

Rugeley Power Station Model Club Rules

Part 1 – Constitution

This Constitution and Operating Rules were adopted at the meeting held on 14th December 2016 held at Rugeley Power Station Social Club and supersedes the Constitution and Operating Rules dated 31st October 2013

1) Names

- a) The name of the Association is “Rugeley Power Station Model Club”, hereinafter referred to as the “Association”.
- b) The parent organisation is the “Manor Park Sailing Club”, hereinafter referred to as the “MPSC”.
- c) Another organisation with similar objectives at the location is the “Manor Park Radio Sailing Club”, hereinafter referred to as the “MPRSC”.

2) Affiliation

- a) The Rugeley Power Station Model Boat Club is affiliated to the Manor Park Sailing Club [MPSC].
- b) The Rugeley Power Station Model Club is a section of the parent Rugeley Power Station Social Club until formal closure of the Social Club.

3) Objectives

- a) The objective of the Club is to provide a meeting place with open water for radio controlled model boats powered by battery, wind, internal combustion (i/c) or steam, with the following exceptions:-
 - i) Flying fixed wing model aircraft cannot be accommodated. The only exception to this rule is sub Micro helicopters (rotor size less than 9" diameter) which may be flown inside the main clubhouse at designated times under supervision with the approval of MPSC.
 - ii) Other types of modelling will be actively encouraged, but the MPSC should be informed before the commencement of any new modelling activity.

Note Use of i/c and steam propulsion subject to Association operating rules. See (19)

4) Membership

Membership of the Association shall be available to:-

- a) The Commodore and Secretary of the MPSC.
- b) The Commodore and Secretary of the MPRSC,
- c) By invitation of the Committee to those over the age of 18 years who have paid the MPSC annual subscription for “modellers” AND who have paid the annual subscription for the Association. See 9 (d).

Note Children under 16 years have free membership, but their parent or guardian must be a member and responsible for them at all times.

- d) Associate membership of the Association is available to close family members expecting to use the club facilities regularly. Membership of the MPSC is not required, but a reduced annual subscription to the Association may be charged. See 9 (e).
- e) Day membership is available for visitors and non-members for sailing radio controlled boats/yachts/vehicles on payment on the day of a small sum towards the MPSC and Association costs. The fee is per person per day. See 9 (a).

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5) Management

- a) The officers of the Association are the Chairman, Vice-Chairman, Treasurer, Secretary, Membership Secretary and Webmaster.
- b) An Honorary President of the Association may be elected by the committee if required.
- c) The day-to-day management of the Association is under the control of the officers.
- d) The Chairman and Vice-Chairman shall be elected for two years in alternate years for continuity. The Secretary, Treasurer, Membership Secretary and Webmaster shall be elected to serve for one year. With the exception of the Chairman, who shall not occupy the position for more than four consecutive years, all retiring officers shall be eligible for immediate re-election. The Honorary President may be elected for an unspecified term.
- e) The Committee shall consist of all club members who care to attend any meeting called by the officers under the Chairman [or an acting Chairman elected in absentia], and in the presence of as many other officers as are available.

Note The principle is that the Committee consists of the whole Association membership.

- f) *The Commodore and Secretary of both the MPSC and the MPRSC shall be ex-officio members of the committee.*
- g) All matters of policy are to be decided by the Committee. Any policy approved by committee must have a forum of at least six members
- h) The committee shall meet monthly, and one meeting each year shall be reserved as the Annual General Meeting. See 9.
- i) An officer or some other person delegated to act on his behalf, should attend the regular monthly meeting of the MPSC committee, for the purpose of reporting on Association activities, to obtain permission for an action that is in the domain of the MPSC, or to seek guidance on MPSC and/or MPRSC policy
- j) The committee shall have the power to admit to its meetings any person who is not a member or associate of the Association, but those so admitted shall not be entitled to vote.
- k) Minutes of committee meeting(s), the annual general meeting and of extraordinary general meetings shall be kept and distributed by the Secretary to the Association members, and to the Secretary of the MPSC.
- l) The Membership Secretary will maintain an annual list of the members and associates
- m) The Association reserves the right, unless expressly refused, to publish members names, addresses, contact numbers and email addresses in an electronic membership list. Such publication will be made available only to committee members as defined at 5(e) and 5(f).
- n) When urgent matters occur, an officer or officers, advised by such members as can be consulted, shall act as a proxy for the Committee, but will seek ratification of their actions from the Committee as soon as is practicable.

