loss and the steps being taken to recover it. The General Manager may, at her discretion, issue a fresh permit.
- j) Period of Registration
  - i) Permits issued to yachts on the Small Ships Register are valid for the duration of the registration (or until the qualifying conditions are no longer met). Those issued to yachts registered under Part 1 of the Merchant Shipping Act 1894 are valid for 5 years (or until the qualifying conditions are no longer met).

## 6) LIBRARY (HANSON ROOM) REGULATIONS.

The Hanson Room contains the library, the cruise planning section, current and historical information and publications/audiovisual material relating to cruising, available for loan to (where applicable) or consultation by members.

- a) Expulsion or Suspension
  - i) Members failing to return library books, pay library fines, comply with regulations on the loan, or who infringe copyright may be referred to Council to be considered for expulsion or suspension.
- b) Indexes
  - i) There are indexes held on the computer for books and Videos/DVD/CD held in the Library. Lists of members' logs, charts and regional file indexes are held in hard copy. The librarian will be happy to assist members find any item.
- c) Photocopying
  - i) Documents may be photocopied in the library subject to the agreement of the duty librarian and provided that doing so would not infringe copyright. While the librarian can advise on this, it is for the Members to ensure that he/she stays within the law. The Association cannot accept responsibility for any infringement. All copies must be paid for at the current rate. Videos/DVD/CD may not be copied under any circumstances.
- d) Replacing Material
  - i) Documents or other material that has been used in the Hanson Room (but not those that have been on loan – see below) should be returned to the place from whence they came. If there is any doubt where that is, they should be left out or returned to the librarian.
- e) Loans
  - i) Books or Videos/DVD/CD may be borrowed from the library by personal callers or through the post (unless the cost is excessive). Borrowers will be responsible for the cost of sending back.
  - ii) Books or Videos/DVD/CD shall be sent to a member's registered address only.
- f) Registration
  - i) Any member wishing to borrow a book or video must hand it to the duty librarian for registration and tag de-activation, and show his/her membership card. On return, the book or video should be handed to the duty librarian, not placed on the shelves.
  - ii) Restrictions on borrowing
    - (1) Books marked 'C' on the spine or inside, periodicals whether bound or unbound, reference charts and atlases, members' logs and all books and data in the cruise planning section, are confined to the Hanson Room. A member of the committee responsible for them may remove them only on the Association's business.
- j) Borrowing limit
  - i) No member may have more than four books and one video out at any one time.
- k) Loan duration

- i) The borrowing period may not exceed four weeks for a book and two weeks for a video. Book loans may be extended for a second period on application to the librarian in person, by post or telephone. Members will be for each overdue book, video and DVD/CD. Fine rates published by the Library Working Group annually. During an overdue loan period no other books or Videos/DVD/CD may be borrowed.
- l) Restriction of Use
  - i) Members may not lend books or Videos/DVD/CD or take them on board ship.
- m) Damage or Loss
  - i) Borrowers shall be liable to pay the full replacement cost to the Association of any book or video lost or damaged whilst on loan.
- n) Food and Drink
 

No food or drink may be taken into the Hanson Room.

## 7) HONORARY LOCAL REPRESENTATIVE REGULATIONS

- a) Appointment
  - i) The Association may appoint Honorary Local Representatives (HLRs) from time to time in pursuance of the Association's duty under section 3(e) of the Rules to provide local representatives throughout the world. Each HLR shall be selected and appointed by HLR Working Group in respect of the particular port(s) and /or cruising area for which that HLR is to be responsible. New HLRs are initially appointed for five years. If there has been no contact/response from an HLR over a two year period their appointment may be terminated. Council may annul the appointment of an HLR whenever it thinks fit.
- b) Duties
 

The duties of the Honorary Local Representative shall be:

  - i) To give Members any information that may be of assistance to them when cruising.
  - ii) To advise Council of any matters affecting the interests of yachtsmen in his/her port(s) and/or cruising area.
  - iii) To report to the General Manager from time to time any special information which may come within the scope of the Cruising Almanac, Yearbook or 'Cruising'.
  - iv) To recommend to HLR Working Group, for publication to Members, contact numbers, special services, and firms offering discounts.
- c) Scope of Authority
  - i) HLRs are authorised only to perform the duties specified in Regulation 7b. They are not authorised to act in the name of the Association in any circumstances other than where Council has issued written authority to an HLR in respect of a specific action, in which case any instructions of Council are to be strictly followed by the HLR in question. Additionally, each HLR is authorised to perform his/her duties only in respect of the port(s) and/or cruising area in respect of which he/she has been appointed for the time being, and any activities undertaken by an HLR outside the appointed port(s) and/or cruising area, whether falling within the scope of Regulation 7b or otherwise, shall be deemed to have been undertaken in a personal capacity and not as an HLR.

- ii) An HLR may not use, without written permission from the Secretariat, any information provided to them in written, electronic or verbal format for any other use than carrying out their duties as specified in 7(b) or for any form of commercial gain or enterprise.
- d) Expenses
  - i) Members asking overseas HLRs for information by mail should always enclose an International Reply Coupon (available from the Post Office). HLRs give their services voluntarily and it is unreasonable to leave them to bear postage costs in reply to Members' enquiries. Before expenses are incurred by an HLR on behalf of a Member the amount shall be agreed and the Member is then responsible for reimbursement.
- e) Flag Entitlement
  - i) For HLR Flag Entitlement see Regulation 3

## 8) CREWING SERVICE REGULATIONS

- a) Object
  - i) The Crewing Service, to find berths or to find crew, is open to Members and non-members.
- b) Cost
  - i) The service is free to Members on completion of the Crewing Service Application form. There is a fee for non-members - current rate is available from the Secretariat.
- c) Application
  - i) Applications can be accepted only on forms provided by the Crewing Service Working Group and these are available from the Secretariat. A new form will be required each year.
- d) Status
  - i) A member of the Crewing Service will be deemed to be a temporary member of the Association for the year in which they are members of the Crewing Service. Their membership privileges will be restricted to the use of the bar and catering only.

## 9) CABIN REGULATIONS

- a) Booking
  - i) A berth may be booked in one of the five twin-bedded cabins for a period of three nights in any one-week up to a maximum of ten nights in any one calendar month apart from exceptional or extraordinary circumstances.
  - ii) The berth should be pre-booked and payment made in advance.
  - iii) There is a cancellation fee of £10 if the Secretariat is not notified before 1600 hrs on the day before the booking.
- b) Sharing
  - i) If all cabins are in use Members are expected to share with another Member unless payment is made for double occupancy.
- c) Access

- i) Keys should be collected from the Secretariat during office hours (by 1730 hrs) or by prior arrangement, from the bar staff, by 2300 hrs Monday to Saturday, and by 1830 hrs on Sunday.
  - ii) Outside office hours, returned keys are to be left in the box provided on the first floor landing.
  - iii) When leaving the building outside office hours please ensure that both sets of front doors are firmly secured.
  - iv) Cabins are available for occupancy from 1200 hrs and are to be vacated by 0930 hrs on the day of departure.
- d) Balconies
- i) No children are allowed on the balconies.
  - ii) No glasses or crockery are allowed on the balconies.

#### 10) **ADVERTISING**

a) Scope

The Association shall not impart any information or offer any advice calculated to give preference to any person or firm with commercial yachting interests unless authorised by the Council.

b) Reference

No person or firm shall use the name, address or flag, or make reference to the Association for trade or profit, unless authorised by the Council.

#### 11) **Legal Jurisdiction**

All transactions and relationships between members and the Association, wherever they occur, will be subject to the law of England and Wales and any legal action may only be brought before a court of England and Wales.