



Policy Title: PENS & MOORINGS MASTER

Policy Owner: [Pens & Mooring Committee]

Policy Code: [5010]

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INTENT: This document is to provide the guidelines to be met and maintained by all members wishing to use the facilities of the Club such as the Land Pens, Water Pens, Club Moorings, the Club Ramp and any other facilities. This document contains various policies which, when combined, form the total Pens & Moorings Policy. This policy supports the requirements of Club By-Law 7.

In addition to informing themselves of the contents of this policy, it is also the responsibility of the vessel owner/s to inform themselves of the Rules & Bylaws relevant associated policies, guidelines and marina regulations which are available from the Club website.

This policy will be periodically updated to reflect any changes in policies by SoPYC. Changes to this policy will be approved by the Management Committee.

This policy supersedes all previous policies.

This policy forms part of the Clubs Policy Manual.

ORGANISATIONAL SCOPE: This Policy applies to all members who wish to keep their vessels at the Club or wish to use the Club's facilities including, but not limited to Water Pens, Land Pens, Crane Facilities, Hardstand Facilities, Launching Ramp and parking areas for trailers within the facilities areas as are specified by the Club.

This Policy also applies to all staff who by nature of their job have interaction in any form with members who keep their vessels at the Club or use the Clubs water facilities including but not limited to Water Pens, Land Pens, Crane Facilities, Hardstand Facilities, Launching Ramp and parking area for trailers within the facilities as are specified by the Club.

This Policy also applies to all registered contractors who by nature of their job have interaction in any form with members who keep their vessels at the Club or use the Clubs water facilities including but not limited to Water Pens, Land Pens, Crane Facilities, Hardstand Facilities, Launching Ramp and parking area for trailers within the facilities are specified by the Club.

DEFINITIONS: For the purposes of this Policy the definitions in Appendix 1 to this Policy are used.

POLICY CONTENT:

1. Pens & Moorings Applications.

- 1.1 Prior to any application for the use of Club facilities, the applicant and all joint owners in the vessel must be financial voting members of SoPYC. Only then may they apply to use the Club facilities. The Club does not allow applications from Companies or Trusts.
- 1.2 Only vessels that have completed the appropriate documentation required under **PM00389 Pen/Facilities Application Process** - and have been notified in writing of the acceptance of their application will be considered for the use of the facilities at the Club.
- 1.3 Only one vessel will be allocated per pen. A member may have more than one vessel berthed at the facilities; however, they will be restricted to those listed below, but not two of the same except on the Western Hard Stand or on an approved float dock where a tender for a vessel currently berthed in the Club's facilities may be berthed.



- 1) A yacht,
 - 2) A power vessel.
 - 3) A tender for either of the above but limited to 8 metres overall (including raised outboard) berthed in the approved water pen on jetty seven (7) and is on approved float blocks.
- 1.4 A member with two like vessels, one of which is for sale, may only occupy a second Club facility, if available, for a maximum of two months, thereafter, should the vessel remain unsold, the owner shall remove the vessel from the Club unless special permission is gained in writing from the Pens & Moorings Committee.
- 1.5 Vessels up to 9.5 metres overall including raised outboards may be berthed on approved float blocks on the southern side of jetty seven (7) only, and only within the pens contained within the mooring piles. These allocations will only be done by permission of the Pens & Mooring Committee.
- 1.6 Members must also ensure that they have read the **PMPR001 MARINA PENS & MOORING REGULATIONS** which is located on the Club website. These regulations should be downloaded as required.
- 1.6.1 Members are required to familiarise themselves with comply with the rules and requirements outlined in the regulations.
 - 1.6.2 Members are to ensure that their vessels meet the requirements outlined in the regulations.
- 1.7 Only members who have completed and signed the Marina Safety Compliance Self Audit Form, and are entered on the Club vessel register, with all required ingoing fees payable within the Clubs 30 DAY TRADING TERMS will be allocated use of the Club's facilities. **(Refer bylaws section 7)**
- 1.8 Where applications for marina facilities exceeds the available facilities, the members application will be placed on the appropriate waiting list. The Pens and Moorings Committee will follow the prescribed allocation criteria when making allocations or relocations.
- 1.9 Boat owners failing to comply with the written undertaking given in **PM00389 Pen/Facilities Application Process**, before being granted a pen, will remain on the waiting list until all requirements for pen entry are complied with.
- 1.10 The Pens and Moorings Committee may accept a pen application in respect of a vessel not yet owned by the applicant, providing the applicant provides adequate specifications at the time of making the application.
- 1.11 Any vessel, the designated applicant/spokesperson of which, does not declare the full names and addresses of all owners or parties having an interest in the ownership of a vessel on the pen waiting list, shall be removed from the pen waiting list.
- 1.12 An applicant will not be permitted to change the details or specifications of the vessel in respect of which the original application was made, without the written approval of the Pens and Moorings Committee.
- 1.13 The pen waiting list shall show details of each designated applicant/spokesperson and vessel in respect of which a pen application has been made and will be updated routinely. The updating shall show details of all changes made since the last Pens and Moorings Committee meeting.



