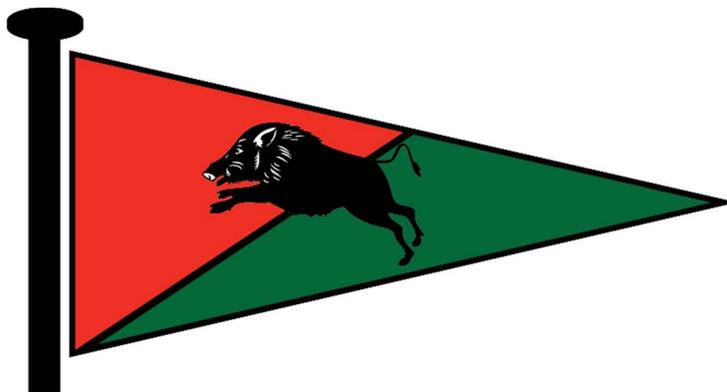


NEWCASTLE YACHT CLUB LTD

CLUB RULES

(Incorporating Bye-Laws, Child Protection Policy, Emergency Action/First Aid Policy & Club Key Policy)



Revised May, 2014

Introduction

1. Newcastle Yacht Club Limited ('the Club') is a company limited by guarantee and not having a share capital. The Club was founded in 1962 and was incorporated as a limited company in 1977. The objects of the Club and the rules and regulations are set out in a formal Memorandum and Articles of Association, a copy of which can be found on-line at www.newcastleyachtclub.co.uk/
2. The purpose of this booklet is to explain in general terms how the Club is organised and operates (the "Articles"); it also contains the Bye-Laws which the Directors have made in accordance with Article 45(i) and which, under the terms of that Article, are binding on all members and are construed as part of the rules of the Club. In the event of any conflict between this booklet (including the Bye-Laws numbered 1 to 5) and the Memorandum and Articles of Association, then the Memorandum and Articles of Association will prevail.

Objects of the Club

3. To further the interests of all who make use of the sea for recreational purposes; to encourage the art of sailing; to give instruction in seamanship and safety afloat; to support the Royal National Lifeboat Institution and In-Shore Rescue Service of HM Coastguard; to provide shore facilities for the comfort and convenience of members of the Club and for the storage, refitting and repair of their craft and equipment; to develop the skills of the members through the organisation of sailing and other events; to affiliate to or have liaison with National and other Associations whose objects correspond with those of the Company; to raise money by subscriptions, fees, loans, levies or by any other means which shall be lawful and deemed expedient by the Directors for the furtherance of the aforesaid objects.

Membership

4. Every proposal for membership of the Club must be on forms provided by the Club. Proposals shall be published on the notice board for four weeks or until the next directors' meeting, before voting takes place.

The signed application form for membership contains all particulars required by the club with an understanding to be bound by the Articles, rules and byelaws of the club if elected.

A candidate shall be elected by a simple majority of the Directors and will carry a 6 month probationary period during which time the directors reserve the right to reject the membership.

5. The Club Membership Classes are Senior, Family, Junior/ Student, Life, Honorary, Temporary and Outport Members.
 - (i) Senior Members (18yrs+) are entitled to voting rights at any meeting and can propose and seconded any candidate for election.
 - (ii) Family Membership includes one or two parents and all children under 18 years of age (or 24 if still in full time education). The family are entitled to one vote, exercisable by the head of the family (as determined by the family) and can propose and second any candidate for election.
 - (iii) Junior/ Student Members (under 18 or under 24 if in full time education) may speak at General Meetings but have no voting rights (unless holding an office in the Club) nor can they propose or second any candidate for election.
 - (iv) Life Members: a senior member by making a payment as determined by the Directors, compounds all annual subscriptions not then in arrear and have senior member's entitlements.
 - (v) Honorary Members may be elected in General Meeting. They shall pay neither entrance fee nor subscription, and be entitled to all the benefits and privileges of Membership except that he shall not vote upon any question affecting the finances of the Club, and shall not be qualified to be or act as a Director.
 - (vi) Temporary Membership is available at the discretion of the Directors. It carries no entitlements other than that granted by the Directors. Parents of Junior (U18) members may be deemed temporary members for insurance purposes for club functions, activities and to assist with the training of their child, at the discretion of the Directors.
 - (vii) Outport Members are persons or former members who wish to have an association with the club but who do not propose to participate other than occasionally in sailing activities or make occasional use of the clubs facilities. They may speak at General Meetings but not vote and can not be a Director nor have any claim on the Club
6. The Directors shall have a right to set an upper limit upon the number of members to be elected to the Club.
7. A member may retire from membership at any time by giving the Secretary notice in writing but a member shall be liable to the Club to pay the Annual Subscription in full for the year in which the retirement takes effect.

