

**Boughton Lodge Watersports Club  
Membership Policy**

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## **1 INTRODUCTION**

This document defines the policies and guidelines that will be followed by Boughton Lodge Watersports Club Ltd in the allocation of memberships Caravan plots and boat jetties at the club facilities at Paxton Pits, Little Paxton, St Neots, Cambridgeshire in accordance with the club constitution.

## **2 APPLICABLE DOCUMENTS**

The following list of documents contains documents made applicable for establishing this policy.

## 3 MEMBERSHIP RESTRICTIONS

Boats	70
Jetties	70 (1 per boat Membership)
Caravans	65
Family Memberships	No limitation
Single Memberships	No Limitation
Junior Memberships	No Limitation

The above numbers may be varied by the committee at anytime subject to the planning restrictions available to the site.

### **Classes of Membership**

Family: Member, Partner, and any number of children up to the age of 19 on date of renewal who remains in full time education

Individual: 19 years and above

Junior: less than 19 years on renewal and who remains in full time education

### **Membership Joining Fee**

Any break in membership of more than 1 membership year requires a joining fee to be paid upon re-joining.

Children going from part of a family to their own individual membership do not incur a joining fee if the membership is continuous.

Transferring from one membership type to another does not incur a joining fee if the membership is continuous.

## 4 NEW MEMBERSHIPS

New memberships may be processed at anytime during a club season if there are vacancies available at the club, see section 3 for membership number restrictions. The membership shall be processed in accordance with the process defined in Figure 5-1

If a new membership application with funds is received during a current year for the following year, this shall be processed in accordance with the process defined in Figure 5-1

The committee reserve the right to decline any application thought to be detrimental to the club.

In accordance with the club constitution, membership fees are non refundable.

## 5 MEMBERSHIP RENEWALS

Membership renewals shall be issued by the membership secretary following the setting of the following years membership fees by the committee.

In accordance with the constitution membership fees are non refundable.

Timings for renewals:

- Issuing of Membership Renewals No later than 15<sup>th</sup> December each year <sup>1</sup>
- Closing Date for Membership Renewals 31<sup>st</sup> January
- Processing of Membership Moves 1<sup>st</sup> February
- Processing of New Memberships <sup>3</sup> 1<sup>st</sup> February
- Generation and Issue of New Membership Lists 28<sup>th</sup> February

Note

1. Notification of the posting / emailing of renewals will be reported on the club website.
2. If Vacancies exists Membership may be processed immediately