- 1.14 The updated pen waiting list shall show its date of adoption and be posted routinely (minimum monthly) on the main Club notice board located in the main foyer of the Club House and also on the Club website.
- 1.15 All owners or parties having an interest in the ownership of a vessel on the pen waiting list, shall be financial voting members of the Club.
- 1.16 Any person that holds 100% sole ownership of a boat within the SoPYC Marina that sells or apportions any part of that ownership to another party shall continue to be deemed the sole owner for the purpose of pen allocation.
- 1.17 If the original owner sells the remainder of their share in the boat then the new owner is deemed to be a new applicant for a pen and shall be placed on the pen waiting list until a suitable pen is available. At the sole discretion of the Pens and Moorings Committee, the boat may be required to be removed from the club premises.
- 1.18 Only one owner will be recognised by the Club as the designated applicant/spokesperson for the vessel and the allocation of the facility will be made in their name only.
- 1.19 The designated applicant/spokesperson for a vessel may appeal in writing to the Management Committee against any decision by the Pens and Moorings Committee, in relation to the allocation of pens.

2. Allocation Criteria

- 2.1 The Pens & Moorings Committee will allocate Club facilities using **PM00406 Pens and Moorings Allocation Procedure**.
- 2.2 This procedure may be updated by the Pens & Moorings Committee from time to time to reflect the requirements of the Club.
- 2.3 The date of receipt by the General Manager of an application for a facility in the marina will establish the initial priority.
- 2.4 If two or more vessels on the waiting list will fit a vacant facility, the date of entering the list will give priority if all other criteria are equal.

3. Pen Fees (Land & Water)

- 3.1 All new vessels or members buying a boat registered in their name including a share in an existing vessel at the Club and allocated a pen, irrespective of the period of occupancy, will pay a Pen Entry Waiting List Fee. The payment is a “once-off” fee. No further charges will apply if the vessel is relocated or moved between pens unless the move is to a larger pen where the difference between the current pen and the new larger pen will be applicable. Refer Policy Pen Entry & Deed Pen Fee Policy Section 4.2.7 ... Effective: 1 July 2021
- 3.2 The Pen Entry Waiting List Fee, payable upon admission of a vessel into the Club facilities, shall be calculated in accordance with the fee structure as approved by the members at the half yearly meeting. This Pen Entry Waiting List Fee is applied within guidelines set out in section 4.2 of the Pen Entry & Deed Pen Fee Policy ... Effective: 1 July 2021
- 3.3 Vessels already in a permanently allocated a pen in the Club facilities at the time this policy is adopted, may be subject to payment of a Pen Entry Waiting List Fee if it is



found to have not been previously paid. Refer Policy Pen Entry Waiting List Fee and Water Pen Deed Fees item 4.2.7