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6) Finance

- a) For VAT reasons, the Association has no financial existence separate from the MPSC.
- b) All moneys received or paid out must be under the control of the MPSC treasurer, and a VAT receipt obtained wherever possible for all items that the Association purchases under delegated authority from the MPSC treasurer.
- c) The Association Treasurer shall be permitted to maintain a cash account for day to day expenses, insurance etc . Any amount of money retained for working expenses or otherwise in the hands of the Association treasurer with the knowledge and approval of the MPSC treasurer must be accounted for.

Note. Working expenses to include postage, model sailing insurance, domain and web site fees etc..

- d) The Committee shall appoint a bank, banks, building or Post Office Account as considered necessary and the Association Treasurer shall maintain appropriate accounts.
- e) The Officers shall be responsible for the administration of all funds, gifts, trusts, Association subscriptions, donations and contributions. All sums collected shall be passed to the Association Treasurer or Secretary for banking.
- f) The Association's financial year shall commence on 1st January and conclude on the following 31st December. This clause revokes previous constitutions and gives discretion to the Association Treasurer to determine the timing of the first financial year using this constitution.
- g) The Association treasurer shall prepare and present the accounts to the annual general meeting. The accounts shall be independently verified by another member of the Association prior to presentation.
- h) The Association treasurer shall be responsible for obtaining the annual Certificate of Public Liability Insurance for the model activities of the Association for paid-up members of the Association only. Copies of such certificate shall be available for members on request.

Note: The insurance to cover the Association member at all UK venues.

7) Constitution

- a) The constitution may be amended by a three fourths majority of the members of the Association as defined in clause 3, attending an extraordinary or annual general meeting provided that two weeks notice of the proposed amendment has been advised to all members.
- b) Within four weeks of the adoption or amendment to the constitution of the Association, complete copies of the constitution shall be forwarded to the MPSC, to any bank(s) or building society(s), and be made available for download on the Association's web page.

8) Extraordinary meetings

Extraordinary meetings of the Association may be convened by the Secretary on a request by the officers or by written request of at least five members of the Association giving a minimum ten days notice and stating the business to be considered at the meeting.

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9) Annual General Meeting

- a) . An annual general meeting of the Association shall be held at such time or place as the committee shall appoint between the 1st March and 31st April in each calendar year.
 - b) At least four weeks notice of the annual general meeting shall be given to Association members as defined at clause 3.
 - c) Appointments and retirements shall be in accordance with clause 5 (d). Nominations for the posts of Chairman, Vice-Chairman, Treasurer, Secretary, Membership Secretary and Webmaster shall be advised to the Secretary two weeks before the stated date of the annual general meeting. Persons nominated for election as officer or Honorary President of the Association need not be members of the Association, but must be proposed and seconded by current members and/or officers who have served for not less than twelve months.
 - d) The business of the annual general meeting shall be:-
 - i) To appoint or elect officers in accordance with 5(d).
 - ii) To receive and consider the report by the Chairman.
 - iii) To receive and accept the audited accounts for the preceding year by the Association treasurer.
 - iv) To set the annual subscription rate for Association members for the following year as stated in clause 4 (c)
 - v) To set the annual subscription rate for Associate members of the Association for the following year as stated in clause 4 (d)
 - vi) To set the day membership rate per person for sailing non-members of the Association.
 - vii) To advise Association members of the annual subscription to the MPSC.
 - viii) To appoint any sub-committee chairmen to oversee specific activities on behalf of those members involved in that particular activity. When the activity is complete or discontinued the appointment lapses.
- Note: Such appointments should take place at the Annual General Meeting where practicable, but may take place as necessity dictates.*
- ix) To transact such other business as in order at an annual general meeting.

10) Dissolution of the Association

- a) The Association may be dissolved by a two-thirds majority of all members as defined under clause 4, voting either by proxy or in person, at either an annual general meeting or an extraordinary meeting.
- b) In the event of the dissolution of the Association, any assets remaining after the satisfaction of all debts and liabilities shall not be paid or distributed among the members of the Association, but shall be applied to the Manor Park Sailing Club.

Signed.



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(Association Secretary)



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(Chairman)

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Part 2 Operating Rules

11) Safety – General

- a) Safety rules that are laid down by either the Manor Park Sailing Club (MPSC), the Manor Park Radio Sailing Club (MPRSC) or Power Station management will be obeyed at all times. Such additional safety rules as the Association lays down and specific to its activities will also be obeyed.
- b) Disobedience of such rules will be a matter of disciplinary action by the Manor Park Sailing Club Main Club committee or the Association officers, as appropriate. Safety is paramount at all times. Operating rules are laid down for club members convenience.
- c) No Association activities will take place unless at least two persons are present. This is a safety measure. If one person is taken ill, it is essential that another be present to render assistance. See 12.
- d) When launching or recovering models Association members and Day members must wear buoyancy aids or lifejackets when on or near water. See also Recovery Boat 16 (c) (iii).