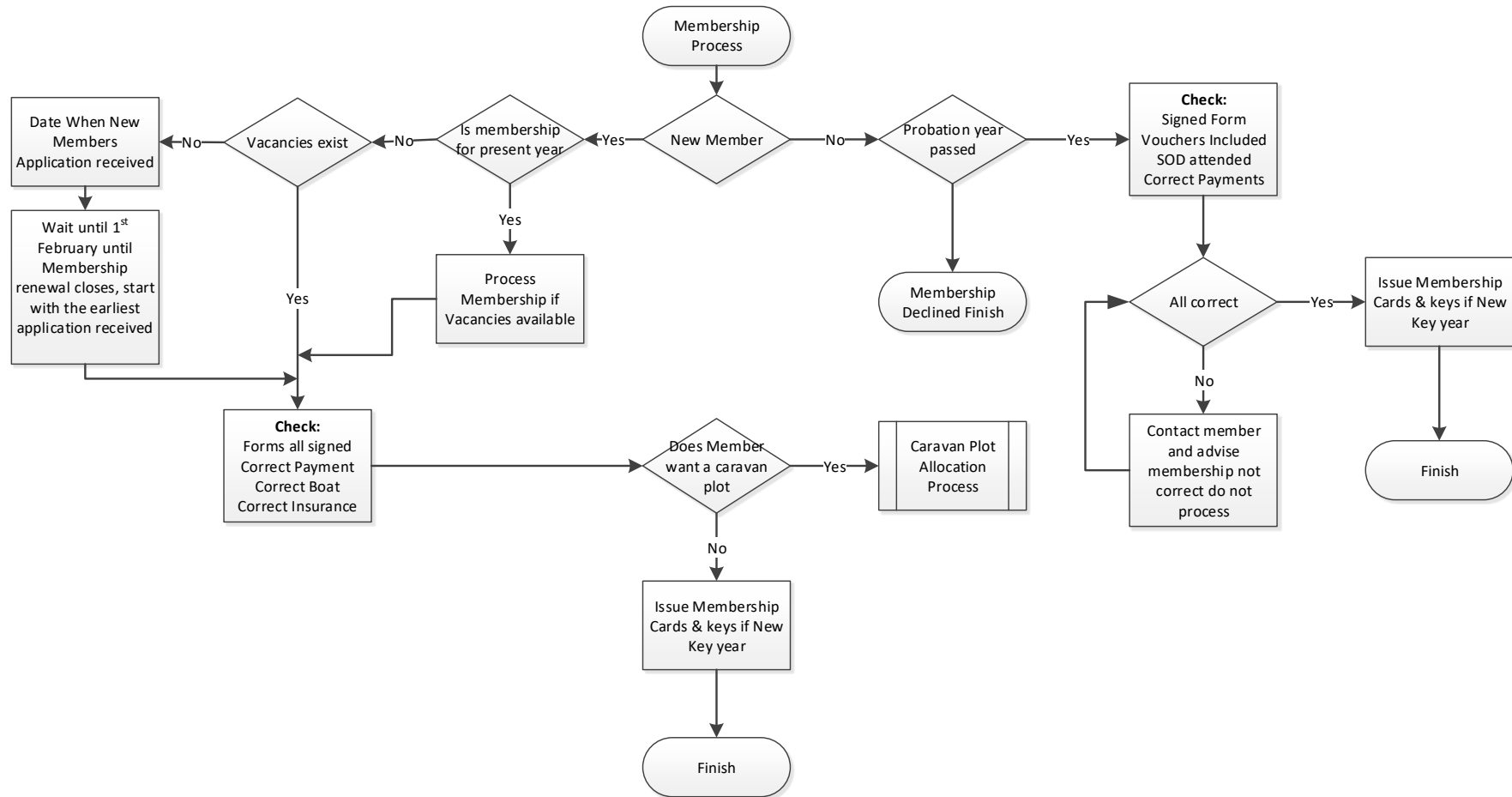


Figure 5-1 Membership Processing

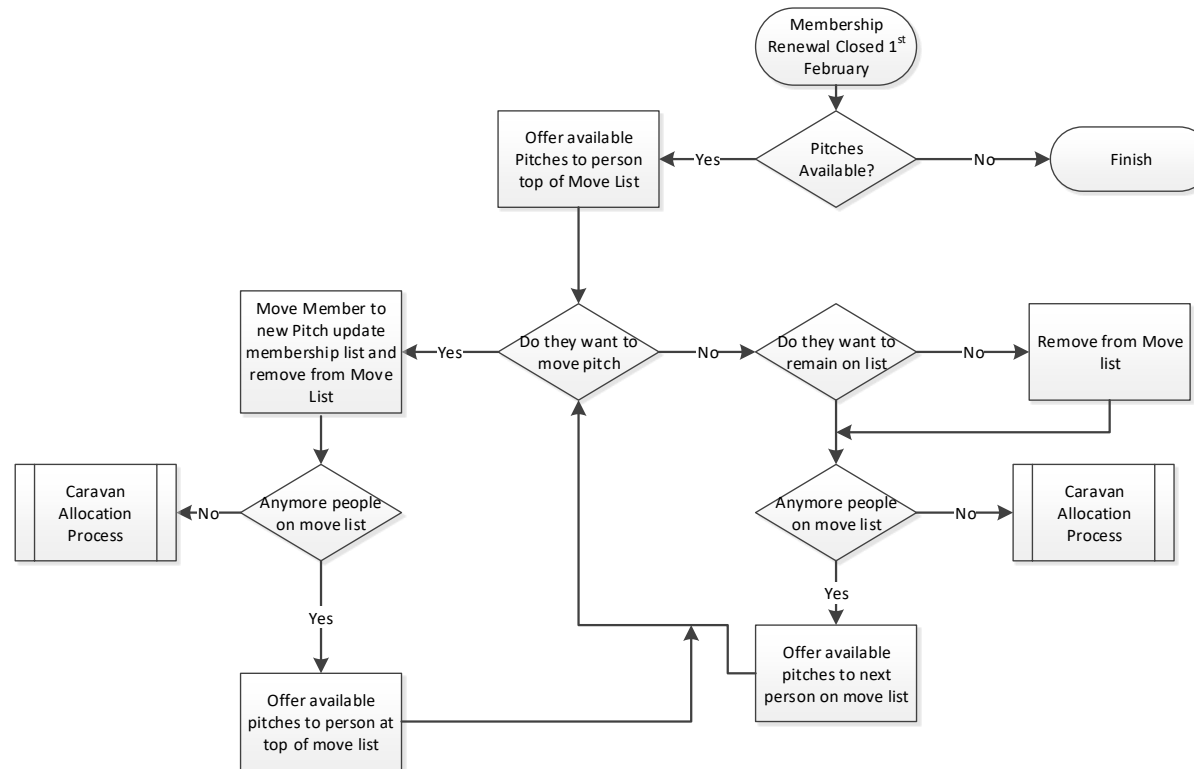


Figure 5-2 Caravan Pitch Move

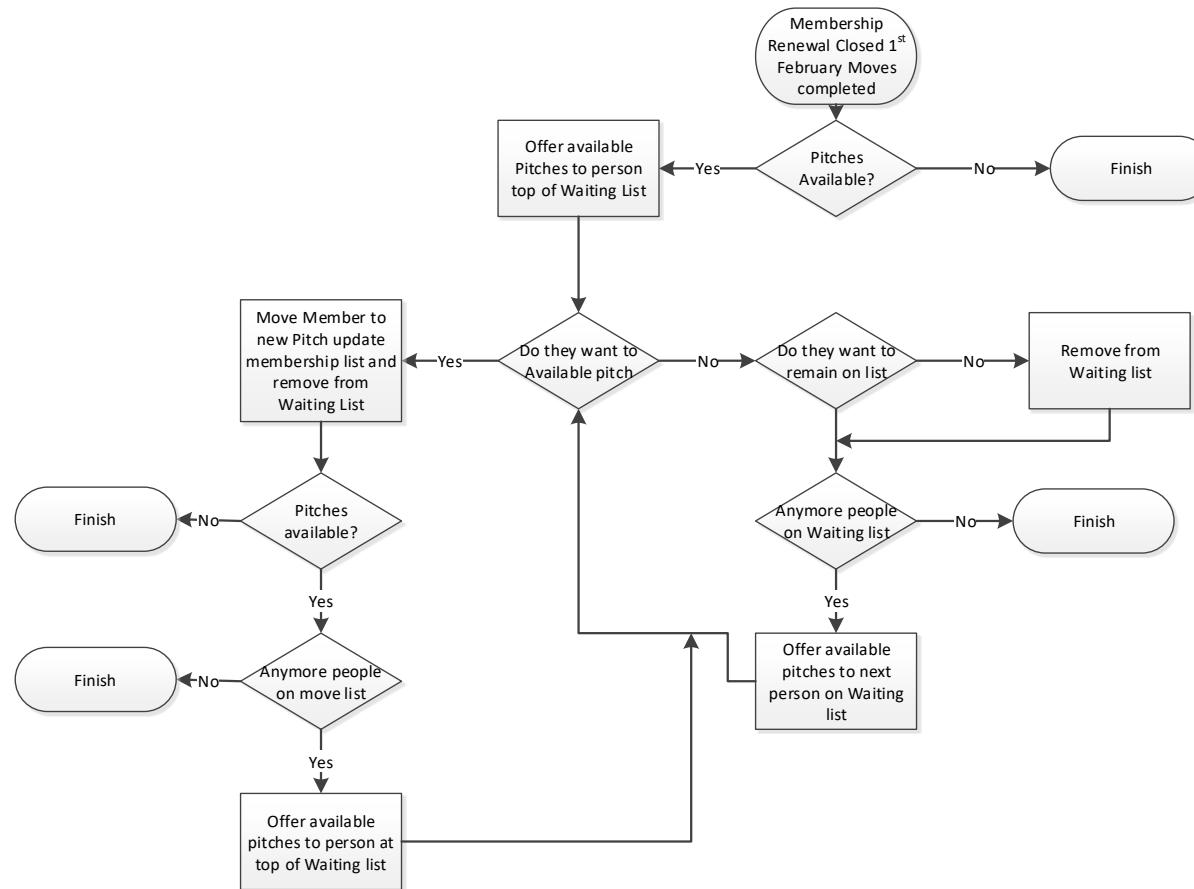


Figure 5-3 Caravan Pitch Allocation

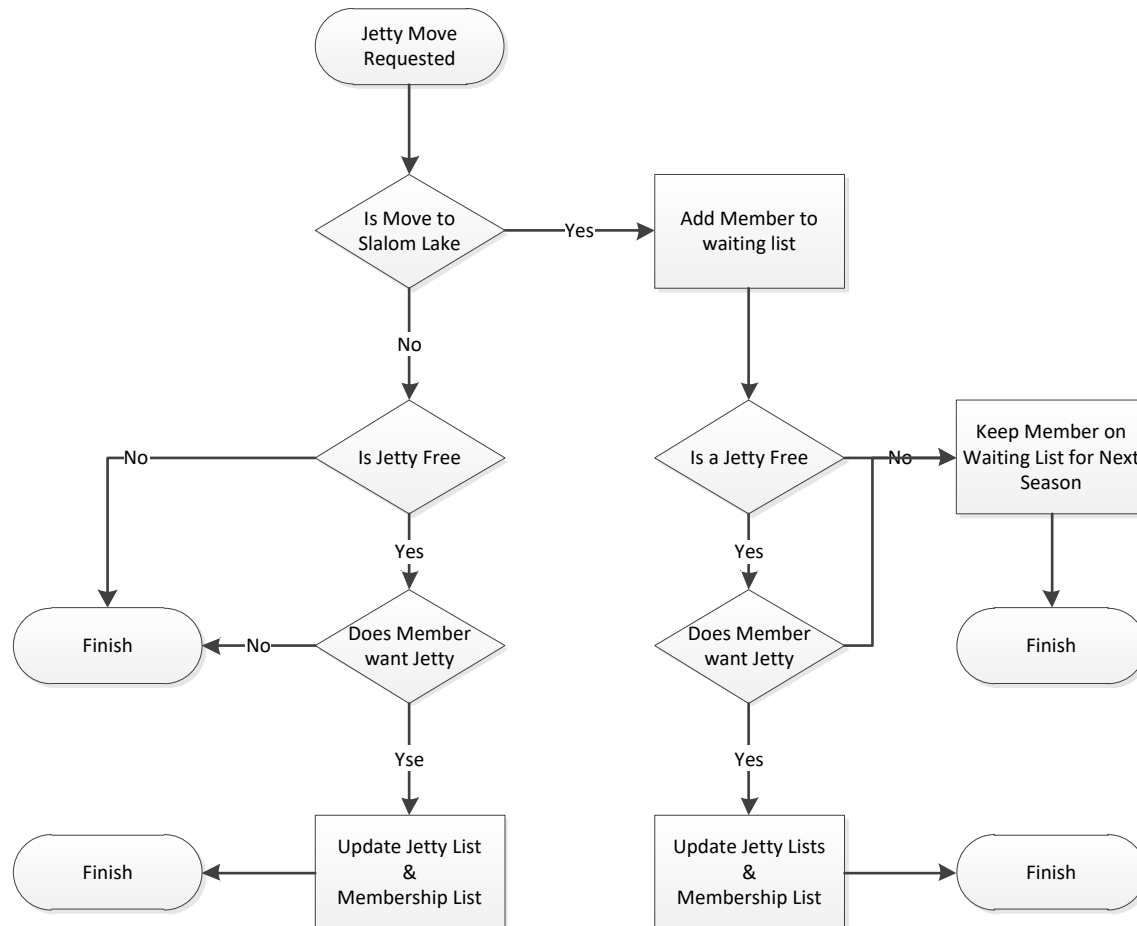


Figure 5-4 Jetty Allocations

## 6 MEMBERSHIPS ADDITIONS

### Day Memberships

Any unpaid day memberships will be added to the members following years renewal fees. Memberships will not be processed until payment has been received in full.

### Safety Officer of the Day

If there is a non-attendance for a member's SOD duty, then the defined fine will be added to the following years Membership renewal. Memberships will not be processed until payment has been received in full.

### BWSF Membership

Club Fees as defined for the forthcoming year shall be paid in full. If upon joining a member to the BWSF, it is confirmed that they are already a member of another club, or they are due a refund as a student or a single member, then the club will refund the difference to the member.

