



SPRING MAILING 2018

Within this file you will find the papers enclosed in the Spring 2018 mailing.

The contents of this file are as follows:

1. Commodore's Report
2. General Manager's Notes
3. Spring Meeting Proxy Form
4. Member GDPR Consent Form

The financial statements for the year ended 31 October 2017 are available in the Members Area of the website – [click here](#)

The Notice of the Spring General Meeting being held on Saturday 14 April and accompanying papers are available in the Members Area of the website – [click here](#)

Your 2018 Members Handbook is available for collection from the Club Office

Your Spring/Summer "Making Waves" Magazine is sent to you by post, and your envelope will also include your personalised Member Consent Form referred to in 4. above.

SPRING 2018

Commodore's Report

I took over as Commodore on the 1st November last year and I am beginning to understand and appreciate the wide range of activities that the Club, its officers and the staff have to manage. Each member will have an in depth understanding of those activities they personally are involved with, but few of us see the whole picture. And there is no reason why we should. The Club is a complex and successful business, offering top quality premier racing, through to more relaxed on-the-water and House activities, to a commercial venue for accommodation and functions. To deliver all this we have dedicated staff who work very hard. But we also rely upon the support and dedication of a cohort of members who offer their time and expertise when called upon to do so.

So in my first report, to accompany the Spring mailing, I want to express my thanks to all those members who commit countless hours and efforts to keep the Club and its activities going in the right direction, making the Club the success that it is.

The General Committee at its meeting on the 2nd March approved the accounts for the year ended 31st October 2017. These show that the Club had a successful year with a surplus of £37,648, and an increase in cash year on year of almost £70,000. That is a strong platform for my fellow newly appointed Flag Officers (Mike Wigmore, RCS and William Plant, Treasurer) and I to build on, left by the outgoing Commodore and his team. The surplus is due in part to a fuel rebate which was not accounted for in previous years, but for the most part due to a successful commercial venue programme. This continues, but the goal must be to see that programme as icing on top of the cake, with our subscription income and income generated by our sailing and on the water activities sufficient to at least cover our outgoings if not provide a surplus each year.

Hence the concentration on increasing membership, by broadening the Club's appeal and offering to those who want to enjoy on the water activities in Chichester Harbour, while at the same time preserving and developing our reputation as a premier racing club, with a racing programme to match.

My predecessor started a programme of reducing subscriptions and achieved much progress in that respect. It is the intention of the Flag Officers to continue that programme and over the summer we will be looking at ways of achieving that. If we can lower subscriptions, but increase membership, we should be able to keep the aggregate subscription income level and at the same time boost the use of and therefore income derived from our racing and the House. That is the goal, and with your support we are going to give it a good try.

There are a number of specifics I would like to report on.

Working Parties

Where would we be without them? Many thanks to our Honorary Bosun, Chris Creak, and all the volunteers.

2000 Project

You will have read about this in Quick News and elsewhere. Members have generously contributed nearly £24,000 to the Project which has allowed us to order the three new boats to be delivered by the start of the season. Mike Wigmore has with the two captains of the 2000 Class put together a programme of fun and relaxed sailing with some racing, and the class with a training programme expanded to support the project will be launched at the Open Day on Sunday 6 May.

Marketing

Mike Wigmore and David Priscott, assisted by Nick Bottomley, have lead a review of our marketing, specifically our website and the messages that gives to prospective members. You will see the results of this shortly, but don't worry members will still be able to easily access the information that they are used to.

New Member joining procedure

This has been simplified and streamlined to make it easier for new member applicants to join the Club. Now an applicant will become a temporary member as soon as he or she fills out the application forms, and will start paying a monthly subscription fee until the 31st October. At the next forthcoming General Committee meeting their application, supported by proposer and seconder, will be considered and approved.

Rowing

Under the energetic leadership of Chris Blevins, rowing goes from strength to strength. The rowers have formed a committee to help run the activity and General Committee has approved the purchase of a new Celtic Long Boat which will add to the capacity of the Club to meet the growing demand for this activity. The rowers themselves are leading the fund raising for this purchase.

Sailing Successes

For their successes in the past few months, I would like to congratulate;

Will and Mary Henderson winning the Fast Fleet at the CYC Snowflake series

Alice and Richard Bullock winning the Slow Fleet in the same series

Maria Stanley, with Rob Henderson, winning the RS200 National Circuit, and last but by no means least...