Conduct of Members

8. Every member on joining the Club by implication undertakes to comply with the Articles, Rules, Bye-Laws and Policies and any refusal or neglect to do so, or any conduct unworthy of a Yachtsman, shall render members liable to either suspension or expulsion. A member expelled under this rule shall forfeit all right in and claim upon, the Club and its property. A notice under this rule shall be held to have been duly given to a member if sent by Recorded Delivery post to the address of the member appearing in the Club's records.
9. Unless with the prior agreement of the Board, a member may not introduce more than three guests in any one day and the same guest may not be introduced more than t h r e e times in any calendar year

Joining Fee

10. A Joining Fee, which is reviewed yearly, must be paid over to the Club on submission of an application form along with the appropriate annual subscription. In the event of the failure of the application, these sums shall be returned to the applicant.

Annual Subscriptions

11. The Annual Subscription is reviewed yearly and is payable in advance on 1st January in each year. Any subscription fixed for temporary members shall be payable when the Directors so decide.
 - (i) Membership is only renewed when both the correct subscription is paid in full and a current, signed, completed membership renewal form is received by the Treasurer.
 - (ii) Only when the above conditions have been satisfied will members be eligible to vote at any General Meetings and compete in club events. Also points will not be awarded to any boat that is racing with a non-paid up member on board.
 - (iii) Any member whose Annual Subscription is not paid by 1st April in any year shall be notified and in the event of non-payment by 30th June shall be deemed to be in arrears, ceasing to be entitled to use the Clubhouse or to enjoy any of the privileges and facilities of the Club. If the subscription is not paid by 1st July in the same year they shall cease to be a member of the Club.

Officers and Directors of the Club

12. The Officers of the Club shall consist of a Commodore, a Vice Commodore, a Rear Commodore (who shall be Flag Officers), a Hon. Secretary, a Hon. Sailing Secretary and a Hon. Treasurer. These Officers shall be elected at each Annual General Meeting of the Club to serve until the next General meeting.
13. In the case of any casual vacancy which may occur from time to time amongst the Officers of the Club, the Directors may appoint one of themselves, or some other member of the Club to fill such vacancy until the next General meeting of the Club.
14. The Secretary shall keep a register of members, minutes of proceedings of Directors meetings, records of Club Regattas and other records of the Club, and the Hon. Treasurer shall keep such Books of Account as the Directors may, from time to time, direct.
15. The Officers are Directors together with not more than six additional Directors who must all be eligible members of the Club and they are all elected at General Meetings. At the Annual General Meeting each year a third of the Directors shall retire by rotation and the appropriate number be elected in their place. Retiring Directors shall be eligible for re-election. No person shall be proposed as a Director unless his proposer has obtained his prior consent in writing.
16. The Directors of the club may decide at a meeting before the Annual General Meeting to change the total number of directors (no less than 5 and no more than 12).

Powers and Duties

17. Meetings of the Directors may be convened by an Officer or any other two Directors not being Officers. Four Directors shall constitute a quorum. If votes be equal, the vote of the acting chairman shall count as two votes.
18. The Directors shall manage the affairs of the Club in accordance with the Articles of the Club and shall define the duties of the Officers who shall in all respects be subject to the control of the Directors.
19. The Directors shall have power to appoint a member of the Club to fill any casual vacancy on the Board of Directors until the next Annual General Meeting, and the person so appointed shall be eligible for re-election as a Director at such a meeting.
20. The Directors of the Club, together with the representative of the junior members (if elected) are frequently referred to as "the Committee".
21. The Committee shall in every year arrange sailing events to give effect to the Objects of the Club:
 - (i) The Sailing Rules covering such events shall be those of the ISAF in

association with Royal Yachting Association as amended by such local prescriptions as are deemed necessary by the Club.