- 3.4 A Pen Entry Waiting List Fee shall be payable once only by the voting member who is the designated applicant/spokesperson for a vessel. Refer Policy Pen Entry & Deed Pen Fee Policy Section 4.2 ... Effective: 1 July 2021
- 3.5 The Pen Entry Waiting List Fee shall be acknowledged by the Club as having been paid by the designated applicant/spokesperson for that vessel only. However, subsequent partners will be liable for an additional Pen Entry Waiting List Fee proportionate to the number of owners in the vessel.
- 3.6 A member who relinquishes or who has relinquished in the past, a pen in respect of which the Pen Entry Waiting List Fee has been shown to have been paid or, in the case of pens where the vessel was removed from the marina before this policy was adopted, would have been deemed to have been paid in accordance with this policy, shall not be liable for another Pen Entry Waiting List Fee, providing the member has maintained a full ordinary membership in the Club for the entire period between the relinquishment of the pen and the date of replacement vessel is admitted to the marina in accordance with this policy.
- 3.7 A Club Pen Entry Waiting List Fee will be calculated on the Length Over All (LOA) of the boat. LOA includes pulpits, pushpits, washboards, swim platforms, motors or other overhanging fixtures such as towbars on trailers in land pens.
- 3.8 Pen charges shall be based on the dimensions and appurtenances of the pens, the amounts for pens, moorings and boat storage to be determined by a quorum at the April General Meeting.
- 3.9 Pen charges shall be made at an annual rate and may be payable in two moieties in advance in the Club's financial year. For periods less than twelve months charges shall be payable at the annual rate divided into twelve equal parts, one part payable for each month or part thereof of occupancy.
- 3.10 A refund on a monthly basis may be made at the discretion of the Management Committee on the relinquishing of the occupancy by a member.
- 3.11 Part of a month's occupancy shall be considered a complete month of occupancy. The General Manager will have the right to amend the charge if it is deemed appropriate.
- 3.12 Charges shall commence from date of granting of allocation or as otherwise ordered.
- 3.13 In the event of the sale of any vessel occupying a pen or mooring, the hirer of such berth shall forthwith give notice in writing of such sale to the Pens and Mooring Committee and shall cause such vessel to be removed from the berth within 14 days of such sale or such other time at the sole discretion of the Pens and Mooring Committee.

4. Marina Safety Compliance

It is important that the Club keeps the highest level of safety within the facility. Therefore, the Club ensures safety for all vessels by ensuring all vessels meet the Club's Marina Safety Compliance requirements as a minimum for berthing facilities.

- 4.1 Prior to advice of a pen allocation, and all requirements of the Pens and Moorings "application" and "allocation" procedures being completed, the vessel owner must



- ensure that the vessel meets the safety requirements set out in **FS000412 Marina Safety Compliance Self Inspection Form**. Once the owner is certain that their vessel meets the requirements, the signed document must be submitted to the Club.
- 4.2 The **Marina Safety Compliance Self Inspection Form** must be submitted to the Club and the vessel inspected and passed by an authorised compliance officer before the vessel enters the Club Marina.
The steps to complete are:
- 4.2.1 Prior to entry to the Club, the owner must ensure that the vessel has had a Marina Compliance Inspection. A Marina Compliance Officer must inspect the vessel and sign off the relevant section on the **FS00412 Marina Safety Compliance Self Inspection Report**.
- 4.2.2 No vessel will enter the Club without a current Marina Safety Compliance Certificate. - **refer Club bylaws section 7**
- 4.2.3 The compliance officer may at his own discretion allow a vessel into the Club to assist with the rectification of a minor fault.
- 4.3 In order to maintain a safe environment, all vessels accommodated in the Club facilities will be required to be re-inspected for marina compliance every 3 years or change of ownership or any major work i.e. replacing engines, electrical upgrades or as required by the Pens and Moorings Committee or in accordance with the **MPMR001 SoPYC Marina Pens & Moorings Regulations** document.

5. Electrical Compliance

- 5.1 All vessels shall have their wiring in accordance with AS/NZS 3004.2:2014 Part 2 Boat Installations.
- 5.2 It is the responsibility of each boat owner to ensure their vessel complies with this standard.
- 5.3 In addition, the following will apply;
- 5.3.1 Batteries shall be adequately secured against movement.
- 5.3.2 An isolating switch shall be fitted in an accessible position and should be as close to the batteries as is practicable allowing for free flow of air through battery compartment. The isolating switch shall be capable of carrying and rupturing the full load current of the system – including that of the starter motor.
- 5.4 All vessels moored in the marina or left unattended alongside any Club jetty or wharf shall isolate all batteries from the electrical system by means of approved enclosed switches.
- 5.5 Regular inspections shall be carried out to ensure that all electrical wiring is in good condition and has not become frayed, or damaged or connections loosened.

6. Shore Power Connection

- 6.1 All vessels, if wishing to use the Clubs shore power for their vessels, must ensure that they comply with **PM00818 Shore Power Electrical Policy (New 2020)** prior to connecting their vessel to the Clubs shore power.