Isabel Davies and Gemma Keers 5th in the Ladies event at the 420 Worlds in Freemantle.

Itchenor Sailing Club continues to be in the forefront of competitive sailing. Well done all!

(And apologies if I have left anybody out.)

Data Protection

A serious subject, but not one which gets the pulse racing. New regulations are coming into force by the end of May and as a result the Club has revised its data protection policies which can be viewed at http://www.itchenorsc.co.uk/legal_docs/ISC%20Data%20Protection%20Policy%20Approved.pdf. The key point for members is that the Club needs specific consent from each of its members to keep and use their personal data, which we need to be able to service members' requirements and function fully effectively as a sailing club. With the Spring Mailing is a form and I would ask each member either to complete and return or complete and submit the online form on the Club website as soon as possible indicating (or otherwise) that consent.

Start of Season

Mike Wigmore with the class captains and Sailing Manager have worked hard to put together the racing programme for the forthcoming season. Self allocation of duties on Dutyman has been good at approximately two thirds, an improvement on last year. The first racing of the season is on Sunday 25th March.

Start of Season party...

Is on the 7th April. Book in using the new online booking facility at <https://webcollect.org.uk/itchenorsc/category/social-events> or use the link either on your QuickNews or the Club website to help start the season with a bang. We have supper and dancing to live band Naked Bass. Ticket prices are £16.50 for adults and £12.00 for children.

Spring General Meeting

Finally let me remind you that the Spring General Meeting is on Saturday 14th April at 5.30 pm and I look forward to seeing you there.

I hope all Members enjoy a great sailing season!

Neil Hart, Commodore

Welcome to the Spring 2018 mailing pack, in which you should find:

- Your 2018 Members Handbook **.
- Data Privacy Consent – this is important, please read and respond to this.
- A summary of the Club's financial statements for the year ended 31 Oct 2017. For anyone wanting more detail, a full set (all twenty six pages) is available in the Members Area of the Club website, and a paper version is available from the Club Office.
- The Commodore's Spring Report.
- The Notice required for the Spring General Meeting on Saturday 14 April, and the Minutes of last year's Autumn Meeting.
- Proxy forms
- Your Spring/Summer ISC Magazine

**If your Handbook is not enclosed, it means you opted to collect it from the Club. It will be available for collection from the Office on your next visit.

The Spring General Meeting

The Spring General Meeting will take place on Saturday 14 April 2018, starting at 1730 in the Members Room at the Club. All business is documented in papers enclosed for Full Members with this mailing, copies of which are available on the website. Full Members only may attend and vote. Please read carefully the information about proxy voting. Proxies will need to be returned to the Office by post or by hand by 1730 on 12 April 2018. Proxies received after this cannot be counted.

Staff Fund

The Club's staff have asked me to thank on their behalf all those Members who contributed most generously to the Staff Fund in 2017, and join in wishing all Members fair winds in 2018.

Duties

A huge amount of work has been put in during the winter producing the racing programme and the duties roster. Thank you to all Members who self-allocated their duties.

Members assigned duties, both self-allocated and Club allocated, have been sent an e-mail by DutyMan asking that they log in and confirm their allocated duty dates within the system. **If you haven't already done so, please do log in to confirm your duties.** If you don't we will be on the phone to nag you. Full instructions are available from the Sailing tab on the Club website.

All swaps and duty changes should now be done through DutyMan. There is no need to advise the Office either before or after arranging your swap.

If you discover you are unable to perform a duty on the date allocated, the onus is on you to arrange a

swap with someone appropriately experienced. DutyMan clearly shows swappable duties.

In the 'Members Only' area of the website there is a list of members who are authorised to carry out duties for payment. This is strictly a private arrangement between members; the going rate is around £75 for the day, although market forces at certain times of the year can affect the rate. If this type of arrangement is agreed, the person accepting the duty must update DutyMan by 'volunteering' for the duty.

Alternatively, for £120 we can organise for someone else to cover your duty for you. Just follow the link on the website, and complete the online order form.

PLEASE NOTE: A £150 charge may be levied on any member not showing for their duty, or failing to arrange a competent substitute.

Note: For members requiring access to the Members Only area of the website, the user ID is "1927" and the password is "betivuka".

The Winter Months

My thanks to the Club Staff who have all worked hard through the winter months. Members who visited us during the winter enjoyed a social programme which included lecture suppers, Bridge evenings, a Christmas Party, a number of private parties and wedding receptions.