22. The Committee may delegate any of their duties under Article (51)
23. The representative of the junior members of the Club may be elected by the junior members and shall be invited by the Directors to attend all such meetings, and functions of the Club, as the Directors shall decide.

Accounts

24. The funds of the Club shall be kept by the Hon. Treasurer under the supervision of and in such place and manner as shall be determined by the Directors.
25. The Club Accounts shall be made up to the 31st December in each year. The Accounts must be audited by a previously appointed, qualified Auditor and submitted to the Club at the next following Annual General Meeting.

Annual General Meeting and other General Meetings

26. An Annual General Meeting must be held on or before the 31st March each year. A notice of this will be sent to each member of the Club. A quorum of twelve members is required. The business at the Annual General Meeting shall be the election of Officers, Directors and an Auditor, the passing of the accounts for the preceding year and any other business of which notice must be given in writing to the Hon. Secretary at least seventeen days before the meeting.
27. The Directors may at any time and shall, on the requisition of any twelve members of the Club stating the business for which it is required, convene an Extraordinary General Meeting of the Club for any specific purpose.
28. At least fourteen days before any General Meeting the Secretary shall post on the Club Notice Board the Notice of the Meeting and this will state the time when and the place where it will be held and the business that will be brought before it. In addition the Notice of Meeting will be sent to all Club members having an address within the United Kingdom. In this connection it is important that every member shall promptly advise the Secretary of any change in his address and any notice or communication required under the Rules or Bye-Laws of the Club to be sent or given to a member shall be deemed to have been duly sent or given if sent to the address advised to the Secretary.
29. At all General Meetings the Chair shall be taken by the Commodore of the Club if present or by the Senior Flag Officer present. If no Flag Officer present, by some Director chosen by a majority of votes. Every member of the Club shall have one vote and in the case of equality of votes cast the Chairman of the meeting shall have a second or casting vote.

BYE-LAWS

(Made by the Directors of Newcastle Yacht Club Limited pursuant to Article 45(i) of the Articles of Association).

1. Abandoned boats and equipment on club premises

If annual subscription, storage or parking fees due to the Club by any Member or former Member shall be three months or more in arrears or any item that remains unclaimed after due notice is given, any property belonging to them shall be deemed abandoned:

- (a) The Committee shall be entitled to move the boat and/or equipment to any other part of the Harbour without being liable for any loss or damage to the boat, howsoever caused.
- (b) The Committee shall be entitled upon giving one month's notice in writing to the Member or former Member, at his last known address shown in the register of Members, to sell the boat or equipment and to deduct any monies due to the Club (whether by way of arrears of subscription or storage fees or otherwise) from the net proceeds of sale before accounting for the balance (if any) to the Member or former Member.
- (c) Alternatively any boat or equipment which in the opinion of the Committee cannot be sold, may upon such notice as aforesaid, be disposed of in any manner the Committee may think fit and the expenses recovered from the Member or former member. Any arrears as aforesaid shall be deemed to be a debt owing to the Club by the Member or former Member.
- (d) Further the Club shall at all times, have a lien over Members' or former Members' boats parked or moored on the Clubs premises in respect of arrears of parking or mooring fees or subscriptions or otherwise

2. Applications for election to membership of the club.

All new memberships will carry a 6 month probationary period during which time the directors reserve the right to reject the membership. The Directors have a right to request an interview with a candidate for membership before his/her proposal form is voted on.

3. Insurance requirements

Any owner/s of craft/s listed in the Register of Club Craft must have valid and adequate insurance in force to cover the craft during the time afloat and ashore and against any

insurable risk if the craft and its equipment is stored or laid up on or in any real property of the Club and must sign “insurance declaration” on Renewal/ Membership Form.

All forms of craft on club premises must be insured to cover against damage to persons and property. The insurance must have an indemnification value of at least £2,000,000 and cover the craft for use of racing (should it be used for that purpose).

A club register of boats will contain a list of all craft on club premises along with a statement of insurance on the membership form. Only craft appearing on this list will be eligible to race

4. SAFETY

Life jackets / buoyancy aids must be worn at all Club sailing events when on the water.