7. Vessel Register (Club Bylaws 7)

- 7.1 A Register of Vessels shall be kept by the General Manager and no unregistered vessel shall enter the Harbour area unless the permission of the General Manager has been first obtained. **Refer (Club Bylaws 7)**



- 7.2 All boats on the Club Register, subject to the Club's Marina Safety Compliance requirements, shall carry 3rd Party Property and Public Liability insurance cover to a minimum of \$10,000,000 and shall be required to present a certificate of insurance to the Club annually to demonstrate compliance. **Refer (Club Bylaws 7)**
- 7.3 No vessel used in trade or business or for letting for hire or for any other purpose than recreational shall be entitled to the benefits or privileges of the Club provided always that this regulation is not intended to preclude any member from occasionally letting a vessel solely for private and pleasure purposes or to deprive such vessel of the benefits and privileges aforesaid except for the time during which the vessel is let.
- 7.4 No vessel shall be recorded on the Clubs Register of Vessels unless every person having an interest therein is a financial voting Member of the Club and the vessel has a current Club Marina Safety Compliance Certificate or the vessel has been exempted from the Club Marina Safety Compliance Certificate by the Pens & Moorings Committee. **Refer (Club Bylaws 7)**
- 7.5 No vessel shall compete in Club events unless registered, Marina Safety Compliant and the member is a financial voting member.
- 7.6 No multi-hull sailing vessels shall be accepted on the Club register other than "off the beach" class.

8. Unoccupied Pens

- 8.1 Any Member intending to leave their pen unoccupied for a period in excess of 14 days shall give notice to that effect to the General Manager and/or Pens & Moorings Chairman.
- 8.2 The hirer of the pen may not allow their unoccupied pens to be occupied by, other Club members or non-Club members.
- 8.3 The Pens & Mooring Committee reserves the right to temporarily allocate any unoccupied pen for such period and on such terms and conditions as they may think fit, provided however, that in the event of the original hirer requiring to re-occupy the pen they shall give 48 hours' notice of such intention to the General Manager and/or Pens and Moorings Chairman.
- 8.4 In the case of any Club facilities remaining unoccupied for one month (except in the case of a vessel usually moored therein being in winter or dry storage or temporarily removed for repairs or any other such valid reason as may be approved by the Pens and Moorings Committee in writing), the Pens and Mooring Committee may serve on the holder of the Club facility notice to show cause why the right to occupy such pen or mooring site should not be cancelled. If the holder of such pen or mooring fails to show cause to the satisfaction of the Pens and Moorings Committee within 14 days, then the right to such pen or mooring may be cancelled and may be allocated at the absolute discretion of the Pens and Moorings Committee.
- 8.5 Subject to pen availability and prior arrangement with the Pens & Moorings Chairman or General Manager, vessels from kindred Clubs who produce current insurance details and marina compliance certificates from their home Club are welcome as guests in the South of Perth Yacht Club Marina for a period of 3 days free of charge then pay the minimum of 1/50th of the current pen rental fee per day and an administration fee as determined by the Club. The maximum stay by visiting vessels is four weeks.



9. Deed Pen Holders

- 9.1 All members with Water Deed Pen agreements, must comply to all rules, policies and regulations as applied to all members.

10. Ramp Users

- 10.1 Prior to any application for the use of Club Ramp facilities, the applicant and all joint owners in the vessel must be financial voting member of SoPYC. Only then may they apply to use the Club facilities. The Club does not allow applications from Companies or Trusts.
- 10.2 Only vessels that have completed the appropriate Ramp Pass Application documentation required under **PM00389 Pen/Facilities Application Process** – and the accompanying **Marina Safety Compliance Self Audit form** will be considered for the use of the ramp facilities at the Club.
- 10.3 Club members must have their vessels checked and passed by one of the Clubs Marina Safety Compliance Officers and a sticker is to be issued prior to obtaining a ramp key.
- 10.4 Club members may not use the Club ramp to launch Jet Skis or other PWC type vessels except for delivery to their larger vessels located in the Marina.
- 10.5 No member shall use the ramp facilities without first completing the required forms and the payment of a “key deposit”
- 10.6 Members with land pens will have the pass for use of the ramp included in their Land Pen Application

11. Member Participation Review

- 11.1 Members are advised to read the **PM00306 Member Participation Review Process** to familiarise themselves with the policy process.
- 11.2 Members who occupy a Club facility are reminded of their written commitment as per their undertakings, to participate in Club events.
- 11.3** A participation audit may be conducted annually by Club personnel to assess members participation rates. See **PM00306 Member Participation Review Process**
- 11.4 Members who have been assessed as not reaching Club expectations, may be asked to respond in writing to explain their situation.
- 11.5 The Pens and Moorings Committee may review responses, with the Club General Manager and Rear Commodore (Regatta) present.
- 11.6 The Pens and Moorings Committee may then make a further recommendation to the Management Committee for a final decision and a letter will be sent to the member notifying them of the Management Committee’s decision.