The only change in the permanent staffing since last year is that Sergio left us during the winter to go back to Spain. Nick, Ann-Marie and Damian in the House; George and George "Mac" on the sailing side; and Kay, Sue and Daniel in the Office all look forward to seeing members again at the start of the sailing season if not before.

Club DinghyShare

This year we will have three new RS2000 dinghies available for members to use, as well as the RS Vision and three RS Tera single hander junior training dinghies. All are available for full or half day use and should be booked and paid for in advance either online or through the Office. Keep an eye on your QuickNews for further details.

Training

The Training section of the website contains details of this year's training programme. We are offering both formal and informal training. ISC is an RYA recognised training centre which means we can offer RYA certificated courses for power, sail and first aid. Alternatively, if you would like something less formal, but still run to our strict safety standards, we can tailor some training to suit your requirements with ISC member and RYA Senior Instructor, Ashley Hatton.

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RIBshare

Club RIBs will be available for Full Members to use when they are not in use supporting Club activities. The cost is £100 per day, or £50 for a half day (or part thereof). For everyone's safety there are terms and conditions which can be viewed on the Club website. RIBshare users need to be aged over 18 and hold the RYA Powerboat Level 2 qualification. Contact the Club Office for availability enquiries and bookings.

Hose Pipes on the Staging

My annual plea to please help us to keep the water authorities at bay by improving how the hosepipes are used and stowed. Most Monday mornings we find hoses left uncoiled and dangling around the staging; occasionally some are still turned on filling the Harbour (we are on metered water!) and others have fallen through the staging so that their ends are in the water or mud. We are required under the Water Supply Regulations 1999, to take steps to ensure that our hose pipes cannot be left in such a way as to prevent back siphoning and risk contaminating the water supply(!). Please help to ensure that when hoses have been finished with, they are coiled up and put back on their stands. Otherwise we risk having to remove the hoses from the staging and asking Members to collect a hose each time they require one.

Social Programme

The handbook includes details of the social events planned, including class dinners and suppers. Keep an eye on the website, Club notices and your e-mail Inbox for further details.

This year's curtain raiser, the Start of Season Party, is for all members and their families and will be held on Saturday 7 April. The evening includes supper and dancing to a live band "Naked Bass". Tickets are £16.50 for adults and £12.00 for children. Please book in advance through the online booking form or directly with the Office.

In addition to weekends, the Bar and Buttery is open every Friday evening and on Wednesday and Thursday evenings when there is sailing on. Why not come down for supper? – book in advance if you can, but if not just come along anyway.

Accommodation

Don't forget that we have overnight accommodation on the first and second floors of the Clubhouse. Some are ensuite, all have central heating, and all have been recently redecorated. Why not come down on Friday evening, have a meal at the Club and then stay over, to avoid the Saturday morning rush? Or have a few beers on Saturday night and stay over. Or both! Please book your accommodation through the Office.

Changing Rooms

On racing days, the Ladies and Gents Changing Rooms are cleaned early in the morning so that they

are clean when Members arrive. If clothes and kit are strewn around the changing rooms, cleaning is more difficult and takes longer and thus costs the Club more. The cleaners have been asked to place into the Scran Bin any clothing or kit, found lying around the changing rooms. Anything left on a hook will be transferred to the Scran Bin after the weekend or sailing event.

Boats and Equipment on the Staging

It is surprising how much sailing kit is left behind after each weekend. Valuable items should be either taken home or left in a locker, and please make sure your boat has appropriate insurance. Lockers are located in the Sail Store and are available to hire for the season at £98 large and £72 medium sized. Contact the Office if you would like a locker.

Members Card Accounts

Don't forget that when payment is made by Members Card for food and beverages at the Bar and Buttery the price is discounted by 10%, which is a great reason for using Club facilities and paying by Members Card. This doesn't apply to payment for functions as they will have already been discounted

Please do top-up card accounts well in advance. **One of the main reasons for queues at the Bar and Buttery is because Members have left it until the last minute to top-up their accounts.** This causes delays and irritates other members waiting to be served. The minimum top-up amount is £25 for adults and £10 for children, but we encourage you to put on enough to last you at least the weekend. Accounts may be topped up by cash, cheque or debit card.

Club Card accounts may not be run into debt. The tills will not enable a transaction to complete that will take the account into debit. Please refer queries to the Office.