5. Limitations of club liability

- 5.a. Members of the Club, their guests and visitors, who use the Club premises and other facilities of the Club, do so at their own risk and impliedly accept that:
- (i) Members shall enter the names of all guests in the Visitor’s Book.
 - (ii) Members will abide by the club racing instructions issued by the club also available for download on the club website.
 - (iii) The Club will not accept any liability for damage or loss of property belonging to members, their guests or visitors to the Club.
 - (iv) The Club will not accept any liability for personal injury arising out of the use of the Club premises, and any other facilities of the Club, or out of participation in any event organised by the Club, whether sustained by members, their guests or visitors, whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any officers, committee or servants of the Club.
 - (v) Before invited any guests or visitors onto the premises or to participate in events organised by the Club, members will draw their attention to this rule.
- 5.b. Where the Club organises sailing events the Club shall not be liable for any loss, damage, death or personal injury howsoever caused to the owner/competitor, his skipper or crew, as a result of their taking part in the event or events. Moreover, by entering and/or taking part in such an event or events, every owner/competitor warrants the suitability of his craft for the event or events.
- 5.c. Parents and guardians are warned that the Club is only able to provide rescue facilities during the hours of Club racing. Outside these hours, parents and guardians have sole responsibility for their children and wards and must appreciate that the Club cannot accept responsibility for children, or any other persons, not engaged in racing.

- 5.d. Nothing set forth in the Articles of Association of the Club or in these Bye- Laws limits the absolute responsibility of owners/competitors to be satisfied as to the soundness of craft, hulls, spars, rigging, sails and all gear entered or taking part in club events and furthermore that all safety equipment is properly maintained, stowed and in date and that the crew know where it is kept and how it is to be used.

Notwithstanding the responsibilities of owners/competitors the crew of craft are advised to satisfy themselves as to the experience of the skipper and the adequacy of all safety equipment and insurance arrangements

Child Protection Policy

The Club has adopted and is committed to observing the Child Protection Policy set out in *Appendix A* to these Rules and at all times Members in contact and working with young people in the Club shall observe the Code of Conduct set out in *Appendix B* to these Rules.

Emergency Action/First Aid Policy

All Members, instructors and volunteers/helpers should be prepared with an action plan in the event of an emergency.

This will include:

- **Access to first aid equipment.**
- **Telephone contact if the participant is a minor.**
- **Telephone contact to the emergency services**

See the Emergency Action Plan *Appendix C*

All accidents, injuries and any untoward event should be recorded in the accident report book along with any witness statement if thought necessary.

An attendance record must be kept for each recognised club activity with the presence of each participant noted appropriately (Sign ON/OFF sheet). An accident report book must be used to record accidents, injuries and any untoward events. Near misses recorded in the Near Miss File.

Training activities outside the usual recognised Club activities will not be covered by Club insurance if the details have not been notified in writing to the Committee in advance. It is the responsibility of the parents to check that the Training activity is covered by the necessary insurance.

Club Key Policy

1. Only Senior, Life, Honorary or Family memberships, (1 per family unless otherwise agreed) are eligible to hold a key.
2. NYC New/Replacement Key Application should be filled and returned to the Treasurer *Appendix D*. This will be kept in the Key Register.
3. It is up to the last member out of the building to lock up the clubhouse and ensure that all other buildings and gates are securely locked.
4. Each key will have an individual number stamped on it and a key register will contain a list of all registered holders. This key is secure and cannot be recut in the high street or copied.
5. The keys are **not transferrable** to any other members.
6. Should you cease to become a member or downgrade your membership status, you will be asked to return your registered key.
7. The committee reserve the right to refuse a member a key or ask for a key to be returned at any time.

APPENDIX A

Newcastle Yacht Club Ltd Child Protection Policy and Procedures

Policy Statement

It is the policy of Newcastle Yacht Club Ltd to safeguard children and young people taking part in boating from physical, sexual or emotional harm. Newcastle Yacht Club Ltd will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in Club activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

Newcastle Yacht Club Ltd actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that Club organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

We will:

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse. This policy relates to all employees, contractors and volunteers who work with children or vulnerable adults in the course of their Club duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the Child Welfare officer who will report to the RYA Child Protection Coordinator and RYA NI Child Protection Officer.