### Work Parties

In accordance with the club constitution, a qualifying membership is required to carry out 2 work parties per year between 10 am and 1pm on the advertised dates. Work parties may be carried out on different days only with the specific agreement of the work party organizer. Only 2 work party vouchers will be issued each year per membership that may be used for the following years renewal.

A single work party voucher will be awarded for a qualified Coach that provides 3 hours of coaching at a club organised / advertised and committee sanctioned Cutting Edge coaching event.

If work parties have not been completed at time of renewal, then the defined fine will be added to the following years Membership renewal. Memberships will not be processed until payment has been received in full.

If a member joins after the 1<sup>st</sup> August in a membership year, they must complete 1 work party before the end of October, and may defer 1 work party to the following season if they are unable to complete both before the end of the membership year. If 1 work party is, deferred the following year they must complete 3 work parties.

### Caravan and Jetty Waiting Lists

A Caravan Move list exists for any caravan member wanting to move caravan pitch.

A Caravan Waiting List exists for any member wishing to be allocated a caravan pitch.

Caravan Moves will be offered on the 1<sup>st</sup> February each year after the membership renewal closes, in the strict order that names appear on the 'Move' List. If a member does not wish to move to any of the available pitches, they may opt to be removed from the list or remain in their

current position. A member taking up a Pitch Move will then be removed from the list but may opt to remain, however they will be placed at the bottom of the current list.

Vacant pitch allocations will take place following all caravan moves. They will be offered in the strict order that names appear on the 'Waiting List'. If a member chooses not to take up an available caravan pitch, they may opt to be removed from the list or remain in their current position and the place offered to the next person in the list. A member taking up an available pitch will then be removed from the list, but may opt to remain, however they will be placed at the bottom of the current list.

A waiting list will be held for members wanting a jetty on the Slalom lake, vacant jetties will be offered in strict order that the names appear on the list after the 1<sup>st</sup> February each year

A waiting list will be held for members wanting a jetty move, moves will be offered in strict order that the names appear on the list after the 1<sup>st</sup> February each year

## 7 CARAVAN PITCHES

The Caravan site is governed under a site license held by the club for Touring Caravans.

- No Change to a pitch layout may be carried out without the prior consent of the committees nominated person.
- All modifications to a caravan pitch, including decking areas under awnings, rotations of caravans, additional awning annexes, etc will be assessed on a case by case basis giving consideration for the plot location, access in and around the pitch and the clubs site licence.
- All caravan pitches are to be left clean and tidy at the end of each season when caravans are removed to ensure that we remain fully compliant with our site licence.
- The only items that may be left on a pitch are: Picnic Bench, Waterski Rack and a BBQ shelter.

## 8 BOAT JETTIES

No Change to a Jetty layout may be carried out without the prior consent of the committees nominated person.

All Jetties will receive an annual safety inspection to ensure that they do not pose a Health and Safety risk to other members who may use a vacant Jetty. Members will be notified of any concerns that the committee have with their jetties condition, Timescale and level of repair is to be agreed with the committees nominated person.

- No new Jetties may be built without prior permission of committee
- For jetty rebuilds, the walkways must be no wider than previously installed or a maximum of 800mm wide which ever is the smaller
- Any Platforms in front of the boat may not extend more than halfway between members jetty and the adjacent Jetty.
- No tress shall be cut down without prior permission of the committee as part of the jetty activities

### 8.1 Boat Lifts

No Boat lift shall be installed without the prior permission of the committees nominated representative:

- Boat lifts shall not extend more than halfway between the members jetty and the adjacent Jetties
- Self-built boat lifts will be considered based on the following requirements:
  - It must be free standing and removable.
  - Protected from corrosion i.e. Galvanised if of steel construction. Certified with a static and dynamic load test to 1.5 times SWL.
  - The test certificate must be provided before the lift is installed and cover any additional lifting equipment used.
- Canopies can be installed; these shall be of metal fabrication and vinyl cover shall be Green in colour



**DOCUMENT CHANGE DETAILS**

<b>ISSUE</b>	<b>RELEVANT INFORMATION/INSTRUCTIONS</b>
1	Initial Issue
2	Updated to define fines and membership fees
3	Updated to create caravan move waiting list and clarify workparty fines
4	Updated to clarify process to apply for a caravan pitch
5	Updated to clarify allowed Jetty and caravan pitch modifications
6	Update to number of caravan pitches and pitch allocations process