Members are responsible for the safe keeping of their Members Cards. In the event a card is damaged a replacement is normally provided free of charge, but if a card is lost or mislaid, a £10 replacement charge is levied. Reordering cards can take a few weeks, but we can supply a temporary card, for which at least a day's notice is required to transfer your account details.

Full Members - don't forget to take advantage of your Off Peak Discount. Details of when this discount is running are published in QuickNews and posted in the Clubhouse.

Finally

Our aim is to enable members to enjoy their sailing and their Club to the full. Do please let me know at any time if things are not right so we can address any issues.

I wish everyone a very happy and successful season.

STEPHEN CARDEN-NOAD
General Manager

ITCHENOR SAILING CLUB LIMITED (the "Club")

(Company Registration No. 260523)

PROXY FORM FOR USE BY MEMBERS FOR THE SPRING GENERAL MEETING 2018

This Proxy Paper contains two proxy forms – each member (including spouse members) must complete a separate proxy form.

I, (name in block capitals)

being a FULL MEMBER of the Club entitled to attend and vote HEREBY APPOINT¹ the Chairman of the 2018 Spring General Meeting / or (name in block capitals)

.....

of address).....

as my proxy to attend and vote for me on my behalf at the Spring General Meeting of the Club to be held at Itchenor Sailing Club on Saturday 14 April 2018 at 5.30 pm and at any adjournment thereof.

Date.....

Signature².....

I, (name in block capitals)

being a FULL MEMBER of the Club entitled to attend and vote HEREBY APPOINT¹ the Chairman of the 2018 Spring General Meeting / or (name in block capitals)

.....

of address).....

as my proxy to attend and vote for me on my behalf at the Spring General Meeting of the Club to be held at Itchenor Sailing Club on Saturday 14 April 2018 at 5.30 pm and at any adjournment thereof.

Date.....

Signature².....

Notes:

1. If any proxy other than the Chairman of the General Meeting is preferred, strike out the words "the Chairman of the General Meeting or" and insert the name and address (in BLOCK CAPITALS) of the proxy desired in the space provided.
2. **This form must be signed.**
3. To be valid, this form of proxy must be completed and lodged either **by hand or post** at the Office of Itchenor Sailing Club, Itchenor, Chichester, West Sussex PO20 7AG not less than 48 hours before the time for holding the meeting or any adjourned meeting thereof. Completion of the form of proxy will not preclude you from attending the meeting and voting in person at the meeting or any adjournment thereof and, in such event, the relevant form of proxy shall be deemed revoked.
4. Any alteration to this form must be initialled by the person who signs it.

ITCHENOR SAILING CLUB – DATA PRIVACY

IT IS IMPORTANT THAT YOU READ AND RESPOND TO THIS FORM

Member Name:	
Email:	
Mobile:	
Address 1: Home telephone:	Address 2: Home telephone:

The laws on data privacy change this year. On 25 May, the new General Data Protection Regulations (“GDPR”) come into effect, replacing the Data Protection Act 1998. GDPR tightens how any business collects, stores and uses personal data.

We have carried out a comprehensive audit on our data collection, usage and storage practices, and following some modifications we are satisfied that we are compliant with GDPR. One particular area where our practice has had to change, is that we can no longer rely on “opt-out” clauses. We must now hold individuals specific consent to hold and use their personal data.

The Club has produced a Data Protection Policy which can be found on the Club website at https://www.itchenorsc.co.uk/legal_docs/ISC%20Data%20Protection%20Policy%20Approved.pdf
Your personal data which we hold will be stored and used in accordance with this policy.

Uses to which your personal data may be put include:

- Managing of Members and their dependants membership of the Club, including the payment of subscriptions
- Managing membership categories which are age dependant
- Production of a Members Handbook in either paper or electronic versions
- Management of the duties roster
- Communicating details of Club sailing and social events and newsworthy matters
- Managing the Club’s point of sale system and Members card accounts
- Managing Club events and publishing results in both paper and electronic formats.

Therefore, in order to continue to hold and use your personal data and that of your dependants aged under 16 (if appropriate) for the purposes listed overleaf, we require your specific consent.

Please either:

Complete the form overleaf, included with your postal mailing/members magazine for the Member/s listed and return to the Club Office,

OR

Complete and submit the online GDPR Consent Form [from the link on the Club website](#).

PTO.....