For the purposes of this policy anyone under the age of 18 should be considered as a child.

All members of the Club should be aware of the policy.

Club Welfare Officer

The Club Welfare Officer is Lesley Mackie (07923642125 –
lmackie@lmackie.plus.com)

Volunteers

All Club volunteers whose role brings them into contact with young people will be asked to provide references or to complete a self-disclosure form. The Club Welfare Officer and those instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure.

Good Practice

All members of the Club should follow the good practice guidelines below:

This guide only covers the essential points of good practice when working with children and young people.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child

You should never:

- Engage in rough, physical or sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged, or use such language yourself when with children
- Make sexually suggestive comments to a child, even in fun
- Fail to respond to an allegation made by a child; always act
- Do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

Those working with young people should be aware of the guidance on recognising abuse (*see RYA Appendix B*).

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their

purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

Concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the required procedures. Any member of the Club failing to comply with the Child Protection policy may be subject to disciplinary action under Article 9(v).

APPENDIX B

Code of Conduct for Members, Instructors, Coaches and Volunteers / Helpers

These guidelines have been produced to help protect anyone working with young people in Newcastle Yacht Club and should be followed at all times. If you have any queries regarding these you should contact any Member of the Committee or the person responsible for Child Protection.

1. Always be publicly open when working with the younger person. Avoid situations where you and an individual younger person are completely unobserved.
2. If physical contact is necessary, it should be done openly. Care is needed as it is difficult to maintain hand positions when providing manual support if the younger person is constantly moving. Some parents are becoming increasingly sensitive about touching younger persons and their views should always be carefully considered.
3. Where possible allow parents of younger persons to take responsibility for them in changing rooms. If groups are to be supervised in changing rooms, always ensure that adults work in pairs and that gender is appropriate. If travelling to another venue is necessary, make sure that verbal (preferably written) permission is given by the parents. Parents should be asked to ensure that younger persons are collected on time.
4. Where mixed groups of younger persons travel to another venue to represent the Club they should always be accompanied by at least one male and one female adult.
5. All should respect the rights and dignity and worth of all and treat everyone with equality.
6. All should place the well-being and safety of the younger person above the development of performance. They should follow all guidelines laid down by the RYA (including the instructor/pupil ratio) and be adequately insured. Always make sure that you are working at a level commensurate with your instructor qualifications. If you are proved negligent the Club's insurance may be invalidated.
7. Members working with younger persons should hold appropriate qualifications in instructing, coaching, leadership, officiating etc.
8. Adults should ensure that the activities which they direct or advocate are appropriate to the age, maturity, and ability of the participant e.g. they should not break rules on suitable participation for age groups. Training activities should include clear progressions and instructors should keep a clear record of all activity undertaken, clearly planning for future activity. It is advisable to keep a record of activity in a book kept for that purpose.

Make sure that all participants know to inform the instructor of any injury or illness before, during or after the activity.

9. Adults should always promote the positive aspects of sailing and never condone rules violations, bad sportsmanship or use of prohibited substances.
10. Adults should consistently display high standards of personal behaviour and appearance as well as appropriate dress, language, and respect for equipment and facilities. It is not acceptable for adults responsible for younger persons to consume alcohol. Adults should never encourage younger persons to drink alcohol.
11. Adults should never overtly criticise participants or officials judgements or use language or actions which may cause the younger person to lose self-esteem or confidence.

All Members must also be aware that as a general rule it does not make sense to:

- Take younger persons to your home.
- Spend amounts of time alone with younger persons away from others.
- Take younger persons alone on car journeys, however short.

If it should arise that such situations are unavoidable they should only take place with the full knowledge of someone in charge in the Club and/or a person with parental responsibility for the younger person.

Instructors and volunteers/helpers should be aware that normal car insurance does not cover them for transporting younger persons to and from other venues.

All instructors and volunteers/helpers should try to be on time; and inform an appropriate person if ill or unable to attend an activity.

Members should NEVER!