Note (1) This rule includes persons operating from the MPRSC fixed jetty.
(2) Buoyancy aids are available at MPSC.

- e) Association members are reminded that MPSC facilities are used by other organisations throughout the year and that the Association does not have unrestricted use of the facilities. Commonsense and responsibility are expected from all members to ensure co-operation when operating adjacent to other users.
- f) When bringing a visitor or visitors onto the site they must at all times be under the direction of an Association member, and must not wander off unaccompanied. Where the visitor intends to operate a model boat on the water, the inviting Association member shall be responsible for the collection of the Day Member subscription. See 4 (e).
- g) No model may carry an animal, child or other person as a passenger, and members using a model sufficiently large to do so are responsible for seeing that this rule is enforced. Towing a proper passenger-carrying vehicle for demonstration purposes is permitted, but if the passenger carrying vehicle is a boat, the boat under tow and the persons in it must comply with the recovery boat rules - See 16.
- h) In the case of events involving other visiting clubs these rules will be applied to all persons involved in the event.
- i) An Officer of the Day will be appointed by the committee to supervise organised events. He/she is responsible for ensuring that these rules are complied with. On minor occasions when no person has been appointed, the first club member to arrive will assume this role.
- j) With the increase of fast electric boats on the lake it is necessary to restrict the running of such boats. When there are no scale boats or yachts present fast electric boats may use the entire lake. Commonsense and responsibility are expected from all members to ensure these sailing rules work.

12) Safety – Action in event of accident

- a) Should any person fall into the water, at the Rugeley site, they must be taken to the Station Emergency Centre and the Station Control Room notified as soon as possible after they have been recovered from the water and any immediate life saving action taken. If the Main Social Club is manned, the steward or any committee member present must be informed without delay.

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- b) Should any person fall into the water or suffer a significant injury at the MPSC site, a person not involved in the rescue should be instructed to notify the appropriate authorities by mobile telephone. This might mean leaving the site to obtain a signal. There is no discretion in this matter.

Note : an emergency mobile phone (**07733 667 710**) is left on charge in the MPSC club house.

- c) The person carrying out the notification should then position themselves at the A513 road entrance to direct the authorities on arrival.
- d) The emergency authorities will take charge and all persons present will act under their instructions. The notification procedure (See 12 (a) and 12 (e)) will also be followed should any person suffer any significant physical injury, but care must be taken to ensure before moving them that it will not cause further injury. This is particularly important in cases of neck or back injuries.
- e) All accidents and serious incidents shall be reported to both the Association Officers and the MPSC Secretary.

13) A Access to MPSC site and Club house

- a) Access to the location is by a gated private roadway. Key holders are identified in the Association members list. There are TWO padlocked gates.
- b) Cars may be brought along the gravel drives leading to the lake for loading and unloading, but must be returned to the car park as soon as is reasonably possible. With the exception of authorised disabled motor's, cars must not be parked adjacent to the lake, but must use only authorised parking areas.
- c) The lake is available to Association Members on weekdays throughout the year although the Association does have a preferred regular weekly time allocated. Members may operate model boats at other times, but they must not interfere with the dinghy sailing, canoeing or Radio Sailing Club activities during the season. Weekends are usually reserved for either the MPSC or the MPRSC.
- d) Access to the MPSC club house is by a numeric key pad. The security number is regularly changed by the MPSC and on joining the MPSC the current numeric code will be advised.
- e) It is a requirement of membership of the MPSC that individuals take responsibility for the use and maintenance of the clubhouse.

13) B Access to RPS site and Social Club

- f) *Members will at all times travel to and from the clubhouse using the designated route between the security lodge and the clubhouse*
- g) *No right of access to the Power Station or its lands is granted by Club membership.*

14) Leaving the MPSC Site and Clubhouse

- a) When leaving the site and clubhouse, Association members must check that there are NO other cars or persons in the area or near the canoeing activities. People might be dinghy sailing in the second lake and not visible.
- b) Only when satisfied, the Association member should close up the Clubhouse, ensuring no food is left, no batteries left on charge, and importantly that there is nobody in the building, such as the showers, when finally returning the out building keys and locking the clubhouse.

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- c) Where no other cars or persons are observed, the last Association member leaving becomes responsible for ensuring that the TWO gates are padlocked on exit.

Note: All fishermen have a key. They often park in the first car park..