12. General Rules

- 12.1 A designated applicant/spokesperson for a vessel may formally assign in writing to another member, their position as the designated applicant/spokesperson for a vessel. That assignment must be forwarded to the General Manager.
- 12.2 That assignment shall be deemed to pass to the assigned, all benefits and responsibilities attaching to the designated applicant/spokesperson for a vessel.
- 12.3 That assignment shall have no effect until approved by the General Manager and an appropriate transfer fee will be applied as per the fees and charges set by the Management Committee.
- 12.4 The Club will not recognise any party or parties other than the nominated spokesperson for that vessel, as having paid the Pen Entry Waiting List Fee.
- 12.5 A member found to be acting as the designated applicant/spokesperson for any vessel where the Management Committee has reason to believe that the member is acting in that capacity principally to avoid payment of a Pen Entry Waiting List Fee under the preceding clause, shall be called to appear before the Management Committee and explain why his membership should not be cancelled or another penalty invoked.
- 12.6 Members whose pen facilities are withdrawn by the Club shall be given written notice to move the relevant vessel out of the marina within ten days from the date of the letter. At the expiry of this period, the Club shall move any vessel not so removed, to a mooring within the Club water lease and the member advised in writing accordingly.
- 12.7 The Pens and Mooring Committee reserves the right to cancel or change any allocation of a pen or mooring site at any time with fourteen days' notice given to the Member.
- 12.8 Pens or mooring sites are not transferable.
- 12.9 Any notice served herein on the holder of Club facilities may be served by letter addressed to the place of abode or address registered in the books of the Club and notice so posted shall be deemed to be served.
- 12.10 No member of any Committee or any employee of the Club is authorised to give any undertaking, which varies from this policy, to any member without the support of a resolution of the Management Committee authorising that variation or undertaking. Any such unauthorised undertaking will not be binding on the Club or any the club Committees.
- 12.11 All vessels already in the marina at the time of adoption of this policy and which are owned jointly by two or more owners or parties having an interest in the ownership of a vessel, shall nominate in writing, one of those parties as the designated applicant/spokesperson for that vessel.



13. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

Policy Owner: The Pens & Moorings Committee, on behalf of the Management Committee is accountable for the policy and its operation.

Policy Development: Pens & Moorings Committee members, members delegated by the Management Committee or the General Manager will be responsible for the development of policy content.

Policy Development, Maintenance and Review: The Pens & Moorings Committee is responsible for overseeing the development, maintenance and review of this policy.

Policy Implementation: Under Management Committee direction, the Pens & Moorings Committee and the General Manager will be responsible for the implementation of this policy.

Policy Compliance: Management Committee shall at its discretion from time-to-time undertake activities to ensure Club members, and SoPYC staff, comply with the requirements pursuant to this policy. These activities can include external and internal audits, checks and inspections.

RELATED DOCUMENTS:

The Pens & Moorings Policy is associated with the following Rules, By-Laws and Regulations

- South of Perth Yacht Club July 2019 Rules – Effective 23 July 2019
- South of Perth Yacht Club July 2019 Bylaws – Effective 23 July 2019
- Associations Incorporation (WA) Act 2015
- AS/NZS 3004.2:2014 Part 2 Boat Installations.

The Pens & Moorings Policy is associated with the following Policies:

- Finance Policy
- Pen Entry Waitlist Fee and Water Pen Deed Fees Policy
- PM00818 Shore Power Electrical Policy (New 2020)

Other documents which are relevant to the operation of this policy are as follows:

- Pen Occupiers Agreement March 2007
- Jetty 7 Pen Occupiers Agreement FINAL_July 2014
- Water Pen Deed - Jetty 4 and 5 FINAL May 2017
- Water Pen Deed FINAL September 2014
- PM00389 Pen/Facilities Application Process
- PM00306 Member Participation Review Process
- MPMR001 SoPYC Marina Pens & Moorings Regulations
- FS000412 Marina Safety Compliance Self Inspection Form



14. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner: Pens & Moorings Committee

All Enquiries Contact: Pens & Moorings Chairman

Telephone: 08 9364 5844

Email address: chair.pensmoorings@sopyc.com.au

Policies, Guidelines and Procedures are to be reviewed at least every three years from the date listed below

Review Date: dd/mm/yyyy	Policy Owner
27 th April 2021	P&M Committee

APPENDIX 1

In this policy, unless the contrary intention appears, the following definitions apply

Chairman means the Member holding office as the chairperson of a Subcommittee, or chairing a meeting, as the context requires;

Club means the incorporated association to which these Rules apply and known as the South of Perth Yacht Club (Inc.);

Club Facilities – Means Water Pen, Land Pens, and all area associated with boating activities. The exception to this will be **Deed Pens** which will operate separately within a separate section within this policy but still within the Clubs policies and regulations

Club mooring means a mooring laid down by the Club in the area the subject of the Riverbed lease and leased to a Member for the purpose of mooring a Vessel entered on the Vessel Register;

Club premises means –

- (a) the land situated at and known as 2 Canning Beach Road, Applecross in the State of Western Australia;
- (b) the land the subject of the Riverbed lease;
- (c) any other land that the Club is given an exclusive right to occupy for more than 3 months; and
- (d) all improvements to that land;

Deed Pens – Pens leased by the Club under the Deed Pen Fee Policy Effective: 1 July 2014



Designated Applicant/Spokesperson is the full financial voting member whose name appears first on the Pen Application form.

Financial Member means a Member of the Club who has paid all subscriptions due to the Club and who has no amount owing to the Club that is more than 3 months overdue;

Financial year, of the Club, means the period of 12 months commencing on 1 July and ending on 30 June the next year;

General Manager means the person holding office as the General Manager of the Club and in the absence of any person being appointed General Manager, includes any person carrying out the duties normally expected of or carried out by the General Manager, including the responsibilities set out in Rule 30 of the Rules & By-Laws;

General meeting, of the Club, means a meeting of the Club that all Members are entitled to receive notice of and to attend;

Half-yearly General meeting means a General meeting convened under Rule 52 of the Rules & Bylaws;

Land Pen means an area of land leased to a Member for the purpose of storing a Vessel that is entered upon the Vessel Register;

Management Committee means the management committee of the Club;

Member means a person (including a body corporate) who is a voting member or a Non-voting Member of the Club;

Ordinary Member means a person accepted to this class of membership under Rule 7 of the Rules & Bylaws;

Policies means the policies made by the Management Committee under Rule 65 of the Rules & Bylaws;

Rear Commodore – means a Member who has been elected to the office of Rear Commodore in accordance with these Rules;

Riverbed lease means the lease dated 2 July 1986 made between the Club as lessee and the Minister for Transport as lessor;

Rules means these Rules of the Club, as in force for the time being;

SoPYC – Means South of Perth Yacht Club

Vessels – shall mean any craft, powered either by sail, engine or oars, or any combination of these, admitted to the Club Register.

Vessel Register means the record of Vessels owned by Members and kept on Club premises;

Voting Member means a 60 Year Member, Centreboard Member, Ordinary Member (including a Capital or Country Member) or a Life Member, being the Members with the rights referred to in Rule 9(4) and the By-laws;

Water Pen means a pen constructed in the area of the Riverbed lease and leased to a Member for the purpose of penning a Vessel entered on the Vessel Register.

Further, in these Rules –

- a) words importing the singular include the plural and the converse;
- b) words importing a gender include all genders;



- c) where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- d) an expression importing a natural person includes an individual, a firm, a body corporate, an unincorporated association and any Regulatory authority;
- e) a reference to a Rule, Sub rule, clause or schedule is a reference to a Rule, Sub rule or clause of or schedule to these Rules and a reference to these Rules includes any schedule;
- f) a reference to legislation or to a provision of legislation includes any modification or re-enactment of it, a legislative provision substituted for it and a regulation or statutory instrument issued under it;
- g) reference to a document includes all amendments or supplements to, or replacements of, that document;
- h) reference to a body corporate, an unincorporated association and any Regulatory authority includes a reference to that entity's successors or assignees; and
- i) a reference to any designated office, Subcommittee or Section of the Club includes any modification or replacement of that office, Subcommittee or Section.