- Engage in rough physical or sexually provocative games including horseplay.
- Share a room with a younger person.
- Permit or engage in any form of inappropriate touching.
- Permit younger persons to use inappropriate language unchallenged.
- Make sexually suggestive comments to younger persons, even in fun.
- Allow allegations made by a younger person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that a younger person can do for themselves.
- Agree to meet a younger person on your own.

If you accidentally hurt a younger person, or cause distress in any manner, or the younger person appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, report the incident to a colleague supported by a brief written report of the incident as soon as possible. Parents/carers should be informed of the incident.

APPENDIX C

Emergency Action Plan

First response	<p>Assess the nature of the emergency</p> <p>If there is a Race Officer on duty, make them aware of the incident</p>
Protect individuals	<p>Without endangering yourself give any assistance you can</p> <p>Remove all non-affected members from the incident, clearing the water of boats and persons if deemed necessary</p> <p>Protect individuals from further harm</p> <p>Provide emergency first aid if necessary</p>
Lives at risk	<p>If lives are at risk contact the emergency services by:</p> <ul style="list-style-type: none"> - telephoning 999 for the Coastguard or Ambulance - issuing a Mayday call on VHF Ch16
Information to the Emergency Services	<p>Who you are and what group you are: on RTC Information Board at bottom of stairs in entrance hall</p> <p>Access to building: key safe position and code to be inserted</p> <p>The nature of the emergency including how many are in the group and the number of actual and potential casualties</p> <p>Give the location of the incident; whereabouts on the water in relation to the pier</p> <p>The club address is 14 South Promenade, Newcastle, BT33 0EX</p> <p>The vehicle entrance to the club is the first left immediately after the Harbour Inn when approaching the club from the town</p> <p>A contact name and telephone number for further communication</p>
After the incident	<p>Record all details of the incident including names of those present, those involved and as accurate a timeline as possible and pass on to the RTC Principal or named contact</p> <p>Complete an accident form</p> <p>Do not discuss any details of the incident with the media, direct any such queries to the RTC Principal or named contact</p>
Useful numbers	Principal: Clive Coffey 07714 691 366
	Commodore: Marc Miskelly 07980 565 651
	Secretary: Liz Taylor 07745 093 545
	Rear Commodore: Frank Campbell 07967 892 154
	Sailing Secretary: Derek Rooney 07850 451 279
	Child Protection Officer: Leslie Mackie 07923 642 125
	Belfast Coastguard: 028 9146 3933

Appendix D

Newcastle Yacht Club New/Replacement Key Application

The Key Policy (available on line) at Newcastle Yacht Club is aimed at giving those with Senior/Family memberships who have been approved access to the club outside official club activities. In order to make this work, a key register has been created for all registered key holders and the keys individually marked. This system is necessary to ensure the security of both Club and members' boats and equipment.

If a new key is required please fill in appropriate details and return to NYC Committee for consideration. (Grey Boxes for official use only)

Should a key be lost it must be reported immediately to the Club and if stolen also reported to Police. If a replacement key is required then fill in appropriate details and return to NYC Committee for consideration.

After appropriate investigation and at the discretion of the committee a replacement key may be issued.

Application for new key **Cost £10:** enclosed received returned

Name of Member (this will be the registered user):
Contact Number:
Key Number:
Date Key Accepted and by whom
Reason if declined:

Details of Lost/Stolen Key

Name of Registered user
Key Number
Date Lost/Stolen
Date Reported
Location Lost/Stolen (reported to Police: <input type="checkbox"/>)

Details of Replacement Key **Cost £25:** enclosed received returned

Key Number
Date New Key accepted and by whom
Reason if declined:

*I have read and agree to abide by all of the conditions of the Newcastle Yacht Club Key Policy at all times. I acknowledge and accept receipt of a **new/ replacement** NYC Club key (delete as appropriate) in accordance with the Newcastle Yacht Club Key Policy. I will inform the club immediately if the key is lost or stolen. I will return the original key immediately should it be found.*

Signature _____ Date _____

Note: At all times the key remains the property of Newcastle Yacht Club. Keys may only be allocated to individuals with full membership and cannot be passed on to any other member (those eligible for keys, must obtain them through the correct channels).