15) Insurance

- a) The site is covered by insurance of the MPSC and/or Power Station management.. Nevertheless, the Association's modelling activities involve additional hazards that are not covered by such insurance, particularly when modelling activities involve off-site displays, etc.
- b) The Association therefore maintain recognized additional insurance appropriate to modelling activities which will apply to all members, and will be charged as part of the Association subscription. In addition, anyone who actively participates in helping the section at displays etc should be encouraged to take out an associate membership of the section at a nominal fee in order that they can be insured under the Public Liability insurance.
- c) The Association's insurance will not cover pressure vessels such as steam boilers or gas containers. In the case of steam vessels, the owner is responsible that they are fully certificated and insured by a qualified authority. Gas vessels which are not commercially supplied as replaceable or rechargeable vessel but are tailor-made to the modellers' requirements must also be fully certificated and separately insured by the owner.

16) Recovery Boat

- a) A recovery boat is provided for the recovery of model boats which have broken down, for laying out buoys, etc. and as a standby for assisting persons in difficulty in the water should the need arise.
- b) It is provided for the use of members for these purposes only. It must be readily available at events and/or functions involving visitors to the Association.
- c) Members must obey the following rules when using the boat:
 - i) There must be at least one responsible adult observer on the bank.
 - ii) No more than two persons shall be in the recovery boat.
 - iii) Persons in the boat must wear buoyancy aids / life jackets.
 - iv) The person on the bank will hold the boat steady while it is being boarded or while somebody is alighting from the recovery boat.
 - v) Persons under the age of 16 shall not be allowed to operate the recovery boat or operate in the recovery boat. In addition, persons using the boat in cold weather are strongly advised to wear clothing that will prevent them suffering exposure should they accidentally enter the water. Such clothing is not provided by the Association.
 - vi) When rescuing a model boat containing high voltage batteries from the water, care should be taken if the boat is waterlogged.
 - vii) Association equipment is to be returned to the storage area after use.

17) Radio Control Transmitters

- a) All transmitters must comply with the current Wireless Telegraphy Act and regulations under that act.
- b) When using either 27MHz or 40Mhz .
 - (1) it is a modeller's responsibility to ensure that their frequency is not in use before switching on their transmitter.

Note: At MPSC others may be using such frequencies that are not visible to the user, such as radio sailing from the MPRSC jetty area.

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- (2) The frequency in use must be displayed by an appropriate flag or peg.
- c) No C.B. set will be used within 200 metre of the club premises or a club facility.
 - d) Models operated by internal combustion engine or steam must not use receivers whose servos are operated by alkaline or other disposable batteries, but will use rechargeable battery packs of at least 500 mAh capacity. These must be freshly charged. This is to avoid the possibility of such models going out of control due to battery failure.

Note: The remaining life in disposable batteries cannot be safely ascertained.

18) Use of Batteries

- a) With the exception of solar powered trickle chargers and the MPSC emergency mobile telephone, NO 230v mains battery chargers shall be left on overnight, and when in use should not be left unattended for long periods.
- b) Charging of lipo batteries: the manufactures instructions must be followed. A lipo bag must be used and must never be left unattended whilst the batteries are charging.
- c) Members should be aware that, according to research by a government department, a person in water may find that they are unable to control their muscles in the proximity of batteries producing as little as twelve volts. Fast electrics packs producing up to 42 volts are therefore to be regarded as a hazard.

19) Use of Internal Combustion and Steam powered models.

- a) The use of either internal combustion or steam powered model boats remains at the discretion of the MPSC.
- b) Internal combustion engine operators must refuel their model at a safe distance from other persons. Bulk fuel containers must be stored at a safe distance, and if there are several containers, they must be grouped together.
- c) Owners of i/c boats are responsible for ensuring that a suitable fire extinguisher be kept nearby, but not with the fuel.
- d) All fuel, regardless of its flammability, will be treated in this manner. Nevertheless, fuels which are similar to diesel fuel are to be preferred because of their low flammability. It is recognised that the fuels commercially available for glow-plug engines may contain small quantities of accelerators, but are nevertheless of low flammability. Fuels containing enhanced amounts of accelerators such as nitro-methane or neat accelerators for mixing with fuel to obtain enhanced performance will not be brought onto the site. Maximum nitro/methane content 10%.
- e) No mixing of fuels allowed on site.
- f) Steam operators using liquid fuel or pressurised gas firing will follow the same procedure with their fuels. In addition, spare gas cylinders will not be stored nearer than ten metres to liquid fuels or other potential source of fire.
- g) Operators using flammable fuels are recommended to choose a refuelling point near the lake, as jumping in the water is a good way to minimise personal injury should their clothing be set alight in an accident
- h) Steam is dangerous even on small models, as even small steam jets issuing from a safety valve can cause serious injuries, and boilers and fittings are at a temperature sufficient to cause burns. All modellers should be aware of this, even if they do not operate steam driven models.