

THE BY-LAWS OF THE HAVEN PORTS YACHT CLUB

INTRODUCTION

Under its Rules, the Club has the power to establish By-Laws for the conduct of members, their guests and visitors. The following By-Laws are set out as they apply to **members**, but should be respected and observed by **guests** and **visitors** so far as they are applicable to them.

Haven Ports Yacht Club is a private members' club, and its sales of alcohol are conducted under a Club Certificate rather than a Justice's Licence. This imposes a number of important constraints, which the Club is obliged to observe and which are embodied in these By-Laws. In the Club's and members' own interest, they will be strictly applied and enforced. Please do not be offended if you are asked to comply.

GENERAL RULES OF CONDUCT

Members are expected to respect and observe the Club's Rules, By-Laws and customs, and the customs and traditions of British yachting. When admitted to other clubs by virtue of their membership of Haven Ports Yacht Club, they are expected to respect such clubs' rules and customs and to uphold the reputation and good name of the Club.

Members are expected to behave with courtesy, consideration and integrity towards one another, Club employees, and third parties with whom the Club has any commercial or social relationship.

Members are expected not to act in any way that may discredit the Club or bring it into disrepute, either directly or through its association with them as members.

Members are responsible for the suitability of any guests they may introduce or of candidates they may propose for membership.

THE CLUBHOUSE

ADMISSION

Apart from employees or contractors working for the Club, admission to the Clubhouse is restricted to Members, their guests, and *bona-fide* visiting yachtsmen from reciprocating clubs elsewhere.

Guests must be signed in on each occasion **by the introducing member**. The term "guest" includes members' crew or close relatives, unless they are themselves members. No person may visit as a guest on more than **six** occasions in any one year (even as the guest of different members); an "occasion" comprises any number of visits on the same day.

Visitors must sign in on each occasion under the **name of their home club**. There is no explicit limit on the number of visits in a year, but if staying more than two weeks or visiting repeatedly, they may be asked to apply for temporary membership.

Suffolk Yacht Harbour berth-holders do not qualify as visitors (even if they are members of another club) and may not be admitted except as guests (subject to the six-occasion limit) or as members. If admitted as guests, they must be **signed in by a member** as required above.

DRESS CODE

Gentlemen are required to remove **headgear** while in the Clubhouse, except on the outer decks.

Bare feet are not acceptable at any time (for health and safety as well as aesthetic reasons).

Bare chests or uncovered undergarments are not acceptable.

Lifejackets, oilskins, heavy boots or other bulky foul-weather gear may not be worn or brought into the Clubhouse. Similarly, **wet outer garments** should be removed before entry. Hooks are provided for all these on both side-decks, or below-decks near the toilets.

Oily or dirty footwear or work clothes may not be worn in or brought into the Clubhouse.

CHILDREN

Children are welcome in the Clubhouse, under the responsibility and immediate control of their parents or carers. Both because of the hazards of the lightship's construction and to avoid annoyance to others, **unsupervised or unruly children may not be permitted to stay**.

Under the new licensing laws introduced in November 2005, no person under the age of 18 may consume alcohol on the Club premises or at any Club function.

DOGS ETC.

Apart from guide dogs in performance of their duties, dogs (or other animals) are not allowed in the Clubhouse. Dogs may be tethered on the starboard side deck.

FLAGS AND FLAG ETIQUETTE

HPYC FLAGS

The Club Burgee (flown by ordinary members) is a black triangular pennant bearing the Club's emblem, namely a representation of the Club's lightvessel Clubhouse (LV87) in red and white. A special burgee bearing a single white ball in the upper part of the hoist is flown by past Flag Officers (other than past Commodores).

The Commodore's flag is a black broad pennant bearing the same emblem, and the Vice and Rear Commodores' flags are similar, but with respectively one and two white balls in the upper part of the hoist.

The Club Flag is a black rectangular flag bearing the same emblem, and is flown by past Commodores and by Club vessels on official business (including the Clubhouse and the Race Office signals mast).

FLAG DISCIPLINE GUIDELINES

In the following, the term "burgee" includes any Officer's or other special or privileged Club flag intended to be flown as or in place of a burgee, including the Club flag flown on LV87. Except where otherwise stated, members should follow the guidance on Flag Etiquette in the RYA booklet C4 "Flags and Visual Signals".

Unless the privilege is withdrawn by the Committee, any Member is entitled to display the Club's name or insignia upon any vessel owned by him or her, and to fly the Club's burgee while present in person upon any vessel owned or chartered by him or her. There is no compulsion upon any Member to fly the Club's flag or to display its name or insignia, but any Member choosing to do so is required at all times to comply with the following guidelines.

1. Except as provided below, the Club's burgee is only to be flown together with the Red Ensign (or the maritime ensign of the vessel's nationality of ownership if different), when the entitled member is present on board or temporarily absent nearby. The Committee may for honorific purposes confer upon a distinguished Friend of the Club the right to fly its burgee, with or without conditions.
2. The burgee should be flown at the principal masthead if practicable, or otherwise at the senior (starboard) signal halyard above all other flags, other than a courtesy ensign when abroad.
3. When the member is aboard, burgee and ensign should be raised at 08:00 local time (09:00 between 1 November and 14 February inclusive) or on arrival if later, and lowered at the earlier of 21:00 local time or sunset. When abroad, the ensign may be kept flying at all times if (and only if) local regulations so require.

4. Except when racing, the burgee must not be left flying without the ensign. Neither may be left flying on an unattended vessel, other than when temporarily absent nearby and returning in good time before lowering.
5. Members entitled to use other burgees should while in the Club's home waters fly the Club's burgee above any other, together with the corresponding ensign, save that an ordinary member who is a serving Flag Officer of another club should give precedence to that club's flag (and special ensign if any).
6. Members entitled to use other burgees and doing so while away from the Club should continue to observe correct flag etiquette if displaying the Club's burgee, name or insignia.
7. Courtesy ensigns should be flown correctly when abroad, and must **in no circumstances** continue to be flown after return to UK territorial waters.
8. The Union Flag of the United Kingdom must **never** be flown on an identifiable Club vessel unless as a Pilot Jack (i.e. with a white border, at a correctly positioned Jackstaff, and only while at rest in harbour).
9. The flag of the European Union may be flown undefaced as a house flag. It should not be flown as an ostensible courtesy ensign (even by non-EU resident vessels), and may **in no circumstances** be used (whether or not in combination with any representation of the national flag) in place of an ensign.
10. At the death of a prominent public figure, the guidance on mourning in the RYA publication C4 should be followed.
11. Upon notification of the death of a Club member, unless requested otherwise the clubhouse will fly the Ensign at half mast (but not the burgee) on the day the news is received, at weekend(s) between then and the funeral, and at the time of the funeral if known. Club members personally acquainted with the deceased are invited to follow suit while on moorings within the harbour. Flags should not be flown at half mast while under way.
12. The practice of saluting (dipping the ensign to) Flag Officers or the Club itself is not expected and such salutes will not normally be returned in home waters.